

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF APRIL 5, 2016**

1. **Call to Order at the Municipal Services Building.** The meeting was called to order at 6:02 p.m. by Alex Jushchyshyn.
2. **Determine that a quorum is present and that the agenda was properly posted.**

It was determined that a quorum was present and that the agenda had been properly posted. Present were Andy Eberhardt, Mike Hackel, Alex Jushchyshyn, Larry Kieck, and Scott Schuerman. Also present were Public Works Director JJ Larson, Travis McDermott of MSA, and Public Works Administrative Assistant Kristen Krause.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**

None.
4. **Old Business**

No old business.
5. **New Business**
  - a. **Discuss and consider requesting MS4 permit coverage change from General Permit to coverage under “Madison Area MS4”.**

The Madison Area MS4 includes other communities that are a part of MAMSWaP (Madison Area Municipal Storm Water Partnership). Since the Village of Cottage Grove belongs to MAMSWaP, Larson explained the benefits of switching to the Madison Area MS4, which include less reporting and the same cost. The Village will also need to provide a storm sewer system map to Madison, which can be easily done with the use of GIS. **Motion** by Hackel, seconded by Kieck, to approve the MS4 permit change to be covered under the Madison Area MS4. Motion carried with a voice vote of 5-0-0.
  - b. **Discuss and consider use of Capital Equipment funds for additional equipment.**

Larson and Parks and Recreation Director Sean Brusegar recently spoke with Village Administrator Matt Giese about using Capital Equipment funds for some additional equipment. They were advised to take their requests to the Public Works Committee. A lift gate for the ¾ ton truck, which would be used to load and deliver chemicals, and a trailer for the mowers, were two items requested. **Motion** by Kieck, seconded by Eberhardt, to approve the use of excess Capital Equipment funds to purchase the additional equipment discussed. Motion carried with a voice vote of 5-0-0.
  - c. **Discuss and consider approval of spending unused building funds for lettering on front entrance.**

Police Chief Dan Layber brought this issue to Larson upon the receipt of several complaints about not being able to locate the police station front entrance door. Placing lettering above the front entrance was suggested. Larson received a quote for the lettering and stated that Public Works staff could attach it to the awning above the front door. The letters are plastic and do not require maintenance. Committee members also recommended that the other lettering that currently exists in the front windows by the front entrance be removed. **Motion** by Hackel, seconded by Schuerman, to approve using unused building funds for lettering of front door entrance, not to exceed \$850.00. Motion carried with a voice vote of 5-0-0.
  - d. **Discuss information provided by MSA on the School Road and CTH N intersection.**

McDermott of MSA explained that this issue was being discussed tonight because of recent discussions had by the Plan Commission. Due to the new location of the UW Health clinic on CTH N and future construction of a childcare center on School Road at CTH N, talk began about traffic lights at the intersection of School Road and CTH N. The last traffic study at this intersection was conducted in 2007 and it was determined that traffic signals were not warranted at that time, but that the intersection should be monitored going into the future. In 2011, a cost estimate of \$950,000.00 for

the intersection was given, with \$150,000.00 for traffic lights and \$800,000.00 to extend the median out to Commerce Park. This cost was included in the TID 5 Amendment. If the committee decided that they were interested in exploring the idea of traffic lights at the intersection, McDermott stated that the next step would be to do another traffic study to see if the increase in traffic would warrant traffic lights. He also noted that there are different options for the project (i.e. length of median, right turn only lanes, etc.) should the committee decide to move forward with the traffic light discussion. The approximate cost for a traffic study is \$2,500 to \$3,000 and would be covered under the TID 5 Amendment. Hackel asked McDermott if the traffic study/analysis would also model for pedestrian traffic as well as vehicular traffic, to which McDermott stated that he believes that pedestrian modeling could also be done. No formal action was taken at this time.

## **6. Engineers Report**

### **VILLAGE PROJECTS**

#### **Westlawn 3<sup>rd</sup> Addition Wetland Restoration**

Permits have been extended to allow for construction to occur next fall and winter.

### **DEVELOPMENT PROJECTS**

#### **Atlantis Valley Foods**

Site construction for Atlantis Valley Foods is continuing to progress. MSA has been conducting weekly erosion control inspection. The contractors for Atlantis Valley Foods will be included in the 2016 Commerce Park Improvements Pre-Con in order to coordinate construction.

#### **Clasen Custom Coatings**

Clasen Coatings submitted the Land Disturbance Permit Application to the Village and has obtained proper DNR permits. The permit have been approved by the Plan Commission and work began yesterday on April 4.

#### **Rainbow Child Care Center**

MSA in in the process of coordinating with the developers engineer on addressing conditions for the approval of the site plan.

#### **Culver's**

MSA reviewed the site plan for Culvers and approved with conditions. The Plan Commission approved and construction is expected to begin this summer once the land disturbance permits are received from the developer. One of the conditions for the approval will be for Culver's to determine the location of the median cut that will be provided by the Village as part of the 2016 Commerce Park Improvements.

#### **Cottage Grove Mini Storage**

MSA reviewed the site plan for the Cottage Grove Mini Storage and approved it with conditions. The Plan Commission approved the plans and MSA will be working with the developer in order for the site to achieve proper stormwater management.

#### **Westlawn Estates 4<sup>th</sup> Addition – Phase III**

Homburg is continuing construction for Phase III that was started in 2015. All water services have been installed and storm sewer construction is currently taking place, with completion expected tomorrow, weather depending. Road construction and completion of the phase is expected to follow. MS have been on site for construction inspection.

### **TIDS**

#### **2016 Commerce Park Improvements**

Bids were received for the 2016 Commerce Park Improvements and Badgerland Excavating Corp. was the low bidder at an amount of \$117,506.00. On April 4, MSA recommended to the Village Board that the bid go to Badgerland, which was subsequently approved by the board. Construction is expected to begin in April. Badgerland was also advised not to use the same concrete contractor for this job.

## **7. Directors Report**

The annual MS4 report was recently submitted to the DNR. There will be more information about this report on the Village website, once the new website is in place. In the future, the report will also include more

information about the street sweeping that is done within the Village. Public Works Technician Dave Viken and Larson recently attended training at the Wisconsin Rural Water Association Annual Technical Conference. Larson is also continuing his work on his PDP through the APWA Public Works Executive Program.

On March 24, there was a weather event that produced snow, sleet, and ice. No calls were received by the Public Works Department. There are still 220 tons of salt that the department must take possession of by April 30. Next year's salt load will be a lesser pile.

Larson will be meeting this week with the person who did sidewalk repairs last year. They will evaluate the area that is scheduled for repairs in 2016. Larson will also go around and complete his own assessment.

This year, the department took delivery of a new dump/plow truck. Also ordered through a state low bid were a 1-ton truck replacement with a snow package that is estimated to arrive in 4-6 months and a small pickup replacement that is estimated to arrive in 3 months. The old Jacobsen Wing Mower was recently sold on the Public Surplus site for \$20,301.00. The buyer should be picking it up within the week.

**8. Approve the minutes of the March 16, 2016 Joint Utility Commission and Public Works & Properties Committee meeting.**

**Motion** by Hackel, seconded by Jushchyshyn, to approve the March 16, 2016 meeting minutes as presented. Motion carried with a voice vote of 4-0-1 with Larry Kieck abstaining.

**9. Future Agenda Items**

- Discuss and consider traffic study for School Road and CTH N intersection.
- Discuss and consider pros and cons for former Public Works Building.
- Discuss possibilities for compost, brush and salt shed site.
- Update on all Village-owned properties.
- Discuss phosphorus run-off ordinance (long-term, possibly June meeting).
- Next Public Works meeting will be held at 6:00 pm on May 3, 2016.

**10. Adjournment**

**Motion** by Eberhardt, seconded by Kieck, to adjourn at 7:07 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: \_\_\_\_\_

*These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.*