

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF JULY 7, 2020**

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, Mike Hackel, Larry Kieck, Scott Schuerman and John Williams (chair). Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Village Engineer Kevin Lord of MSA and one member 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. **Update on Stormwater Management Intern progress.**

Larson stated that a lot of progress has been made this summer in regard to the Village’s outfalls. The Stormwater Management Interns have been working on inspecting, cleaning and documenting the outfalls and has ranked them in order of priority maintenance in a spreadsheet. After the dry weather inspections were completed, they were entered in the GIS. The interns have also been working on education and outreach with Facebook posts, since in person outreach is limited due to the Covid-19 situation.
  - b. **Update on Glacial Drumlin Bike Path project.**

Not much new to update at this time. There will be a bike path committee meeting this Thursday. Lord stated that path alignment is currently being looked at. More information will be brought to the meeting next month.
  - c. **Update on Clark Street Reconstruction project.**

Nothing new to report at this time.
  - d. **Update on the Buss Road/CTH BB project.**

There a not a lot of updates at this time. Lord said that the Village is currently working to figure out future plans for the road, which need to take into account the burying of utilities and future right-of-way. The MG School District is requesting power at the new school site within the next couple of weeks, which is precipitating the urgency for Alliant Energy utility placement. Larson also commented that the plans for burying utilities need to be done correctly the first time so that we don’t have to move the them later.
5. **New Business**
  - a. **Discuss and consider adding No Parking signs on Corporate Court.**

Clasen Quality Coatings, located on Corporate Court, has requested that the Village post no parking signs on Corporate Court. The truck drivers for Clasen are having a difficult time getting out of their parking lot when other semis/vehicles are parked on Corporate Court. **Motion** by Hackel, seconded by Kieck, to approve posting No Parking signs to the entirety of Corporate Court. Motion carried with a unanimous voice vote of 5-0-0.
  - b. **Discuss and consider approval of task order for the infiltration analysis of the vacant Commerce Park lots.**

Lord went over the proposed task order and noted that some items had recently changed. He first pointed out that lots C and G on the map included with the task order, are already developed lots. Secondly, he noted that the amount of soil borings that need to be collected decreased from 36 to 24. Lastly, due to the other changes, the engineering costs would now only be \$10,000 instead of the original \$13,000. Williams explained that the analysis of these lots would make them more marketable to potential developers. Funds for this analysis will come out of the TIF and committee members agreed that this is a good investment. **Motion** by Eberhardt, seconded by Schuerman, to proceed with the infiltration analysis of the vacant Commerce Park lots with the stipulations under the scope of work: to decrease soil borings from 36 to 24,

removing C & G from the maps presented and decreasing the engineering cost to \$10,000. Motion carried with a unanimous voice vote of 5-0-0.

**c. Discuss potholes on Taylor Street.**

Larson and Public Works Foreman Marty Groskreutz recently discussed the road issues on Taylor Street and agreed that they are beyond just potholes. The areas of concern more closely resemble trenches. Public Works staff will continue to use oily material to fill and spread into the ruts/trenches. Larson explained that this is the best option right now for the cost. Williams suggested possibly adding funds into the budget to grind out and replace the edges of the streets next year. Larson stated that an overlay may be the best option. No formal action was taken at this time.

**6. Engineers Report**

**Buss Road/Cottage Grove Road Intersection Plan**

MSA is working on the plan development for the site, including a concept for the complete improvements of Buss Road, in order to plan for overall stormwater and right-of-way needs. Future discussions will occur with respect to pedestrian crossings and site improvements within the corridor. The design is to be completed during the fall/winter of 2020 for 2021 construction.

**5<sup>th</sup> Addition to Westlawn Estates**

Concrete curb and gutter and sidewalk have mainly been completed. The Contractor is currently working on curb ramps and then will finish with street paving and restoration. The Contractor also made changes to the outfall in the southeast corner of the development based on recommendations from the Town Engineer.

**Cottage Grove Commons**

Miscellaneous concrete and restoration work is being completed to obtain occupancy for a portion of the site.

**Vilas Road Bike Path Creek Crossing**

Project is progressing and looks good. Pavement is planned for the first days of July followed by restoration.

**Vilas Road Sewer and Water**

The project has been contracted, and Lord has talked with the Contractor. The tentative time frame for work to begin is sometime in August. The main objective is to complete the work and get the road restored before cold weather begins. Substantial completion is listed as 90 days from the start of the project.

**West Parkview LRIP**

The project is complete and the LRIP request for funding was completed by JJ.

**Glacial Drumlin Path/Clark Street**

MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the WISDOT timeline. MSA has been reviewing alternative routes near the intersection of Clark Street and Grove Street for the meeting on July 9. Plans and exhibits will be created for the PIM in late July. MSA has looked at crossing alternatives for the crossing of CTH N. MSA is also working to internally schedule the required test pits for the stormwater evaluation of the site. Utility estimates have yet to be received, and may be included with the project, and will be discussed with Public Works.

**Main Street Bike Path PARC Grant**

MSA checked in with Dane County on the PARC Grant funding. Due to the current economic hardship related to Covid-19, they said it was doubtful that this will be included in next year's budget. They told Lord to check in later this summer as they start preparing budgets for next year.

**Quarry Ridge Estates**

MSA has been working on the necessary sidewalk pours with the Contractor and coordinating the relocation of a light pole.

### **Construction Standards**

MSA began working on completing some construction standards for the public infrastructure for Contractors in the Village. The final specifications will be shared with Public Works along with some finalizing questions specific to the Village

### **North Side Business Park**

MSA has been working with the Village on the USA amendment on the north side of the interstate. Upon completion of a developer's agreement, design requests may be necessary for utility extensions and roadway improvements along the County roads.

### **MGSD Utility and Roadway Extensions**

MSA received information from the engineer of the school property including utility extensions and possible future roadway locations. MSA will review and report if anything is necessary for Public Works.

### **Erosion Control Checks**

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons and the Storage Buildings.

## **7. Directors Report**

### **Vilas Road Creek Crossing**

RG Huston Company is making good progress. As of this writing, grading was being done on the path portion.

### **Street Maintenance for 2020**

The street crack fill work has been completed. Chip seal work is tentatively set for mid-July and patching is scheduled for July 17 and July 20. We were also able to fit the crack filling of the bike paths into the budget, and the work will occur this summer. Larson is already working on a plan for 2021. Larson also reached out to Dane County and was told that they can do the striping on Main Street after the chips seal work is complete.

### **Sidewalk Maintenance**

Saw-cut work has been completed. Removal and replacement are over half complete as of this writing.

### **Camera at Public Works Shop**

The camera and new signage have been installed at the old Public Works shop. Larson has been in contact with LaForce to get some tips on how to increase video frames for a clearer picture of violators.

### **Stormwater Intern position**

Intern began work on June 1st. Every outfall in the Village has been inspected and maintenance work is being completed. The intern is also working on education and outreach information.

## **8. Approve the minutes of the June 2, 2020 Public Works & Properties Committee meeting.**

**Motion** by Hackel, seconded by Kieck, to approve the June 2, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

## **9. Set tentative date for next meeting.**

The next virtual Zoom meeting is tentatively scheduled for Tuesday, August 4, 2020 at 6:00 pm.

## **10. Future Agenda Items**

- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.
- Update on Clark Street project.

## **11. Adjournment**

**Motion** by Hackel, seconded by Eberhardt, to adjourn at 7:00 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 8/4/20

*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.*