

VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF SEPTEMBER 1, 2020

1. **Call to Order.** 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, and John Williams (chair). Andy Eberhardt and Scott Schuerman were absent. Also present were Public Works Director JJ Larson and Village Engineer Kevin Lord 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 Glacial Drumlin Bike Path/Clark/Grove Street Project.**

Larson stated that Ehlers presented the first initial draft of the all-in version of the plan to the Finance and Personnel Committee for the Financial Management Plan. He also stated that of the three entities involved in the bike path, the Village will be the first to have their section complete. The City of Madison has recently run into some issues with the railroad for the small section of bike path that runs through the City.

Lord explained that MSA and the Village are working on final plans for the TAP Grant portion of the project that includes the bike path. All of the documents that are required for the grant are being prepared.

Lord also stated that MSA had a meeting with the Widen property developers and they are open to partnering with the Village to plan for a regional stormwater pond that would serve the Clark and Grove Street portion of the project as well as the Widen development. Costs and plans will be looked at and brought back to this committee.

b. **Update on the Buss Road/CTH BB project.**

Lord noted that at the request of staff, a traffic signal at that intersection was desired. MSA analyzed the traffic flow and amount for the signal. They also looked at whether the intersection needed to be upgraded to four (4) lanes. Lord said that the four (4) lanes should be continued on CTH BB from Damascus Trail through Buss Road with the future area developments in mind. With no current developer’s agreements in place that would help secure funding for this four-lane expansion, the Village will need to decide how much they are willing to put forth into this project. Lord stated that staff would also like to see what it would cost to signalize the intersection, while keeping it two-lanes and adding turn lanes at the intersection. He will put together this concept and bring it back to the committee next month for feedback and direction. The most important thing is to make the intersection safe.

5. **New Business**

a. **Discuss and consider recommendation on Capital Plan.**

Larson went over the Capital Plan and explained that a couple of pickups that are still in good shape, and a plow truck were pushed back to the future for replacement. A paint striper remained in the current plan, as did the Village Hall parking lot which is in need of replacement. The leaf vac truck was left in the plan, but not funded because it would require an additional staff person. Larson also stated that anything could be put back into the Capital Plan if needed. Roof replacements and solar panels were also discussed. **Motion** by Hackel, seconded by Kieck, to recommend approving the Capital Plan as presented. Motion carried with a unanimous voice vote of 3-0-0. **Amended motion** by Hackel, seconded by Kieck, to also include continuing the conversation of the addition of solar panels on the MSB roof. Motion carried with a unanimous voice vote of 3-0-0.

b. **Discuss and consider operating budget for 2021.**

Larson explained that given the current situation, the overall increase he is requesting this year is at .7%. Larson included memos on the privatization of brush collection and the staffing level comparisons to keep them in the dialogue, while not actively pursuing them this year. Items that he did change in the budget include a decrease in the Fly Dane account, and increase in sustainability initiatives that can be offered to

Village residents, a slight increase in engineering/consulting fees to keep a good collaboration going with the Village Engineer, an increase in shop operating/training supplies and expenses to keep them in line with actual prices, an increase in salt since the price has gone up, an increase for the sidewalk program, and increase for compost and brush hauling/grinding, an increase in Village beautification and a decrease for the intern position/seasonal help since the position will be condensed into one position next year. Williams recommended to the Finance Committee that the Village should be planning for more staff over the next five (5) years. **Motion** by Hackel, seconded by Kieck, to recommend approving the budget for 2021 as presented. Motion carried with a unanimous voice vote of 3-0-0.

c. Review Village Board priorities.

Williams explained how the process works when the Village Board gets together each year to discuss priorities based on feedback from citizens. These priorities/goals help give Village Administrator Matt Giese, staff and committees insight and direction going forward. Sharing these priorities with the committees/commissions allow for members to ask questions or provide additional feedback. Kieck brought up the priority of food insecurity which he has seen becoming a bigger issue for Cottage Grove. He would like to see something formalized in the way of how different entities in Cottage Grove are able to assist with the food shortage/needs. Williams agreed and said it will be discussed further at the Village Board level.

6. Engineers Report

Buss Road/Cottage Grove Road Intersection Plan

MSA is working on the plan development mainly for the temporary school site as required, and bike path. MSA is evaluating options for the intersection based on developers' schedules and Village funding. A review of the intersection was completed, and it was determined that a 4-lane roadway should be planned for in the future due to the pending growth near the intersection.

5th Addition to Westlawn Estates

Concrete curb and gutter and sidewalk have been completed. The Contractor currently needs to finish street paving and restoration.

Cottage Grove Commons

The project is basically complete. Miscellaneous concrete and restoration work need to be completed in the areas that are still around the building construction area.

Vilas Road Bike Path Creek Crossing

Project is complete. MSA will review for one-year warranty items in 2021. Williams and Hackel noted that there is an issue on the path going over the creek where it is starting to settle. Lord will look into this.

Vilas Road Sewer and Water

Construction was planned to begin on August 31st but has been pushed back one week.

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. The plans are being adjusted and discussions will be had with regard to comments from the PIM including a raised crosswalk across CTH N. MSA has determined stormwater options for the improvements along Clark Street and Grove Street. MSA and JJ met with the property owners west of Vilas Road to discuss a possible ponding option for stormwater to benefit the Village and proposed development. MSA is evaluating the feasibility of this along with costs. The Village received an email stating that Alliant Energy will bury the utilities along Clark Street at their costs.

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/early fall as they start preparing budgets for next year.

Quarry Ridge Estates

Contractor will finish surface paving and MSA has been working to review the letter of credit amount for a reduction.

Construction Standards

MSA has prepared a draft of the construction standards for the public infrastructure for Contractors in the Village. MSA is reviewing these internally and with JJ first, and will then share these standards with the Public Works Committee along with some finalizing questions specific to the Village.

North Side Business Park

The area has been formally annexed to the MMSD service area. Additional utility and roadway extensions will be based on the schedule and funding of the Developer.

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. MSA went over comments with JJ Larson and provided to the school district.

Erosion Control Checks

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

Financial Management Plan

MSA has been working with JJ Larson to verify some potential costs of roadways in the 5-year capital plan to start preparing budgetary numbers. MSA to review CTH N urbanization from Oak Street to Limestone Pass, West Ridge Road, and Oak Street traffic control. MSA is working with the Village on the costs for the Buss Road and CTH BB intersection along with the Village improvements for Clark and Grove Streets.

Widen-Olsen Development

MSA discussed the desires of the Developer with Village staff and will assist in determining the development needs for the utilities and roadways along Vilas Road to access the property. MSA has since discussed a possible regional pond to assist the Village in stormwater that direction as well as a benefit to the Developer.

Development Reviews

MSA has been reviewing the development submittals for new development. Current review sites include the Atwell Hotel on CTH TT and the 1855 Saloon and Grill Patio expansion.

Commerce Park Infiltration Analysis

MSA has called Digger's Hotline for the properties where the soil samples are to be completed and is working with JJ on digging some holes for analysis within the vacant lots.

7. Directors Report

Street Maintenance for 2020

Pulling together estimate for chip sealing/re-stripping Main Street (CTH N). Getting this maintenance treatment could take two years of the street maintenance budget . Reached out to Dane County about doing the striping.

Repaving planning for 2021

Plan to bring recommendation/estimate to this committee in the coming months to plan work for next year.

Sidewalk Maintenance

Working on plan for next spring. The local contractor agreed to hold his price for form/pour/finish. Nearing one time through the Village, Larson plans to re-evaluate the sidewalk plan and see if it needs modification in the coming months; if there is anything, Larson will bring it to this committee.

Camera at Public Works Shop

Contractor will be coming back to move the camera for us on September 8th. Larson also said that the Contractor suggested adding a second camera, which may be an option.

Stormwater Intern position

The Intern position proved incredibly valuable. Inspections were completed on ponds/outfalls, structures, and illicit discharge and through these, maintenance issues were identified. Erosion control inspections were also conducted.

The Intern also created outreach and education materials. This position is planned in the presented operating budget again for 2021.

Stormwater/ditch work

Staff has made progress on a stormwater bank restoration/reinforcement. They also completed a ditch cleaning and regrading project on Ridge Road.

Street patching underway

PW staff have been working on saw-cutting and repaving sections throughout the Village.

Additional concrete work planned

KR Concrete will be completing a handful of curb and gutter repairs and making the ramps/landing for the crosswalk to be added to Sandpiper Trail.

8. Approve the minutes of the August 4, 2020 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Hackel, to approve the August 4, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

9. Set tentative date for next meeting.

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

10. Future Agenda Items

- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.
- Discuss salt reduction plan.
- Creek Crossing
- Pond
- Update on Vilas Road sewer/water project

11. Adjournment

Motion by Kieck, seconded by Hackel, to adjourn at 6:59 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: 10/6/20

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.