

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JUNE 5, 2018**

- 1. Call to Order at the Municipal Services Building.** The meeting was called to order at 6:00 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, Larry Kieck, Scott Schuerman and John Williams. Mike Hackel and Andy Eberhardt were absent and excused. Also present were Public Works Director JJ Larson, Mike Maloney and Ben Wilkinson of MSA.
- 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 project planning and funding options**

John Williams explained that the Committee formally selected a route along the south side of Clark St. He also explained that Dane County was working through some challenges with the route from Madison to the Village and has postponed plans for the path due to these challenges with grade and wetland areas. They will be moving forward with plans to connect from the interstate to Buckeye Rd.
- 5. New Business**
 - a. Discuss and consider Committee recommendation to Village Board on plan for revamping roundabout landscaping.**

Larson gave a brief background on the attempts to clean up the roundabouts and the challenges. Wilkinson described options, including a buffer addition that could be grass or concrete. He also described how the stone has been a challenge and should be removed as a part of any project. Schuerman asked about water service in the roundabouts, Larson replied that yes, they have water available in each. Williams inquired about using boulders. Wilkinson responded that DOT does not allow boulders and that any trees are required to stay under 4 inches in diameter for traffic safety reasons. There was discussion of possible maintenance by volunteer groups. Schuerman asked about signs in the roundabouts, Maloney and Wilkinson responded that DOT would not allow any additional signage inside the roundabouts. Wilkinson said one of the first steps would be for the Village to get a maintenance agreement in place with DOT. Wilkinson discussed rough costs involved; addition of concrete ring along with removal of stone and landscape work would likely push costs over \$50,000 apiece. Motion by Williams, seconded by Kieck, to recommend to the Village Board that the landscaping in the roundabouts be addressed, for an estimated \$50,000 to \$75,000 each, utilizing TID funding. Motion carried with voice vote of 3-0-0.
 - b. Discuss and consider recommendation to Village Board regarding request from R.G. Huston that Village take over Olde Town decorations.**

Larson explained that representatives from R.G. Huston Company asked that the Village take over the continued decoration of the light poles in the Olde Town area of Main St. Larson explained that while the Village now has a bucket truck, no additional staff has been added and that additional decorating, not directly related to public works preventive maintenance, is not something he’s looking to add to his staff’s duties. Issue was tabled.

c. Discuss and consider recommendation on removal of drinking fountain on Main St. and E. Reynolds St.

Larson explained that a representative from R.G. Huston Company had asked about removing the drinking fountain located at the corner of Main St. and E. Reynolds. Maloney stated that this installation may have been a request at the time that the block was being redeveloped. Larson explained that the fountain is not controllable by Village staff, even though it's located in the right of way, and has a history of leaking. The water is served from the 1855 building. Maloney stated that Village staff should stipulate that they must inspect inside and ensure the line is capped. Motion by Kieck, seconded by Schuerman, to let R.G. Huston staff know they can remove the fountain. Motion carried with a voice vote of 3-0-0.

d. Discuss and consider sidewalk maintenance payment plan for property owners.

Larson discussed the increasing costs to replace sidewalks and the additional burden this can place on home owners in paying the required 50%. He described a plan to allow for any invoices over \$500 to be paid over two years, over \$1,000 three years, and so on. Larson stated that he would work with staff to determine the details; like what if any interest would be charged, etc. Motion by Williams, seconded by Kieck, to move forward with development of sidewalk payment plan. Motion carried with a voice vote of 3-0-0.

e. Discuss and consider recommendation to Law Enforcement Committee & Village Board that a stop sign be added to Landmark Dr. at Michelle Ln.

Larson discussed resident concerns with the intersection of Landmark Dr. and Michelle Ln. where there are stop signs for cars on Michelle and Landmark northbound, but not southbound. The resident request was to add a sign on Landmark Dr. southbound due to traffic and speed concerns as well as the increased development in the Commerce Park. Discussion followed about the intersection. Maloney stated that stop signs are not warranted on Landmark Dr. at this location. Larson agreed that the preference would be to remove the sign for Landmark Dr. northbound and only stop intersecting traffic from Michelle Ln., but also stated that he anticipated significant pushback from residents if the stop sign was removed. Maloney stated that something should be done, preferably removal of the Landmark sign, but at the least addition of one for southbound traffic to bring consistency to the intersection. Issue was tabled, and the committee would like a recommendation from the Law Enforcement Committee.

6. Engineers Report

Progress Drive Forcemain

RG Huston has completed the work items except for the backordered air-release valves that will get fitted into the manholes this month.

Westlawn Estates 4th Addition

Phase 5 utilities are installed and the project is currently in street construction. The developer's agreement amendment for this final phase of the addition is completed for Monday's Board meeting. There will be a year of surety for the completion of work items like the wearing course street pavement and the pond restoration. After all items are completed that can be, the remaining small pieces of road connections to the plat line will be escrowed.

Summit Credit Union

The utility work is underway to supply sewer and water to the new building. The new cul de sac will be constructed in the fall of 2018. The Village street lighting will be adjusted during this phase of the construction.

Westlawn 3rd Addition – Wetland Scrape

We received the updated permit from the WDNR. The Army Corps of Engineers is also required to review this as a part of the permit and we are waiting for their concurrence letter. We started the bidding process to obtain pricing from contractors because of the long lead time for bidding and the delay of the ACOE permit.

Parkside Ridge Subdivision

We provided the developer with comments on the final plat and the engineering.

Quarry Ridge Subdivision

We provided the developer with comments on the engineering. The WDNR is requiring this site to integrate larger scale infiltration practices. The development team is assessing how this will affect the platted lots.

Street Lighting

Alliant Energy is currently charging developers for the street lights and poles. They had not been prior to 2017. We asked Alliant to provide the Village with a “buyout” option to reduce the ongoing payment for light fixtures and poles from earlier developments.

7. Directors Report

Larson reported that Diesel Forward will be showcasing one of the Village plow trucks at their show later in June. He also reported that students and muralists completed the storm drain mural around the inlet near Taylor Prairie School. Larson stated sidewalk work is planned for the year, with 33 sections of sidewalk planned for replacement and 146 saw cut repairs planned.

8. Approve the minutes of the May 1, 2018 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Schuerman, to approve the May 1, 2018 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, July 10 at 6:00 pm.

10. Future Agenda Items

- Wetland scrape bid results
- Possible sign at Landmark & Michelle
- Trail between Weald Bridge and Progress
- Trail grant applications
- Bike path update

11. Adjournment

Motion by Kieck, seconded by Schuerman, to adjourn at 7:31 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: 7/10/18

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.