

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF FEBRUARY 6, 2018**

1. **Call to Order at the Municipal Services Building.** The meeting was called to order at 6:00 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 Andy Eberhardt, Mike Hackel, Larry Kieck, Scott Schuerman and John Williams. 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 School Road/Hwy N Project.**

Still waiting on a part from TAPCO that will allow the street lights to be attached to the poles by the traffic lights.
5. **New Business**
  - a. **Update on bike path.**

Larson recently attended a meeting where he found out that because the Village of Cottage Grove belongs to the Madison Area Transportation Planning Board, the federally designated Metropolitan Planning Organization (MPO), the Transportation Alternatives Program (TAP) funding is broken down differently than the standard DOT allowance of 80% TAP funding, 20% Village funded. Since the bike trail extension project that runs through the Village of Cottage Grove is projected to cost approximately \$700,000, the Village would only qualify for 60% TAP funding, with the Village being responsible for the additional 40%. To help with the additional expenses (of the 40% Village portion), Village Engineer Mike Maloney reached out to the DNR about a possible grant. Based on information that he received, it looks promising for the Village to secure a grant. The DNR trail grant is funded at 50%, which would help to get the Village’s share back to the original estimate. There is a requirement for the DNR grant which requires the Village to resolve the issue stemming from the sale of land to the Wisconsin Rugby Club at Bakken Park. The Village would need to designate approximately 7 ½ acres of parkland in the Village to replace the land that was sold to the rugby club, since the land for Bakken Park was originally purchased by the Village with a DNR stewardship grant. Maloney explained that the TAP funding process is approximately 3 years, with land acquisition, design and construction, and the DNR funding process is approximately 2 years. Maloney also discussed possible plans for the trail location and explained that while nothing is set in stone, a provisional plan will need to be submitted in order to apply for the DNR grant in May.
6. **Engineers Report**
  - Seldal Plat Improvements**

Retainage of \$5,000 remains for spring verification of the establishment.
  - Westlawn Estates 4<sup>th</sup> Addition**

We have reviewed plans for Phase 5 which is to complete the street and utilities for the 40-acre subdivision. With the development being complete, but with some improvements needed to complete the ends of the roads, an escrow or surety is needed. This is the final phase of the development.
  - Summit Credit Union**

The site foundation work proceeded last month. The site is being kept secure and erosion control has been well kept. With the tower crane up, the building should be taking shape. The airport permit is in place for the crane and the permanent structure.

**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.

### **Westlawn 3<sup>rd</sup> Addition – Wetland Scape**

The permitting is being started by updating the required plans. Due to the new information that was shared by local residents, the design is incorporating the additional scrape area. The permit application will be sent to the WDNR and ACOE in early February. The scrape plan was presented by Maloney and he explained that some of the new verbiage will include the cutting of the outfall wall.

### **GIS – Sanitary Sewer System**

We conducted field work to complete the data collection for sanitary manhole connections. The data will help the village know the capacity of the collection system for future development and where to plan developer impact costs based on system needs.

## **7. Directors Report**

Staff has responded very well to the recent weather events of minor snowfalls, ice and freezing rain. Only a small handful of complaints have come in related to the weather events. Larson is developing a road maintenance plan for the year and once the weather cooperates, staff will be getting out to identify the sidewalk work for the year as well. The bucket truck has arrived and training will be provided by Utility Sales & Service this Thursday, February 8. A replacement John Deere payloader was recently ordered and should arrive in about four months. The cost of the payloader came in under budget. A replacement Morbark wood chipper was also recently ordered and under budget.

MSA submitted the TAP funding application on behalf of the Village. The Madison Area Transportation Planning Board (MPO) ultimately determines funded projects and levels. As discussed above, the intent is to apply for the DNR Trail grant funding for the project later this spring.

## **8. Approve the minutes of the January 9, 2018 Public Works & Properties Committee meeting.**

**Motion** by Kieck, seconded by Schurman, to approve the January 9, 2018 meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

## **9. Set tentative date for next meeting.**

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

## **10. Future Agenda Items**

- Discuss and consider the bike path funding (TAP and DNR grant).
- Update on School Road and Hwy N intersection.

## **11. Adjournment**

**Motion** by Hackel, seconded by Eberhardt, to adjourn at 6:47 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: 3/6/18

*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.*