

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

- 1. Call to Order at the Municipal Services Building.** The meeting was called to order at 6:00 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. Committee members present were Alex Jushchyshyn (chair), Andy Eberhardt, Mike Hackel, 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. Tour Village Hall.**

Committee members toured the Village Hall, room by room and around the exterior of the building. Some items that were discussed during the tour include: the possibility of updating the HVAC system and thermostats, have someone go through old document storage, and having cameras added to the front entrance and lobby of the building. Some immediate action items that were recommended were to trim trees and shrubs around building, and clean up landscaping, repair the gutters, and have an inspection done on storage and how to best utilize it. It was also suggested that some of the long-term documents that need to be kept, should be stored in the fire-safe room at the new Municipal Services Building.
- 5. Old Business**
 - a. Update on Conservancy Ct wetland restoration.**

This item will be put in the budget for next year and therefore cannot be bid on prior to January 1, 2017. McDermott added that the DNR permit will be extended.
 - b. Discuss results of the MSA traffic-signal warrant analysis at the intersection of CTH N and School Road.**

MSA set up traffic counters at the intersection, taking into account the future child care center. The study found that the intersection warranted traffic lights. Counters were also set up at another day care center to compare traffic. A traffic signal was the only option that the study took into account. McDermott also went over a map of the area where the lights would be placed. The map showed the alterations needed for the traffic signals with turn lanes, as well as how they could be modified for future expansion. McDermott will also find out from Ehlers how the TIF could handle the traffic light project. The Village already has the right-of-way for all proposed improvements. Hackel asked that pedestrian signals be included with the traffic lights. Jushchyshyn will speak with Village Administrator Matt Giese about how to move forward with this project. No formal action was taken.
- 6. New Business**
 - a. Discuss and consider scope of Municipal Services Building assessment/inspection to be conducted by MSA personnel.**

Larson met with Village Administrator Matt Giese and Mike Maloney of MSA last Tuesday regarding both the Municipal Services Building (MSB) and the Bonnie Road building. McDermott passed out information on what would be included in the scope. Services to be provided was gone over as well as cost estimates. For the MSB, the cost estimate was \$15,000 and for the Bonnie Road building, the cost estimate was \$10,000. For a minimal inspection the costs for each building respectively would be \$10,000 and \$7,000. Committee members felt that this was too much money to be spent on

inspections and requested that Larson consult Village Building Inspector Tom Viken to see what he can come up with. No formal action was taken.

b. Discuss scope of Bonnie Road assessment/inspection to be conducted by MSA personnel.

See item 6.a. above.

c. Review the list of Village properties.

Larson distributed a list of Village owned lots, parks, buildings, and easements. Discussion was had regarding who oversees the wells, pump-houses, and park shelters. McDermott explained how things have been paid for regarding the reservoir/water tower, etc. Hackel recommended to parcel the everything out. It was also suggested that Larson attend a Parks Committee meeting to see if Parks Director Sean Brusegar and the committee want Larson to oversee the park shelters. Larson would also like input from Village Administrator Matt Giese. Jushchyshyn would also like to connect with Giese, Brusegar, Larson and Mike Maloney of MSA to go over all of the properties and who manages each. No formal action was taken.

7. Engineers Report

VILLAGE PROJECTS

Westlawn 3rd Addition Wetland Restoration

Permits are being extended to allow for the project to occur in 2017.

DEVELOPMENT PROJECTS

Atlantis Valley Foods

MSA has been conducting weekly erosion control inspections as construction has progressed. Remaining public improvements include sidewalk and terrace grading.

Clasen Custom Coatings

Construction has continued for Clasen Coatings and MSA has been performing weekly erosion control inspections.

Rainbow Child Care Center

MSA reviewed the Land Disturbance Permit application submitted by Rainbow Child Care and granted conditional approval. Construction is expected to start soon once all conditions are fulfilled.

Culver's

MSA has been performing weekly erosion control inspections as construction has progressed. Remaining public improvements include sidewalk and terrace grading.

Cottage Grove Mini Storage

Construction started in early June for the Cottage Grove Mini Storage. MSA has been performing weekly erosion control inspections as construction has progressed.

Westlawn Estates 4th Addition – Phase III

Asphalt binder paving and sidewalk were completed for Westlawn #4 Addition. MSA will be compiling a punch list for remaining items for phases I through III of Westlawn 4th Addition.

TID5

2016 Commerce Park Improvements

MSA provided a punch list to the contractor for the remaining contract items and items were completed by the contractor. A final pay application will be processed in early July and an update will be provided to the committee on final project costs and contract changes.

8. Directors Report

Sidewalk saw-cutting occurred on both Friday, July 1 and today, July 5. Complete sidewalk replacements will be taken care of in the coming weeks. A large patch of road on Cottage Grove Road (CTH BB) at the intersection of Uphoff, and on Clark Street will be paved soon by Wolf Paving. Village staff will remove/prepare the ditch on Clark Street and also take care of any undercutting on CTH BB. The plan is to have newer stretches of CTH BB and Damascus Trail (by GDS) sealed, as well as the older stretch of asphalt on CTH N near

Commerce Pkwy. Larson has received quotes for black boiler slag seal from Fahrner, which he was also informed is running out. The replacement seal will be a bigger aggregate that is lighter and contains more oil. He is also working on seeing if he can get the restriping done cheaper. So far he has received quotes for restriping from various companies and Dane County. Proposed re-striping will occur at CTH BB and Damascus and parts of CTH by Limestone Pass and Commerce Pkwy. Public Works Foreman Marty Groskreutz and Larson also discussed cutting and repaving a few other locations using PW staff and equipment.

Mike Mayfield and the Monona Grove High School group removed a very large patch of garlic mustard from a Village-owned property and will be working on cleaning up a number of other areas in the coming weeks.

PW staff recently had to cut the grass on the lot on CTH BB between Sandpiper and Cork Crossing due to safety issues for motorists and pedestrians. The property owners were able to secure a new landscape contractor to complete the work and assured Larson that it will be regularly maintained going forward. Larson sent four notices for weed violations last month, one of which was the property owner of a vacant lot N. Parkview (who did end up mowing). He also made one call about noxious weed growth. Larson has also worked with the MG School District and Parks Director Sean Brusegar regarding a scheduled maintenance plan for areas abutting Village of Cottage Grove residents, especially the area behind the Glacial Drumlin School. The maintenance plan was agreed upon by all parties.

Larson has received a few more questions about brush drop-off. He has informed residents that we don't currently offer that service. As of August 1, the Dane County Landfill will be charging \$25/ton for wood chips, which we currently take there for free.

9. Approve the minutes of the June 7, 2016 Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Kieck, to approve the June 7, 2016 meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

10. Set tentative date for next meeting.

The next meeting is tentatively scheduled for Tuesday, August 2, 2016 at 6:00 pm at Municipal Services Building.

11. Future Agenda Items

- Discuss and consider former Public Works Building.
- Discuss phosphorus run-off ordinance (long-term agenda item – future meeting).

12. Adjournment

Motion by Jushchyshyn, seconded by Kieck, to adjourn at 8:13 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: __8/2/16__

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.