

AD-HOC SUSTAINABILITY COMMITTEE

Tuesday, October 12, 2021

6:00 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, table or smartphone by visiting, <https://us06web.zoom.us/j/88264372219?pwd=TW1GSUF5N0lDanhkSTZwa0tGVeZz09>. You can also participate via phone by dialing, 1-312-626-6799, and use Meeting ID: 882 6437 2219. When asked for your participant ID, just press #. When asked for the passcode enter 221.

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider The Minutes From The September 21, 2021 Meeting.

Documents:

[9-21-21 SUSTAINABILITY MINUTES.PDF](#)

5. 2022 Budget Memo Discussion

Documents:

[BUDGET MEMO_DRAFT.PDF](#)

6. Bicycle Path Map
7. Potential Memo To Dane County Concerning Capital City Trails Connection.
8. Connecting With Solar Group Buy Customers In Cottage Grove.
9. Future Agenda Items
 - a. Wisconsin's 2021 Office of Energy Innovation Grant RFP opens in October
10. Adjournment

Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other government bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Village of Cottage Grove
DRAFT Minutes Ad-Hoc Sustainability Committee
Tuesday, September 21, 2021

1. **Call to Order** Hess called the meeting to order at 6:01 pm. This was a Zoom meeting.
2. **Quorum:** It was determined that there was a quorum and that agenda was properly posted. Committee members present were Nicholas Hess, Ryan Minor, Catie Malcheski, John Williams and Heidi Murphy. Staff present were Deputy Administrator, JJ Larson, and Village Engineer, Josh Straka.
3. **Public Appearances:** public's opportunity to speak about any subject that is not a specific agenda item. No members of the public were in attendance.
4. **Discuss and consider the minutes from August 10th, 2021.**
Motion to approve minutes as presented by Hess, second by Malcheski. **Motion** carried with a voice vote 5-0-0.
5. **2022 Budget Memo Discussion**
Hess presented the 2022 draft budget memo attached in the meeting packet. Department budgets are due Oct 22nd. The attached memo included highlights of activities from 2021. Hess presented each item starting with the solar on MSB project. Williams added that a budget item is already added to the capital plan for installation of solar on the MSB in 2022. Strand has recommended upping the system to 85% usage with a 128kW system. Malcheski discussed the various system options the committee has researched and a final system will likely land in the middle but good to have flexibility in the capital plan. Hess discussed EV charging stations and committee consensus was to make all areas EV ready when working on other projects. Malcheski suggested a local grant program. Hess covered three community outreach events in the budget: Earth Day/Rain Barrel, Solar outreach, and a bicycling event. Malcheski discussed the rain garden item and the B-Cycle program details. B-Cycle presented an initial 15 docks for upfront costs of \$25,000 and annual maintenance fee of \$15,000. Murphy suggested adding a membership to the Wisconsin Bike Federation. Hess will work to finalize the memo for the next meeting.
6. **Bike Ordinance Discussion**
The Committee has been discussing various ordinance updates regarding infrastructure and/or safety requirements for bicycles. Malcheski discussed her findings from researching from surrounding communities' ordinances regarding bicycling. Malcheski recommended educational activities for residents regarding safe bicycling. Murphy asked Straka about complete streets ordinances and he will gather information for the November meeting.
7. **Future Agenda Items**
The next meeting will take place on October 12th at 6:00 pm. Future Agenda items include the budget memo.
8. **Adjournment**
Motion to adjourn at 7:00 by Hess, seconded by Williams. **Motion** carried with a voice vote 5-0-0.

Village of Cottage Grove, Wisconsin

Memorandum

DATE: October 12th, 2021
TO: HONORABLE PRESIDENT AND VILLAGE BOARD MEMBERS
FROM: AD-HOC SUSTAINABILITY COMMITTEE
SUBJECT: FY 2022 BUDGET MEMO

Summary of FY 2020-2021 Events:

As a result of the Village Board ranking sustainability and climate change as the 3rd highest priority of the Village, the 5 member Ad-Hoc Sustainability was created in March 2020. Furthermore, in September of 2020, the Village Board approved resolution 2020-11, mandating the Village; 1) not exceed its current 2019 kWh consumption of 1,200,000kWh, 2) reduce the net annual electrical consumption of the Village by 50% by 2030, 3) transition the Village owned vehicles (excluding heavy machinery to electric vehicles by 2030, 4) support additional outreach efforts to help the residents of Cottage Grove transition to sustainable practices.

As a result of these goals, the Ad-Hoc Sustainability committee hosted a #cleanupthegrove event following Earth Day (Sat, April 24th) that village staff lay out gloves and garbage bags at the local parks for residents to collect trash that had accumulated over the winter. Village staff collected the trash the following word day for proper disposal.

We have organized a group-buy of rain barrels that saw over 80 rain barrels purchased by Village residents at a reduced price to help offset water usage.

We have partnered with the Dane County Climate Office's two approved solar group buy programs, MadiSUN and Legacy Solar Co-op, to expand their eligibility to Cottage Grove residents.

We have continued discussions with Alliant Energy to potentially build a large solar farm near Village property.

We have analyzed and generated a report recommending the size and savings of placing solar panels on the roof of the municipal services building.

FY 2022 Budget Recommendations:

To continue the Village's transition to renewable energy practices and expand our outreach to more Village residents, the Ad-Hoc Sustainability committee recommends the following line items be added to the FY 2022 budget.

1. Construction of an 88-125kW solar panel system on the roof of the municipal services building

As already recommended and approved by the Village Board, we recommend that a solar array ranging from 88-125kW be installed on the municipal services building. The proposed solar array cost ranges from \$143,000-310,000 after Focus on Energy and Solar for Good rebates. This installation would reduce our annual electrical consumption by at least ~110,000 kWh which is ~9% of our 2019 annual electrical consumption (based on the 88kW system). The payback period for this installation (88kW system) is ~13.6 years with the solar array, with a life-expectancy of 30 years, saving the Village is excess of \$240,000 over that 30-year period.

2. Upgrade of the municipal services building to be EV-ready

Alongside the installation of the municipal services building solar array, we recommend that the municipal services building be upgraded to include: a single more efficient metering system, installation of dedicated 240V electrical lines for EV-charging and four level 2 EV charging stations installed in anticipation of both the police and public works vehicles transitioning to electric in the coming years. The estimated cost of both the purchase and installation is \$16,000. This will effectively prepare our Village for the transition to electric vehicles and maximize our use of the new solar array.

3. Dedicated funding for three Sustainability Events (Earth Day/#cleanupthegrove/Rain Barrel Pickup, Tour de Cottage Grove and Solar Group Buy/Sustainability Tent at Marketplace Dayz)

The Ad-Hoc Sustainability committee have targeted these three events for the 2022 year that will promote the general sustainability of the Village (#cleanupthegrove, rain barrel program), the expansion and use our bicycle paths and bicycle lanes around the Village (Tour de Cottage Grove) and the advertisement and outreach to residents about the advantages of sustainable products/methods around the house and the solar group buy options (Sustainability Tent at Marketplace Dayz/Dane County Trash Lab). Money for these events will be used to purchase flyers, signs, buy advertisements (e.g. Herald-Independent), provide necessary equipment for the event and to prizes/swag for children. We recommend a total cost of \$1,000 for these events.

4. Preparing the new parking lot at Clark and Grove Street as EV-ready

We recommend installing dedicated electrical lines during construction of the parking lot to allow the parking lot to accept EV-charging stations in the future without additional construction costs.

5. Installation of two 300 square foot rain gardens in Village-owned avenues or medians.

Rain gardens are the installation of native plant and flower species. They retain rainwater and let it slowly percolate into the ground, as to not inundate the drainage system after a heavy rain and to prevent flooding. They also minimize the burden on the water treatment facilities, as they filter out contaminants. They also provide natural beauty and attract pollinators. The Ad-Hoc Sustainability committee recommends the installation of two rain gardens in public space (one from a professional rain garden landscaper, who we could learn from, and one that we install ourselves after we learn the appropriate methods). The combined cost of these two installations would be \$6,000.

6. Making Cottage Grove a bike friendly community through the purchase and installation of Bicycle docking stations and joining the Wisconsin Bike Federation.

Public access to relatively low-cost bicycles will help to minimize polluting traffic on our roadways and increase foot traffic to local establishments. The one-time cost of purchasing a dock is \$1,600 with an annual maintenance cost of \$1,000 per dock (note 1 bike/dock). We recommend allocating \$20,000 for this service. Additional sponsorships by local companies will also be obtained to reduce the annual service fee. Docks are planned to be placed around the new hotel, Bakken park, Doudrins Distillery and 1855 Saloon/Glacial Drumlin trailhead.

Joining the Wisconsin Bike Federation will cost \$500 and facilitate an educational advocacy session and safety signs/pamphlets that will be spread across Cottage Grove.

Ad-Hoc Sustainability Committee:

Nicholas J. Hess (Chair)

Catie Malcheski

Ryan Minor

Heidi Murphy (Village Trustee/Committee Secretary)

John Williams (Village President)