

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JUNE 4, 2019**

- 1. Call to Order at the Former Public Works Building.** The meeting was called to order at 6:02 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, James Bongard of MSA and 2 representatives from Homburg.
- 3. Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**

None.
- 4. Public of the Westlawn 5th Add. concept plan for the purpose of gathering Committee feedback.**

Andrew Homburg presented the Westlawn 5th Addition concept plan. Road congestion and challenges were taken into consideration. There was discussion of the placement of the park, initially planned to be near the proposed school property, but Andrew referenced very recent findings of shallow rock in soil borings that may change the proposed location.
- 5. Old Business**
 - a. Update on solar panels for the Municipal Services Building.**

Williams discussed having a professional roof assessment done prior to any solar panel installation.
 - b. Update on bike path projects.**

Larson gave an update on the bids for the project. Badgerland was awarded the project for the Main St. bike path extension first phase.
 - c. Update on Conservancy Court wetland project.**

Bongard confirmed that the contractor would have to return to clean accumulated sediment near the endwall and pipes. Bongard also discussed a meeting he had with property owners in the fall about the scope and limits of the project.
- 6. New Business**
 - a. Discuss possible shared road repair plan for 2020.**

Larson discussed Coffeytown Road which is part Village and part Town. Williams also mentioned Clark Street as another street that is shared and should be discussed with the planned improvements coming in a few years.
 - b. Discuss Pre-Occupancy Permit.**

Hackel discussed the challenges developers are facing with home builders and broken sidewalk sections in particular. There was discussion around responsibility for issuing occupancy permits and what inspections take place prior to the issuance of these permits. Larson indicated he would discuss the issue with staff and reach out to the Building Inspector as well.
 - c. Discuss private erosion control inspection.**

Hackel questioned who watches for erosion control after the developer has finished and builders are there. There was discussion around the history in the Village and what is presently occurring. Larson indicated he would discuss the issue with staff and reach out to the Building Inspector as well.

d. Discuss Illicit Discharge Ordinance.

Larson indicated that there are a number of areas in the Village where residents have atypical landscaping and mulch that has the potential to violate the illicit discharge ordinance, but that he monitors them and will take action when and if it's necessary.

7. Engineers Report

Quarry Ridge Subdivision

MSA issued a cleanup order along with a short-term land disturbance permit that ends in July. The owner has removed asphaltic pavement debris, concrete and material debris and is relocating stone in order to build a 12-foot high berm between the residential properties and quarry. When these items are completed, the owner qualifies for an annual renewal on the reclamation of the quarry. We hope that the developer's agreement and bond surety will be completed so that the first phase of the development can be started.

Westlawn Wetland Scrape and Drainage Improvements

Bongard directed the contractor to perform a spring cleanup on the endwalls on each side of Mourning Dove. Additional cleaning is needed and the vegetation has started to grow on the scrape area.

Jimmy Johns

1848 Construction has been following orders on cleanup and erosion control improvements.

Main Street Bike Path

Bids just came in and the low bidder I Badgerland Excavating at \$367,843,87. The engineer's estimate was \$380,000.

Cottage Grove Road Rehab

The project is awarded to Payne and Dolan. MSA is reviewing an option to reduce the cost and allow pavement pulverization mixed with base for use on other Village projects. The Project is planned to start on June 17 or June 24, following the Firemen's Festival.

Buss Road Plan

The Village Board supported the Committee recommendation for 100-foot of R-O-W for Buss Road. MSA is reviewing cross sections and the preliminary layout in the Shady Grove subdivision. They are requesting the section through the residential neighborhood to be one driving lane in each direction so that the outer lane can be used for on-street parking. Traffic volumes indicate that this will be appropriate for years to come. The north block of the subdivision may be zoned either commercial or multi-family and will use all four lanes as driving lanes with no on-street parking.

8. Directors Report

Larson explained that crack filling work was completed last week and that the chipseal contract was set. The plan is to have letters mailed to homeowners ahead of chipseal work. The applications for the vacant Utility Clerk position were being reviewed and interview schedule was being set. Larson indicated he was still waiting on saw-cut pricing for sidewalks and had only gotten a response from one local concrete company; the plan is being reviewed.

9. Approve the minutes of the May 8, 2019 Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Kieck, to approve the May 8, 2019 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

10. Set tentative date for next meeting.

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

11. Future Agenda Items

- Update on Pre-Occupancy Permit

- Update on Private Erosion Control Inspection

12. Adjournment

Motion by Schuerman, seconded by Hackel, to adjourn at 7:50 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: 7/2/19

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.