

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

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 Andy Eberhardt, Mike Hackel, Larry Kieck, Scott Schuerman and John Williams. Also present were Public Works Director JJ Larson and Mike Maloney of MSA. Tim Olson and Mike Calkins were present representing the Parkside Ridge proposed development.
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.**

Maloney stated that the parts had arrived. The City of Madison will be completing installation as soon as their crew is available.
 - b. **Update on bike path project planning and funding options**

Larson explained that an ad hoc committee had been created for the purpose of working through this project. One more citizen member is still needed. Maloney stated that the committee should have a March meeting soon and then meet again prior to submitting a grant application to DNR in late April.
5. **New Business**
 - a. **Discuss Parkside Ridge preliminary plat.**

Mike Calkins and Tim Olson briefly presented the plat and handed out hard copies. Calkins discussed a meeting with Town representatives where the speed limit on Vilas Rd. was a major topic. Calkins stated that engineering information supports a speed limit reduction along Vilas to 35mph, but that other factors like the adjacent park, kids and biking facilities support further reduction to 25mph. Maloney added that the vertical curve of the road also adds to the justification for a slower speed. Calkins stated that there will be requirements for the lots that front Vilas Rd. to have turnarounds built into the driveways, so cars won’t have to back out onto road. Calkins said that the cul-de-sac length is limited by the environmental 75’ setback requirement, but that Village ordinance would’ve limited the length as well anyway. Hackel asked about Fire Chief’s opinion on cul-de-sac. Calkins stated that the cul-de-sac is designed to be the standard size, plenty for turnaround. Eberhardt asked about the sanitary sewer running underneath the driveway, and Hackel asked Larson his thoughts on the sanitary sewer shown behind the homes. Larson stated that the location is not ideal, but that we do have them in other parts of the Village. Maloney asked if the shared driveway was for lots 5, 6, and 7 and 24’ wide, with no parking allowed. Calkins confirmed. Eberhardt asked about the building orientation. Calkins stated that the buildings shown are simply representative, and could change; Olson said the footprints are there to show that houses need to stay off the ridge and out of the wetland areas. Maloney stated that the developer will lower the elevation of the culvert crossing Vilas from the east side to help drainage. Maloney asked about covenants; shared plowing of private drive specifically. Olson and Calkins said that will be addressed. Hackel asked about possible addition of sewerage that could be added with next development to the south, and Calkins stated it would likely only add 15 or so lots and the sewer is designed for that. Hackel stated he had concerns about the sanitary sewer and manholes being located behind the homes and so close to wetland areas. He stated that there is no way Public Works would be able to get the Vac Truck

back there for maintenance or emergency. Maloney stated that moving the sanitary to the front of the homes would be included in the Engineer's comments, along with 24' width of the private driveway. Eberhardt asked if the driveway crossings at the bike path along Vilas could be asphalt. Maloney and Hackel responded yes, that's how they're done in other developments in the Village. Calkins described the plan to construct the western half of Vilas Rd. with curb & gutter and designed to allow parking. Hackel agreed it should be built to allow parking and then left to the Village whether or not it would be safe to allow it. Williams asked about the bike path. Calkins said that the path along Vilas will continue to the south to the end of the plat. Williams clarified that the path running along Vilas is the developer's responsibility and that the newly formed bike path committee will determine the location of the crossing. Eberhardt asked about street lights in the cul-de-sac. Calkins responded that they'll install whatever is required per ordinance. Maloney asked if there was a name for the road yet. Olson and Calkins responded not yet.

6. Engineers Report

Drumlin Residences

The infiltration basin is planted with plugs and is holding up to winter.

Westlawn Estates 4th Addition

We completed our work on the developer's agreement. Equipment and materials are staged to start Phase 5.

Summit Credit Union

The building foundation work continued last month. The site is kept secure with cyclone fencing. Erosion control has been well kept.

Westlawn 3rd Addition – Wetland Scrape

The plans and permit applications were completed. Due to the new information that was shared by local residents, the design is incorporating an additional scrape area. The permit application was sent to WDNR and ACOE.

Parkside Ridge Subdivision

The development to the west of Bakken Park along Vilas Road has submitted a preliminary plat. Public Works Review will include: speed limit of Vilas Road, design cross section of Vilas Road, the new cul-de-sac and related driveways, Glacial Drumlin Trail crossing location, addressing existing drainage concerns, and overall storm water management.

Progress Drive Forcemain Project

The Utility Commission and Village Board have awarded the contract to RG Huston. The preconstruction meeting is scheduled for March 12, at 2:00 p.m. A construction notice is being sent to the businesses and residents along the route.

7. Directors Report

Larson reported that the salt shed is as nearly empty. Once the weather warms, staff will completely remove the salt and re-coat the walls and floor. Larson is hoping to inspect, plan and get pricing on sidewalk repair work in late March or early April. Crack-filling work is already planned, and early pricing is looking good. Larson is hoping to sealcoat the BB/N intersection; but stated that boiler slag is becoming harder to come by. Larson also stated that he is continuing work on a 5 – 10 year road repave plan.

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

Motion by Kieck, seconded by Hackel, to approve the February 6, 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, April 3 at 6:00 pm.

10. Future Agenda Items

- Bike path Ad Hoc Committee report.
- Update on Parkside Ridge Plat

11. Adjournment

Motion by Eberhardt, seconded by Schuerman, to adjourn at 7:11 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: 5/1/18

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.