

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JULY 2, 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 Andy Eberhardt, Larry Kieck and John Williams (chair). Scott Schuerman and Mike Hackel were absent and excused. Also present were Public Works Director JJ Larson, Public Works Administrative Assistant Kristen Krause, Mike Maloney of MSA and two (2) 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. Presentation of the Westlawn 5th Add. concept plan for the purpose of gathering Committee feedback.**

Andrew Homburg presented the recently updated concept plan/plat for the 5th Addition to Westlawn. After 81 test pits and 3 borings, rock was found in several areas. He did note however, that very good soil was found throughout the plat. Due to the depth of the rock in certain areas, the concept plan was adjusted and the 5th Addition plat was scaled back a bit. The shallow rock also changed the proposed location of the park from the 5th Addition to the 6th Addition plat. There will be full road frontage to the park along Street 1 and three other access points around the park from the east, west and north edges of the park. Areas along Damascus Trail and east will remain unchanged. Damascus Trail and Street 1 (east/west) will be 36-foot face to face and other streets in the plat will be 32-foot face to face. The 8-foot wide asphalt path will continue into the 5th Addition on Damascus Trail from the south (4th Addition) and along the north side of Street 1 into the park. The path will transition into concrete sidewalks to the north of Street 1 on Damascus Trail. Discussion was also had about future traffic calming measures throughout the plat and possible connections through paths to adjacent Town parks.
- 5. Old Business**
 - a. Update on solar panels for the Municipal Services Building.**

No update at this time. There will be a presentation to the Village Board on the panels in the near future.
 - b. Update on bike path projects.**

The trail on CTH N is on schedule and going well. The drainage systems for the storm sewer are going in right now. Maloney stated that there was a slight adjustment to the storm sewer due to the finding of a recently installed fiber line.

The path/trail along CTH BB (Cottage Grove Road) has not been started yet. Crews are currently working on adjusting the islands.

No update on Glacial Drumlin Path at this time.
 - c. Update on Conservancy Court wetland project.**

Maloney said that the wetlands are coming in well. The waterway is coming in on shorter channels. There was silt found by the end wall and it has been cleaned out. More silt by the south end wall will need to be cleaned up as well. Larson said that once it dries out, staff will go back and clean out the bottom of the channel. Sediment will make this an on-going issue.
 - d. Update on Cottage Grove Road construction.**

Islands have been cut and their size adjusted. There is currently one lane of traffic going in each direction, utilizing the two southern lanes of the roadway. The lanes are tight, but accessible. The main entrance to the Piggly Wiggly center is now reopened after initially being closed.

e. Update on Pre-Occupancy Permit.

Since this is a Building Inspector issue, Larson will be reaching out to Tom Viken to let him know that any issues that Public Works staff are made aware of will be forwarded to him regarding clean up or damage that occurs during the building process.

f. Update on private erosion control inspection.

If erosion issues are reported, Larson will forward them to the Building Inspector Tom Viken. Viken will then contact the builder who is responsible and make them clean-up any issues.

6. New Business

a. Discuss and consider ROW permit request from Tetra Tech.

Tetra Tech will be gathering data for Hydrite by installing temporary monitoring wells and conducting soil gas probes near/in Huston Park, and the intersection of Yarrow Hill Drive and Trillium Trail. They have requested a ROW permit and Larson is recommending approval. There will be no impact on homeowners and no disruption at Huston Park. Tetra Tech is also very good about forwarding the Village any information they collect. Larson will personally reach out to the homeowners that will have the temporary wells or soil probes in the ROW. **Motion** by Williams, seconded by Eberhardt to approve the ROW permit request from Tetra Tech to do work for Hydrite and to have Village staff over-communicate with residents about what is going on. Motion carried with a voice vote 3-0-0.

b. Discuss and consider addendum to ROW permit for Alliant pole replacements.

Larson explained that there was some miscommunication between TDS and Mi-Tech regarding this issue. The addendum is no longer needed and the committee can disregard. No formal action was taken.

c. Discuss options for compost.

Beginning January 1, 2020, the Dane County Landfill will no longer be accepting of compost. Larson has spoken with other municipalities and they are unsure of what to do going forward as well. Larson is open to suggestions. He has spoken with Barnes about brush, and noted that compost may be considered as well. Eberhardt mentioned contacting the Hustons and inquiring about the possibility of utilizing their pit or their worm farm. Williams brought up purchasing compost bins and selling them to Village residents for home composting. Andrew Homburg said that it would be too high of volume for his company to accept and instead suggested using the Village land south of the railroad tracks off of Vilas Road. Williams also suggested possibly partnering with different entities, while also encouraging residents to compost at home. Larson believes that any solution we find, will be costly. Williams feels that residents need to hear what it currently costs the Village in fees, in staff time and wear and tear on equipment. No formal action was taken.

d. Discuss meeting with Dane County Highway.

MSA, Village staff and Dane County Highway recently met to discuss the various road projects in Cottage Grove. CTH BB/Cottage Grove Road was the primary road of discussion. Sharing costs for the roadwork at the intersection of CTH BB and Buss Road was also discussed. Improvements to the north side of CTH BB in this area will be split 50/50 between the Village and Dane County, with the south side being paid for by the new development. Dane County will maintain their current jurisdiction over CTH BB since the Town subdivision of Meadowood still exists in this corridor. Roadwork north of Interstate 94 was also discussed. Maloney stated that milling and paving along CTH TT north of I-94 will occur next year.

e. Discuss recommendations for CTH BB improvements.

Items discussed focused on the transition of roadway into the Shady Grove development that will be occurring on the south side of CTH BB near the Buss Road intersection. Since traffic studies do not warrant a traffic signal at this intersection, roundabouts were recommended.

Installing roundabouts would cost less than traffic signals, be safer for pedestrians and provide traffic control as motorists enter the Village. Other traffic calming measures were also discussed.

7. Engineers Report

Quarry Ridge Subdivision

The cleanup of the quarry was completed on time. The developer's agreement and surety bond are in place. A pre-construction conference occurred on June 29, 2019 with the Village, the Developer, Job Foreman, and Alliant Energy. Grading on the site for Phase A will occur through the month of July. Developer, Nate Snyder anticipates underground utility construction to begin in early August.

Westlawn Wetland Scrape and Drainage Improvements

The scrape area is germinating with new wetland vegetation. MSA recommends a small project cleanup of the south side of Mourning Dove Drive within the greenway where sediment over the years has accumulated within 30-feet of the roadway crossing.

Main Street Bike Path

Badgerland is filling the eastside ditches and installing storm sewer for the project.

Cottage Grove Road Rehab

Payne and Dolan are in the second phase of traffic control and are preparing for rehab of the north side of the street.

Buss Road / Cottage Grove Road Intersection Plan

Village and County staff met to discuss improvements to Cottage Grove Road. The plan will be to extend the 4-lane divided road. The County will join the Village in sharing costs that are not attributable to a particular developer. The County will not require the Village to take on jurisdiction. We will need more involvement with Dane County Highway with the jurisdiction update. During the meeting, we will present the concepts and costs for the road development to occur in 2021.

Other

MSA will be completing a stormwater study for next month and keeping track of erosion control inspections. Still waiting to get signed maintenance agreements back from Stihl and Atlantis Valley Foods. MSA is ready to close out Johnson Health Tech and Jimmy Johns.

8. Directors Report

The road re-paving plan includes parts of Southing Grange to Weald Bridge and Weald Bridge to Bonnie Road. Milling is scheduled for July 15, with re-paving taking place on July 16. Crack filling and sealcoating will be occurring the end of July and includes a lot of roads around the Village. This road maintenance will bring many roads back up to good standards this year. Maintenance of sidewalks will also be occurring soon, as Larson received the price from the saw-cut contractor for repairs. Larson also recently re-assessed the sidewalk replacements and significantly reduced the number set for replacement. The sidewalk replacement work will be done by a small, local contractor, with Public Works staff handling the removal/prep. Total cost for sidewalk maintenance is slightly over budget, but that is before considering 50% owner responsibility. Because of the higher costs, only major trip hazards will be taken care of this year, along with many saw-cuts. Construction work on CTH BB began on June 17th and has been going well up to this point. The bike path extension work along CTH BB began on June 24th and is moving along quickly.

Public Works has recently seen some staff changes. Public Works Technician Greg Gordon submitted his resignation and his last day will be July 5th. He and his family will be moving back to Colorado. This is a big loss for our Department. Gordon was hired in 2016 and was a vital part of the progress we've made over the last few years in many areas. Most notably, he took a leadership role in the meter change-out program and was key to getting that infrastructure installed as quickly and efficiently as we did. Timm

Taylor, our second-longest tenured Public Works Technician has accepted the newly created position with the Parks Department. While Taylor will work cooperatively and will still have snow removal responsibilities, this is another very significant loss for our department. With Taylor and Gordon's departure from the department, the Public Works Technician positions were posted last week and will remain open for a month. The Utility Clerk position was also recently filled by Kristen Krause, current Administrative Assistant for the Public Works and Parks and Recreation Departments. There was a very good pool of candidates, and Krause was still the clear choice. She will officially begin in the Utility Clerk position on July 8th.

9. Approve the minutes of the June 4, 2019 Public Works & Properties Committee meeting.

Motion by Williams, seconded by Kieck, to approve the June 4, 2019 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

10. Set tentative date for next meeting.

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

11. Future Agenda Items

- Discuss Pre-Occupancy Permit
- Discuss erosion control inspection – private
- Discuss compost options
- Update on CTH BB
- Update on solar panels

12. Adjournment

Motion by Eberhardt, seconded by Kieck, to adjourn at 8:10 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: 8/6/19

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.