

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JANUARY 8, 2019**

1. Call to Order at the Municipal Services Building. The meeting was called to order at 6:01 p.m. by John Williams.

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 Larry Kieck, Scott Schuerman and John Williams. Andy Eberhardt and Mike Hackel were absent and excused. Also present were Public Works Director JJ Larson, Mike Maloney 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

a. Update on bike path projects.

Larson informed the committee that the Village was recently awarded the Dane County Parc & Ride Grant. This grant will be put towards the extension of the multi-use bike path from north of Oak Street and CTH N, all the way to the roundabouts at CTH N and I-94. The amount of the grant is \$182,500.00 and the remaining funding for the project will come from the TID. The grant will be issued to the Village in either February or March and construction is slated for 2019. With the extension of the path along CTH N, Maloney explained that there are two challenging parts to the project: the first being the berms on some of the properties along CTH N and the second being the two Town of Cottage Grove properties along CTH N that have a narrower right-of-way. Schuerman suggested that the crosswalks at the intersection of CTH N and Commerce Parkway include flashing lights or other safety measure to help bikes cross at the busy intersection. Maloney said that the crosswalks would be looked at during the design phase.

The other grant that was recently awarded to the Village is the TAP (Transportation Alternatives Program) Grant for \$554,800.00. This grant will be used to construct a bike trail through the Village that will connect with the Glacial Drumlin Trail and eventually to the Dane County trail on the western border of the Village. Larson explained that the process for this grant is much longer than the Parc and Ride Grant.

b. Update on Conservancy Court wetland scrape project.

Maloney reported that the wetland scrape project is substantially complete. MSA staff explained the project and its DNR requirements to a few residents that had concerns. Maloney also explained that some funds would be retained in case the landscaping needs further improvement come spring. Williams then inquired about what can be done in the area across the street from the scrap project that seems to be filling up. Larson stated that he will have staff clean that outfall area out once the weather cooperates this spring/summer.

5. New Business

a. Discuss re-paving CTH BB.

Larson requested this agenda item to begin the discussion on adding bike lanes to CTH BB from approximately Sandpiper Trail to Ollie Street. The bike lanes would connect to the existing bike trails along CTH BB. Larson measured the areas involved and believes that the bike lanes could be added while maintaining 10’ driving lanes. Narrower driving lanes will also promote slower and safer traffic speeds on the road. Maloney did mention that narrowing the lanes would

take away some snow storage area during the winter. The committee will continue to discuss this item in the future. No formal action was taken at this time.

6. Engineers Report

Main Street Lift Station

The system is completed and online. MSA will review the site in the spring for final restoration and the Village holds retainage until the site work is accepted.

Quarry Ridge Subdivision

The Village is waiting for the developer to provide a surety.

Westlawn Wetland Scrape and Drainage Improvements

The scrape and restoration work are complete. MSA will review the work in the spring for punch list items and the Village will hold retainage until that work is accepted.

TDS Telecom

The installation workers hit natural gas lines, requiring repairs. MSA recommends televising the storm sewer lines that cross the fiber optic installations.

Jimmy Johns

Jimmy John's public street work was completed. The site work requires completion in the spring.

Summit Credit Union

Findorff indicated a March completion, so we should be seeing the Landmark Drive cul-de-sac open for traffic at that time. Everything looks good so far.

Shady Grove Subdivision

The developer will submit a change in layout for Buss Road to continue through the development. Public Works Committee and Utility Commission will be presented the changes when the plans are ready.

TAP Grant – Glacial Drumlin Trail

We completed the topographic field survey of the corridor. While the project will not be constructed until 2021, the public involvement, soils report, archaeological/historical reports are needed in the coming year. With the better property line information, we can better layout and convey to the neighborhood the position of the trail in the stretch of the project between Main Street and Bass Street.

Other

The proposed indoor athletic park at Commerce Park will have a shared drive with the Village's lift station. MSA has not seen anything from this project for some time.

MSA has heard some concerns over the 4-way stop at Commerce Parkway and Landmark Drive. There are worries that back-ups will occur with the increasing development in the Commerce Park especially during peak hours. Traffic lights were suggested as an alternative to stop signs. Since traffic lights at Commerce Parkway and Landmark Drive were not part of the original design for that area, it would be more expensive to add traffic lights.

7. Directors Report

As discussed earlier, the Village was awarded the PARC & Ride Grant for \$182,500 for the Main Street bike extension. The Village did not receive the grant for the Vilas Road Creek Crossing. Larson recently received some documents from the DOT regarding the TAP Grant that was awarded to the Village, but he is still waiting for the 3rd-party agreement between the Village, DOT and MSA. He is also attempting to set up a meeting with Mark from the DOT to discuss the agreement and paperwork, but has not been called back yet.

Larson recently contacted the City of Madison regarding the possibility of updating the contract for locating traffic signals, to also include the locating of street lights. He has not heard back after leaving a few messages and sending a few emails.

Public Works staff has handled the few small snow and ice events very well so far this season. Staff have been taking advantage of the milder weather lately by cleaning storm inlets and using the street sweeper to clear streets. An order for salt was also recently placed, which will fill the salt shed for the season.

Locates with the TDS build-out have been going smoothly. Public Works staff have been marking way more Digger's Hotline tickets than normal to keep up with the TDS contractors. The contractors have been able to continue working on the TDS project lately since there is no frost. Public Works staff have done a great job marking, given the amount of locates that have come through. There have been no reports of a hit on our utilities or a missed location. The Public Works office has received a few complaints and passed them on to the MiTech representative, which was contracted through TDS for oversight.

8. Approve the minutes of the November 6, 2018 Public Works & Properties Committee meeting.

Motion by Schuerman, seconded by Kieck, to approve the November 6, 2018 meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

9. Set tentative date for next meeting.

The next meeting is tentatively scheduled for Tuesday, February 12, 2019 at 6:00 pm.

10. Future Agenda Items

- Bike path update
- CTH BB re-paving

11. Adjournment

Motion by Kieck, seconded by Schuerman, to adjourn at 7:09 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: 3/5/19