

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF SEPTEMBER 4, 2018**

1. Call to Order at the Municipal Services Building. The meeting was called to order at 6:01 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, Scott Schuerman and John Williams. Mike Hackel arrived at 6:05 pm. 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 informed the committee that the Village was not awarded the federal grant that was applied for. When asking how the Village scored in the grant process, Maloney was told there were over 100 applications submitted for the grant. He also stated that the DNR stewardship and TAP grants will be awarded soon and he will update the committee on those at the next meeting.

b. Update on Conservancy Court wetland scrape project.

Maloney spoke with the contractor today about getting an extension on the project. The extension is needed because the ground needs to be dry for the scrape to occur. At this point, the contractor has completed front-end work on drainage repairs to a few residences in the neighborhood along with cutting a center channel down the wetland to allow for drainage. Once the contractor decides on a date to perform the scrape, he will give MSA one weeks-notice to stake out a grid for the scrape.

5. New Business

a. Discuss and consider proposed Public Works budget for 2019.

Larson went over the requests that he has for the 2019 Public Works budget. Some items that were increased included the addition of not previously accounted for street lights that were found in the Alliant Energy audit, increased fuel prices, increased salt prices, building maintenance and adjusting mileage and operating supplies to be more closely aligned to current prices. The total budget request for items handled by Public Works is \$53,250.

Larson also went over additional requests for staffing, new capital fund projects including maintenance and the contracting of brush collection. Larson is requesting that the Utility Clerk position becomes a full-time position, especially with the launch of the new Automated Metering Infrastructure (AMI). He is also asking for an additional Superintendent to be added to the Public Works Department. Currently there is one extremely dedicated Superintendent/Foreman for both streets and utilities. Larson would like these duties split in order to plan for the future and to decrease the need for overtime which comes with only one individual handling everything. Seasonal employees are another staffing request made by Larson. The seasonal staff would be able to assist with clearing stormwater outfalls, turning water main valves, filling potholes and other duties that can be completed under the supervision of one trained staff member. Having seasonal staff would free up and allow for highly trained staff to work on more complicated projects. The “All-In” staffing request would have an approximate total increase to the General Fund in the amount of \$115,748.91.

Another item that Larson brought before the committee included the request for the privatization of brush collection. He explained that brush collection is a high-risk and time-consuming project for the Public Works staff and has caused injuries in the past.

Under the Capital Equipment Plan Fund, Larson explained that some additional projects/maintenance were included in the 2019-2023 plan, including road repaving funds to proactively address the aging streets in Cottage Grove and Village building maintenance activities. Having these items in the Capital Fund would allow for them to be completed without borrowing.

Motion by Hackel, seconded by Kieck, to direct Public Works Director JJ Larson to pursue the "All-In" option of the budget with the Village Board. Motion carries with a voice vote of 5-0-0.

6. Engineers Report

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. We anticipate a reimbursement on the order of \$17,000 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 the 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.

Quarry Ridge Subdivision

There has been an exchange of draft Developer's Agreements between the Developer (Snyder) and the Village. Once approved, we will conduct a pre-construction meeting to include and discuss subcontractors for street construction. MSA has reviewed and the project will begin with Phase 1 along Molly Lane. Additional permits may be required for the rock crushing that is needed to begin the development. At this time, the project is on hold.

Westlawn Wetland Scrape and Drainage Improvements

Nelson Excavating and Son substantially completed the drainage improvements, by installing drain headers and drain tiles during the front-end portion of the project. They also, opened the wetland scrape portion by constructing a center channel to aid in drying the surrounding ground. There has been frequent heavy rainfall delaying their next step of the project. The contractor will need a drier season and may request an extension to complete the scrape work into the fall.

TDS Telecom

We reviewed the permit for the installation of fiber optic cable on Main Street through the Village. There are three locations TDS will bore underground. Most of the installation will be overhead with other utilities. This permit is limited to the Main Street work and there will be between 5 and 10 more projects requiring permits from the Village to complete the installation. Each permit is separate since there is the likelihood of multiple contractors performing the work. This portion is just Phase 1.

Jimmy Johns

Construction on the restaurant site began and contractors ran into some rock which needed to be blasted. Another pass-thru will need to be cut into the median, as was done at Culver's.

Seldal Plat

Some items from the spring were cleaned up recently. A gas line was also located where there was a build-up of sediment.

Upcoming Projects

CTH BB will be re-done, with four lanes being extended to the intersection with Buss Road. Money from the TIF will be utilized for this project. The trail bridge between Progress and Weald Bridge was recently discussed, but MSA has not heard of any updates.

7. Directors Report

Fahrner completed chip sealing and restriping work throughout the Village recently. We did not receive any complaints about the work that was done. All of the sidewalk repairs are also done, with invoices sent, and only a few unpaid remaining. The contractor for Conservancy Court began work early without notifying staff or residents. They began work on the sediment removal but were slowed by the wet weather.

8. Approve the minutes of the July 10, 2018 Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Kieck, to approve the July 10, 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, October 2 at 6:00 pm.

10. Future Agenda Items

- Bike path update
- Conservancy Court update

11. Adjournment

Motion by Eberhardt, seconded by Hackel, to adjourn at 7:23 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: 11/6/18