

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF MARCH 7, 2017**

1. Call to Order at the Municipal Services Building. The meeting was called to order at 6:00 p.m. by Alex Jushchyshyn.

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 Alex Jushchyshyn (chair), Andy Eberhardt, and Scott Schuerman. Mike Hackel and Larry Kieck were absent and excused. Village Board members present were Jack Henrich, John Williams, Troy Allen and Harvey Potter. Also present were Public Works Director JJ Larson, Public Works Administrative Assistant Kristen Krause, Village Administrator Matt Giese, Mike Maloney and Jeff Felland of MSA, Dane County Urban Erosion Control Analyst Jason Tuggle, Kyle Clark of ClarCorp, and 23 members 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. Discussion of water-related issues in the area of the Conservancy Court wetland.

Giese began the discussion by highlighting areas that will be covered tonight: general stormwater information, discussing the project for the wetland restoration, sump-pump issues, potential development in the area, regulatory challenges and stormwater matters, and a history of both the area and rainfall data. Maloney began the presentation with a history of the area, explaining that the wetland is 1-2 feet higher than it was 20 years ago and that a lot of that is caused by run-off from the agricultural fields surrounding it. A plan has already been put together and permitted for a wetland scrape, but was removed from the 2017 budget by the Village Board. Giese explained that the Village Board members may not have fully understood the scope of the wetland project and residents’ concerns at the time when the budget was being decided. Jushchyshyn stated that a majority of the current board is in attendance tonight to hear those concerns. A report showing that the rainfall that occurred last year was considerably higher than the yearly average, was also presented. Maloney reported that a majority of the sump-pump issues being reported are separate from the wetland issues. He further explained that this neighborhood is in a very shallow area which means that water can be found just a couple of feet below the surface. Maloney also observed some different issues related to water drainage when walking the neighborhood recently. He will be sending residents letters with possible ideas or solutions to fix some of the drainage concerns that are not related to the wetland scrape.

Residents in attendance were concerned with safety of children with both water and ice issues, with the newly proposed development causing more issues, water in homeowners’ basements and on their lots, if the rate/flow of water is monitored, and what steps to take to solve the water and drainage issues in this neighborhood. Maloney did state that the stormwater runoff rate, which is the water that is released once it hits the ground, is measured because the Village is an MS4 community that requires yearly monitoring. They also asked if the Village tests the groundwater level, to

which Giese replied no. Maloney added that groundwater studies that are done in dry periods won't show very much information.

A couple of specific events were mentioned, as possible water issue culprits, by residents who have lived in the neighborhood for a longer period. The first is the re-grading of the farm field adjacent to the neighborhood in 2013. A Conservancy Court resident believes that the wetland and topography were altered by this change in the farm field, since that is when a bunch of silt poured into and filled the wetland/marsh area. Another resident of Lindsay Court feels that the water issues were compounded by the Interstate 94 re-construction/widening. Dane County Urban Erosion Control Analyst Jason Tuggle stated that there are restrictions on changing the grading of agricultural fields and he will look to see if a permit was issued for the work done on the adjacent farm field in 2013. He will also consult Dane County Conservationist Amy Callis about the crop field erosion.

Jushchyshyn suggested that the following options or issues be looked at further: have Dane County look into whether a permit was issued for the farm field work in 2013, recommend Village staff look at the impact on budget if a draw on general funds was made this year to complete wetland scrape and other area drainage issues, have MSA come up with an estimate for the addition of stormwater piping behind 900-904 Lindsay Court, have MSA work with homeowners on sump-pump piping diversion, have MSA investigate the run-off from the Westlawn development. No formal action was taken. A five-minute recess was taken at this time.

b. Update on Seldal Plat Street Reconstruction Project.

The meeting resumed from the recess at 7:45 pm.

The project has gone out to bid. Bids will be opened on March 17 and presented to the Village Board on March 20. John Williams inquired about the resurfacing of the parking lot at Community Park during this project. Even though the resurfacing is not part of the project, additional pricing will be requested to have the resurfacing done as an add-on.

5. New Business

a. Discuss and consider authorizing rental of approximately 500 sq. ft. of space in the Bonnie Road Public Works Building to ClarCorp.

Kyle Clark from ClarCorp was present to discuss the renting of space at the former Public Works Building at 225 Bonnie Road. He stated that ClarCorp is currently looking at building a larger facility within the Village. They currently rent out a unit in the Municipal Services Building, but the lease expires at the end of 2017. At that time, they would like to utilize approximately 500 sq. feet of space at 225 Bonnie Road until their new building is constructed. Larson noted that it is fine by him to have ClarCorp use the space temporarily. Matt Giese is proposing no rent as a cost consideration, during the 5-6 months while ClarCorp is exercising due diligence in planning and building a new, larger facility in Cottage Grove. After that time, he proposes charging \$500/month thereafter. During this time, ClarCorp would not be given keys to the building and would need to have Village staff open and lock the doors for them. Also, if the Village would need to utilize the occupied space, they would have to provide a 30-day notice to ClarCorp and vice-versa if ClarCorp no longer needed the space. Jushchyshyn raised a concern for the no-rent period of 5-6 months. He would like to see the \$500/month required during the entire rental period and asked Mr. Clark if this would burden his

company. Clark replied that it would not be a burden to pay the \$500/month for the entire rental period. Eberhardt can see both sides, as he would like to give the company incentive to stay and build in Cottage Grove, but also is concerned that other businesses have to rent space within the Village. Schuerman doesn't have any problems with allowing the company to rent space since insurance concerns are covered. **Motion** by Schuerman, seconded by Eberhardt, to amend the lease agreement presented to include \$500 per month for the 500 sq. feet at 225 Bonnie Road, from day one (1) of the contract, for the entire lease, and to recommend approval to the Village Board of the lease agreement with said change. Motion carried with a voice vote of 3-0-0.

b. Discuss and consider brush drop-off plan for 2017

Larson will be attending the March Parks, Recreation and Forestry Committee meeting to present the proposed brush drop-off plan to be located at Fireman's Park. The issue with the plan is the location of the drop-off site if/when Bakken Park (adjacent to Fireman's Park) further develops. Larson also stated that security cameras will be put up at the site to detour illegal dumping. The tree grinder that was used last year, would also be used again with this site. **Motion** by Eberhardt, seconded by Jushchyshyn, to develop and operate a brush drop-off site on the hill by Grove Street at Fireman's Park. Motion carried with a voice vote of 3-0-0.

6. Engineers Report

VILLAGE FUNDED PROJECTS

Gaston Road Watermain Extension

The record drawings are being completed. It's still on the schedule as an as-built survey. The project retains \$1,500 for spring restoration.

Seldal Plat Improvements

Final plans and bidding documents were advertised for March 2 and March 9. Bid opening will occur on March 17, with awarding of bid to occur on March 20. MSA received comments from Charter Communications and Alliant Energy on private utility upgrades or changes that they will make in correspondence with the street reconstruction project.

DEVELOPMENT PROJECTS

Westlawn Estates 4th Addition

Construction on Phase 4 sanitary sewer commenced this week. Phase 4 was made larger and will develop the northern east-west road, Red Hawk Trail. This will leave the western portion of the three east-west roads to complete as Phase 5.

Quarry Ridge Estates

A meeting was called by the developers to change Phase 1 to the south half of the development.

Summit Credit Union

Summit Credit Union's architect met with staff and we reviewed potential utility and roadway adjustments related to the bank development. The group came up with a good plan and it will be presented this fall.

Westlawn 3rd Addition

There are two homes that discharge sump pumps to Conservancy Court. The Village staff heard about the occurrences related to the wetland and groundwater issues at tonight's meeting. County, Town, and local neighbors and officials were also in attendance for this meeting.

Mini Warehouse

MSA will release the surety once the maintenance agreement is received.

Signalized Intersection at School Road

MSA is working on finalizing the project plan. The goal is to have the project completed before the start of the next school year. MSA will be meeting soon with the Madison Traffic Division to get the equipment ordered. Trombone arms will be utilized in this project. Since this project is an extension of TIF 5/Commerce Park, it will eventually be connected. There will be a pedestrian crossing on CTH N going east-west at Rainbow Child Care. No sidewalk will be put in on the west side of CTH N going north-south. A bike path could eventually be put in this project as well.

7. Directors Report

Staff have been out street sweeping very early this year due to the recent warm weather. Most of the Village streets have already been swept. Larson is currently looking to formalize a road maintenance plan. He has been talking with other area public works directors and getting information on their maintenance plans. His plan will utilize PASER ratings, age, previous maintenance treatments and industry best practice to schedule seal coat work and allow for proactive budget recommendations. Larson also plans to attend the March Parks, Recreation and Forestry Committee meeting to further discuss the option of having a brush drop-off site located at Fireman’s Park, adjacent to Bakken Park. Larson, along with Village Administrator Matt Giese, also recently attended the WCMA Winter Conference in Oshkosh.

8. Approve the meeting minutes of the February 15, 2017 Public Works and Properties Committee.

Motion by Jushchyshyn, seconded by Schuerman, to approve the February 15, 2017 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, April 4, 2017 at 6:00 pm at the Municipal Services Building.**

10. Future Agenda Items

- Update on extra pipeline to be put in behind Lindsay Court.
- Brush drop-off plan update.

11. Adjournment

Motion by Schuerman, seconded by Eberhardt, to adjourn at 8:25 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: 4/5/17

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.