

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF MARCH 5, 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 Mike Hackel, Larry Kieck, Scott Schuerman and John Williams. Andy Eberhardt was 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.**

Maloney presented the plans for the bike path along CTH N (Main St) on the east side from north of Oak Street to the roundabouts by I-94. For the first stretch between Oak Street and Parkview Street, Maloney is recommending filling in the ditch, adding curb and gutter and building the trail over this area. There will be a 15% slope in the terrace once this work is done. The next stretch between Parkview Street and Northlawn Drive would not have curb and gutter and the trail would be located below street level so as not to affect the berm. This stretch would also have the bike path curve a bit to go around a few items. Northlawn Drive to School Road already has sidewalk and curb and gutter. The stretch between School Road and Limestone Pass will need to accommodate for the Town of Cottage Grove residence and Viney’s Auto Repair Shop. Curbing will be tight through this area. Limestone Pass to Commerce Parkway will have the trail hug the right-of-way and the trail will connect with the county path at the round-a-bouts by I-94. The planned ramps at each intersection will be concrete. Hackel asked Maloney to look into adding curb and gutter to the stretch of path between Parkview and Northlawn so that it would correspond to the rest of bike path’s route and not leave that block unimproved.

The bike path for the state trail connect is still on track for construction in 2021. The next step is to get an engineer bid. After the engineer is in place, they will start the studies and design phase this year.

With the repaving of CTH BB this year, Maloney presented information on the potential bike path lanes that could be added and connected to existing bike paths/trails. Maloney discussed the possibility of removing some of the center island on the east side of the intersection at Southing Grange and CTH BB to make more room for the bike lanes. Also suggested was the possible addition of a bike land ramp for the eastbound bike lane to enter the bike path west of the cemetery. Bike lane additions and improvements would be added to the original CTH BB project as an alternate bid, with an estimated cost of \$72,000.

**b. Update on Conservancy Court wetland scrape project.**

MSA will check in on the project once the ground is thawed this spring and report back to the committee.

**5. New Business**

**a. Discuss and consider recommendations to the Board to pursue Traffic Impact Fee study and implementation.**

This item was brought up at the Village Board level first and sent to the Public Works and Properties Committee for their recommendation. Maloney explained that a needs assessment could be conducted by Baker Tilly for approximately \$12,000. MSA services, along with the Village Attorney, would also have

to be added into the cost. Maloney explained that the study would look at the area on the west end of the Village and all of the types of units that would be planned for. He also noted that the impact fees would only help offset the cost of road expansion, improvements and signage, not replacement of roads. **Motion** by Hackel, seconded by Kieck, to recommend to the Village Board to initiate a traffic impact fee study and implementation at a cost not to exceed \$30,000.00. Motion carried with a voice vote of 4-0-0.

**b. Discuss solar on the roof of the Municipal Services Building.**

Larson explained that the Utility Commission Chair Charlie Rogers reached out to a solar panel company to obtain information on what it would take to place solar panels on the roof of the Municipal Services Building. If the Public Works and Properties Committee is interested in pursuing this matter further, Larson will invite Rogers to the next Public Works meeting to share the information he has gathered. Hackel stated that he is interested in pursuing the idea of installing solar panels on the roof of the building, but that he would also like a thorough analysis of the roof done prior to any installation. Committee members agreed and have requested that Rogers come to the next meeting to present information on solar panels. No formal action taken.

**6. Engineers Report**

**Quarry Ridge Subdivision**

There has been an exchange of draft Developer's Agreements between the Developer and Village. Once approved, a pre-construction meeting will be conducted to include and discuss subcontractors for street construction. The developer must also provide the Village with a financial surety.

**Westlawn Wetland Scrape and Drainage Improvements**

The work is complete and the Village is holding contract retainage until spring for the final walk-thru. MSA's James Bongard met with two residents along the project to discuss the project drainage improvements.

**Jimmy John's**

Jimmy John's completed the street work. MSA will be performing a walk-thru of storm water and street performance in April. It also appears that equipment used during the project caused some damage to Landmark Drive in front of the restaurant.

**Summit Credit Union**

Findorff completed the street work that re-shaped the cul-de-sac into a one-way driving pattern. They completed the construction of new curb and gutter and two lifts of asphaltic pavement. The grand opening is planned for March and we anticipate the street being open to traffic soon.

**Commerce Park Drive/Landmark Drive Intersection**

MSA will propose to monitor traffic after the Summit Credit Union opens for business and make recommendations for the Commerce Park Drive/Landmark Drive intersection. The intersection was originally designed to allow Commerce Park Drive to be a through street without stop sign control.

**Main Street Bike Path**

MSA presented preliminary plans earlier in this meeting.

**Cottage Grove Road Rehab**

MSA presented preliminary plans earlier in this meeting.

**Traffic Impact Fee Study**

**Other**

The area and projects to include an impact fee for future street improvements on the west side of the Village was discussed earlier in this meeting.

## 7. Directors Report

There were a lot of cold, sleet, ice and snow events recently, which the Public Works staff handled well. Due to these weather events, we are running low on salt. We have ordered all of our salt and our “vendor reserve” and are currently awaiting delivery of the last 40 tons. As of this meeting, we are ordering a load of sand and plan to mix it with salt for certain routes. We should also look at options for using small equipment on Village sidewalks after Larson received a few concerns about the tearing up of sod and rutting when there’s not frost in the ground. Our current equipment does not fit the typical sidewalk width. Larson would also like to look at some potential changes in policy and ordinances related to the weather in the upcoming year. He would like to modify and adopt a new Snow Emergency Ordinance, develop and adopt a Multi-Use Path Winter Maintenance Policy and develop and adopt a Hydrant Shoveling Ordinance.

The TDS build-out is still ongoing. Concerns have been voiced at Village Board meetings regarding pedestal placements and some utility easement misinformation. Larson recently met with TDS representatives to discuss possible options. TDS was present at the Village Board meeting last night to hear concerns and talk about options.

The re-paving project of CTH BB will be occurring this year and Larson is working with MSA to plan the project and scope. MSA is also now in the process of designing the bike path extension north through the Village, since Dane County has officially approved the grant money for the bike path.

We have recently received numbers for both an International and Peterbilt cab and chassis for the replacement plow truck. Burke will finish building either truck that is picked and for the same price. Larson plans to meet next week with Lakeside and Peterbilt reps to finalize the order.

## 8. Approve the minutes of the January 8, 2019 Public Works & Properties Committee meeting.

**Motion** by Kieck, seconded by Schuerman, to approve the January 8, 2019 meeting minutes as presented. Motion carried with a voice vote of 3-0-1 with Hackel abstaining.

## 9. Set tentative date for next meeting.

The next meeting is tentatively scheduled for Tuesday, April 2, 2019 at 6:00 pm.

## 10. Future Agenda Items

- Bike path update
- Conservancy Court wetland scrape update
- CTH BB re-paving
- Solar Panel presentation
- Discuss creating a multi-use path policy
- Discuss modifying Snow Emergency Ordinance
- Discuss developing a Hydrant Shoveling Ordinance
- Discuss repairs to Landmark Dr – by Jimmy John’s
- Discuss reducing/eliminating salt used on streets

## 11. Adjournment

**Motion** by Schuerman, seconded by Hackel, to adjourn at 7:21 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: 4/2/19