

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JULY 10, 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 Andy Eberhardt, Mike Hackel, Larry Kieck, Scott Schuerman and John Williams. Also present were Public Works Director JJ Larson, Mike Maloney of MSA, and Public Works Administrative Assistant Kristen Krause.

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

Maloney showed the route that the Ad-Hoc Committee formally selected, which is along the south side of Clark St. He received an email today regarding the possibility of a PARC grant which could be used to extend the bike path out to I-94. Maloney also spoke to the DNR about grants and asked if changes could be made to the route after the grant application was submitted and was told yes. He also explained that the grants will be awarded in September and will know then if the Village will be receiving funds.

5. New Business

a. Discuss and consider update to Sidewalk Maintenance & Repair Policy.

Larson has been working with Village Treasurer Deb Winter and Village Attorney Lee Boushea on a new payment plan for sidewalk maintenance. To help residents with higher bills, Larson proposed allowing anyone with a bill of \$500 or more to pay in two (2) installments, and anyone with a bill of \$1,000 or more to pay in three (3) installments. **Motion** by Eberhardt, seconded by Kieck, to recommend approving the update to the Sidewalk Maintenance and Repair Policy. Motion carried with voice vote of 5-0-0.

6. Engineers Report

Roundabouts

An in-house roundabout design expert at MSA has been working on plans to update and improve the roundabouts by I-94 and CTH TT and CTH N. It was recommended to remove the stone and replace it with a 5’ wide sidewalk in a dark color. Wood chips would be put in and Maloney will see if the 6” curb can be pulled, and more apron added so that trucks can better fit. He noted that the capacity of the north roundabout is a problem and that money will be used from the TIF planning. The roundabout at CTH TT/N would have a lower profile and include small crab apple trees, where the roundabout at I-94 would have Peking Lilac and other salt-resistant, low maintenance ground cover. Maloney noted that an internal landscaping agreement between the WI-DOT and the Village states that the Village is responsible for maintenance of the roundabouts. The permit for the improvements/updates was shown to the WI-DOT and they would like to see the plans by MSA.

Progress Drive Forcemain

The forcemain project work items are complete. We will be submitting some of the street work to Dane County for Local Road Improvement Program reimbursement. A reimbursement of \$17,000 is anticipated on the order for the new curb and asphaltic pavement near the east end of the project.

Main Street Lift Station

The project is being contracted with the R.G. Huston Company. The contractor is supplying a dewatering and testing plan. MSA reviewed the plan and provided comment. The plan will undergo approval by Hydrite and WDNR. We are also reviewing shop drawings for the materials needed for the project. Substantial completion is slated for October 1, with final completion on November 1, 2018.

Westlawn Estates 4th Addition

The final phase is in street construction. The ends of the streets were brought as close to the plat lines as is possible. A letter of credit will be used as surety for the connecting of the roads in the future.

Parkside Ridge Subdivision

This project is currently on hold.

Quarry Ridge Subdivision

The developer has been granted an exemption from infiltration as MSA had predicted initially, so the first phase is ready for construction and is awaiting a developer's agreement. The developer has a construction company that will be installing the utilities. We will conduct a pre-construction meeting to include and discuss subcontractors for street construction.

7. Directors Report

Village staff will continue to maintain the "American Pride" campaign flags, while the Huston's will continue to change/maintain the banners in Olde Town. Larson also received an email from the Huston's regarding the drinking fountain by the 1855 restaurant and the changing of lightbulbs in Olde Town. They now wish to keep the drinking fountain but asked that the Village take over the changing of the lightbulbs now that we have a bucket truck.

Sidewalk work was recently completed the last week of June, with Village staff completing the prep-work and Schultz crews forming and pouring the sidewalk sections. SafeStep also began work on the saw-cut sidewalk repairs the last week of June. Invoices for the sidewalk repairs will be going out to residents in the very near future.

The road work at the intersection of CTH BB/N will begin soon. Fahrner will be sealcoating the newer asphalt in the intersection and will coordinate work with us when they are working on the east side of Madison. They will be grinding off the striping, sealing the road and then re-striping. The sealant will be granite as they no longer use boiler slag. Fahrner will also be sealcoating Conservancy Court, a part of Mourning Dove Drive and Smithland Lane, as well as the section of Erb Road that was paved a few years ago in the Commerce Park.

Larson also recently attended the WCMC summer conference in Wisconsin Dells.

8. Approve the minutes of the June 5, 2018 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Schuerman, to approve the June 5, 2018 meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

9. Set tentative date for next meeting.

The next meeting is tentatively scheduled for Tuesday, August 7 at 6:00 pm.

10. Future Agenda Items

- Bike path update
- Budget items
- Future – Brush collection/Drop-off site or options

11. Adjournment

Motion by Eberhardt, seconded by Kieck, to adjourn at 6:45 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: 9/4/18