

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JANUARY 9, 2018**

- 1. Call to Order at the Municipal Services Building.** The meeting was called to order at 6:00 p.m. by JJ Larson. Motion by Mike Hackel, seconded by Scott Schuerman, to nominate Scott Schuerman as Chair Pro-Tem. Motion carried with a voice vote of 3-0-0.
- 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 Mike Hackel, Larry Kieck, and Scott Schuerman. John Williams arrived at 6:05 pm. Andy Eberhardt was absent. Also present were Public Works Director JJ Larson, Mike Maloney of MSA, Public Works Administrative Assistant Kristen Krause, and one (1) member of the public.
- 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 School Road/Hwy N Project.**

Larson stated that the traffic lights have been working well since being installed at the intersection. At this time, the Village is waiting for TAPCO to send out four small pieces so that the streetlights can be installed on top of the poles at the intersection. The streetlights will resemble those at Commerce Park.
 - b. Update on 2018 budget.**

Larson explained that the items that were approved by the Public Works Committee to be put in the budget were all removed in the final approved budget. He did note, however, that \$34,000.00 was put in the budget for road maintenance and repairs, although that amount is \$66,000.00 less than what was requested.
- 5. New Business**
 - a. Discuss and consider SOQs and select firm for bike path TAP process.**

Two (2) SOQs (Statements of Qualifications) were submitted for the bike path TAP process; MSA and RA Smith. Larson recommended approving MSA to apply for the TAP funding for the Village due to their knowledge of the Village and their very thorough submission of qualifications. He also explained that the TAP funding (grant from the DOT) would cover 80% of the cost of the bike path, with the remaining 20% being supported by the Village. Maloney informed the committee that even though the TAP application for funding is due by the end of January, the Village will not receive a decision or approval until August. **Motion** by Hackel, seconded by Kieck, to recommend moving forward with using MSA to represent the Village for the bike path TAP funding process. Motion carried with a voice vote of 4-0-0.
 - b. Update on POLCO responses.**

POLCO is a polling firm used by municipalities to let residents know about ideas or questions that their municipality is considering and allows residents to voice their opinion and comments. The first poll that the Village distributed was regarding Public Works. Three (3) questions were presented and Larson explained that 90% of the responses were verified Village residents. The questions asked were: “Historically, how would you rate the Village’s snow plowing and ice control operations?”, “Should the Village develop and provide a brush drop-off location for residents?”, and “Should the Village implement a curbside leaf collection service?”. Larson commented that the responses were favorable for all three questions, with approximately 60-70 people responding.
 - c. Review of Annual Report.**

The Annual Report was created by Larson to show committee members and village board members what the Public Works staff does and issues that the department deals with, both ongoing and items that will be coming up. Larson gave an overview of the report, highlighting the failing 110 South Main Street Lift Station

and the Village's road conditions. He is hoping that the report helps shed light on important issues and allows the committee and board to stay connected to what is going on in the Public Works Department.

6. Engineers Report

School Road and Main Street Signalization

The work is completed except one work item by the City of Madison to install the luminaires to the street lights. MSA approved the shop drawings and TAPCO is building caps for the street light poles. The new signals operate by current standards, the green left arrow instead of turning off as in other intersections in the Village, flashes a yellow warning arrow after the green left turn only completes its cycle during the overall green light. We should consider having Traffic Division make all the signals function to current standards.

Seldal Plat Improvements

Retainage remains for spring verification of the establishment of turf restoration.

Shady Grove Subdivision

On hold as the developer reviews the planned zoning for submittal to the Village.

Westlawn Estates 5th Addition

We have reviewed plans for Phase 5 which is to complete the street and utilities for the 40-acre subdivision.

Summit Credit Union

Mining of the old highway rubble is nearing completion and the parking garage construction will be starting soon.

Stormwater Management

The Village will be completing stormwater reporting online this year as the DNR has updated their system for reporting. MSA will complete the Village-wide stormwater study to identify future improvements weight to reach planned water quality discharge limits. Also, the Conservancy Court wetland scrape will be reauthorized with new permits to allow this project to proceed.

Chase Lumber

MSA will be going before the Plan Commission tomorrow night to discuss splitting the Chase Lumber property into 2 lots.

7. Directors Report

As noted earlier, the traffic signals at School Road and HWY N have been operating very well for weeks. We are currently waiting on an order from TAPCO to complete the installation of street lighting. The new GIS system is primarily utility-focused work so far, which includes the water system info and tracking sanitary maintenance. MSA has, however, used our GIS system to gather storm outfall data and to formalize our outfall inspections for annual reporting to the DNR. Soon, the PASER information and street maintenance activities will also be streamlined into the system; facilitating proactive planning for maintenance and construction work on streets based on data tracking. Some other future uses of the GIS system will be sign inventory, tree inventory and tree maintenance. PASER ratings and mileage certification have been updated and submitted recently to the DOT for the required annual road reporting. As anticipated, the Village streets are largely in the "5" range where maintenance treatments are no longer a wise use of funds and we should be seriously looking at mill and repave as a maintenance strategy moving forward.

Public Works staff have responded well so far to a few small winter events. The bucket truck is scheduled to arrive shortly and staff will be trained on both use and maintenance. We have also received quotes for the pay loader and chipper replacement, both of which are set to be ordered in early 2018.

8. Approve the minutes of the September 5, 2017 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Williams, to approve the September 5, 2017 meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

9. Set tentative date for next meeting.

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

10. Future Agenda Items

- Discuss the bike path SOQ and timeline.
- Update on Conservancy Court wetland scrape.

11. Adjournment

Motion by Williams, seconded by Kieck, to adjourn at 6:45 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: 2/6/18

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.