

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF MAY 1, 2018**

- 1. Call to Order at the Former Public Works Building.** The meeting was called to order at 6:03 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, Larry Kieck, Scott Schuerman and John Williams. Mike Hackel was absent and excused. Also present were Public Works Director JJ Larson, Mike Maloney of MSA and Village Administrator Matt Giese.
- 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.**

Lights have been installed, Village had contacted Alliant to remove the one fixture on an existing wood pole.
 - b. Update on bike path project planning and funding options**

John Williams explained that the group took a tour of the project location at the last meeting. He described some of the challenges. Maloney described how the new project will move the curbs to the north and that some modifications may be needed for the homes on the north. Williams described the planned route through the park and across Vilas where the Parkside Ridge development will be. He also stated that there will be signage and a visible crossing needed at Vilas Rd. Maloney said costs for crossing signage was factored into the project for Main St. and Vilas Rd. There was discussion of the route as it crosses Grove St; there will be some old trees and a backstop that will be removed and culverts/drainage work will be needed.
- 5. New Business**
 - a. Discuss and consider Committee recommendation to the Village Board on future of Bonnie Road building.**

Giese explained that someone had inquired about leasing or buying the building. Williams discussed the amount of equipment that is stored in the building, the salt shed on site and the area for residents to drop compost. Larson said that there is no other option for parking inside without blocking police squads in the Municipal Services Building. Williams referenced the roof issues that would have to be fixed prior to lease. Larson also mentioned that the current ventilation in the shop area is not up to building codes, any rental would require that to be updated at an estimated cost of \$30,000. Giese explained that the property has an estimated value of \$500,000 and that a fair market lease rate would be \$3,000 - \$3,800 per month. Williams stated that finding or building a facility to house the equipment somewhere else would likely cost more than that. Eberhardt pointed out the value of having a space in such close proximity to the Municipal Services Building. Schuerman also mentioned the convenience of the compost site and salt being located here as well. He then asked about the estimated life of the building and Larson stated that with proper maintenance, for its current usage, it should be fine for years to come. Motion by Eberhardt, seconded by Schuerman, to recommend that the Village Board formally state that the building is not for sale or lease until there are plans in place for construction or acquisition of a new Public Works storage space, salt shed and area for material collection and handling. Motion carried with a voice vote of 4-0-0.
 - b. Update on Alliant Street Light Audit**

Larson referenced the information in the packet outlining the additional street lights found during an audit conducted by Alliant Energy. He informed the Committee that the additional charges

went into effect in April, but that Alliant would not be seeking back payment, which they could have done for the prior two years. Larson also explained how the majority of Village lights are paid under the “no pole/fixture contribution,” designation. This means that at the time they were installed, the developer did not pay for the pole or the light fixture; this results in the annual payment being significantly higher for the Village. Maloney and Larson have been in contact with officials from Alliant to find out how this came about, and what options there are. Williams let the Committee know that the Board was already made aware, and that moving forward all developers will be required to pay for the poles and fixtures upfront to avoid the Village paying this inflated rate.

6. Engineers Report

Progress Drive Forcemain

RG Huston has completed the underground utility installation. Currently, the sidewalk replacement is string-lined and the base is being prepped. The street pavement is being replaced from Main Street to the west side of Hydrite’s main entrance. Street trees are being replaced. There were also 11 missing street trees that are being installed as part of the project. Final items to complete include the terrace topsoil and turf restoration, internal air release valves and vent filters.

Westlawn Estates 4th Addition

Phase 5 utilities are installed and the project is ready for street construction.

Summit Credit Union

The utility work is underway to supply sewer and water to the new building. They will be reconstructing the cul de sac to new planned dimensions to have a counter clockwise traffic flow.

Westlawn 3rd Addition – Wetland Scrape

We received the updated permit from the WDNR. The Army Corp of Engineers is also required to review this as part of the permit and we are waiting for their concurrence letter.

Parkside Ridge Subdivision

The preliminary plat was approved with conditions established by Commissions of Public Works, Utility, Planning and the staff comments. The developer has prepared final plat documents which are under Village review.

7. Directors Report

Larson reported that the sidewalk assessment is behind due to the long winter. He plans to have work planned, priced and scheduled by the end of May. Larson stated that annual crack filling work is done and that contract is set for sealcoat work after school gets out. Larson also shared that a Village storm inlet near Taylor Prairie School was selected as the location for a storm drain mural; Dane County mural artists work with stormwater educators, students and teachers to design an educational artistic piece around an appropriate storm inlet.

8. Approve the minutes of the March 6, 2018 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Schuerman, to approve the March 6, 2018 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, June 5 at 6:00 pm.

10. Future Agenda Items

- Bike path Ad Hoc Committee report.
- Capital Equipment plan update
- Sidewalk work for 2018
- Bonnie Rd. roof update

- Salt shed maintenance update

11. Adjournment

Motion by Schuerman, seconded by Kieck, to adjourn at 7:17 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: 6/5/18

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.