

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF SEPTEMBER 4, 2019**

- 1. Call to Order at the Former Public Works Building.** The meeting was called to order at 6:03 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 and excused. Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Mike Maloney of MSA and Village Board Trustee Melissa Ratcliff.
- 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. Discuss options for compost.**

Larson has received two (2) proposals for accepting compost. He’s feeling optimistic now that there are other options once the Dane County Landfill stops accepting compost on January 1, 2020. Melissa Ratcliff added that the compost issue will be taken to the County Board since it is affecting other communities as well. She also said that there may be options for a composting site on county-owned lands.
 - b. Update on solar panels for the Municipal Services Building.**

Larson is currently awaiting a call back from a roof assessment business. Williams added that an engineering assessment will also be done before any decision on the panels.
 - c. Update on bike path projects.**

Asphalt and concrete work on the CTH N/Main Street path (north of CTH BB) has been finished for the first phase, however, restoration work still needs to be completed. The next section of this path is scheduled to be completed in 2020. Maloney stated that the Village should hear soon about the awarding of the bike path grant.

The CTH BB/Cottage Grove Road bike path is open and being utilized.

The TAP Grant for the Glacial Drumlin bike path connection to the Capital City Trail requires an archeological study which MSA has ordered. Maloney hopes to have plans completed by April 2020, with a public open house held prior to April. Construction for the path is planned for 2021. This path will require some alterations to properties along Clark Street. Maloney will bring more information about this to the next meeting. Maloney also noted that since the proposed subdivision on Vilas Road is not going to be developed at this time, the Village has lost the terrace that would have been dedicated to the trail. He suggested waiting to complete the Vilas Road portion of the trail.
 - d. Update on Cottage Grove Road construction.**

Funds were allocated for crossings at CTH BB and Sandpiper Trail.
 - e. Discuss potential crosswalk options on Cottage Grove Road.**

Maloney discussed his review comments.
- 5. New Business**
 - a. Discuss and consider Right-of-Way permit request from TDS.**

Larson explained the reasoning behind this permit request and indicated that TDS must now bury their infrastructure instead of utilizing Alliant Energy’s poles. Maloney has reviewed and issued

some comments on the permit. Larson said that TDS is required to update their plans before the permit is issued. **Motion** by Hackel, seconded by Kieck, to recommend to the Village Board approval of the Right-of-Way Permit request from TDS with the recommended requirements and final review from Village staff.

b. Discuss and consider proposed Public Works budget for 2020.

Larson went over the proposed budget with committee members. Items that were highlighted include: the Fly Dane contract, road repair funds, increasing salt prices, Alliant Energy buy-back, sidewalk repairs, beautification, brush collection options and compost disposal options. Larson also showed the committee the capital budget and financial management plan. Hackel asked Larson to look into the possibility of contracting out street sweeping instead of purchasing a new street sweeper. Larson will get numbers on this and bring them back to the committee. Other capital items include a new dump truck (replacement/trade-in), road repaving and Village building maintenance. The financial management plan included phase 2 of the CTH N bike path, the Vilas Road creek and path crossing, and the crossing at CTH BB and Sandpiper Trail. **Motion** by Kieck, seconded by Hackel, to accept the proposed Public Works budget for 2020. Motion carried with a voice vote of 3-0-0.

6. Engineers Report

Quarry Ridge Subdivision

Sanitary sewer is installed for Phase A though the connection via Michelle Drive to the Commerce Park remains. The watermain for Phase A is underway. The utility construction will be followed by filling and compacting the street right-of-way. CGC, Inc. a geotechnical engineering firm will be making routine visits to obtain compaction results.

Main Street Bike Path

The trail has been paved. The concrete ramps and sidewalk connections should be completed this week. The topsoil, seed, fertilizer and mulch for the terrace and back slope will follow.

Cottage Grove Road Rehab

Asphalt pavement and concrete work are complete. Topsoiling, seeding, and mulching are next and will be followed by cleanup.

Buss Road / Cottage Grove Road Intersection Plan

Plans are being prepared for estimating and communicating with affected property owners.

Shady Grove Subdivision

The MMSD submittal to start the sewer extension permit is underway following the final plat condition approval.

5th Addition to Westlawn Estates

The Village Board meeting concluded that two connections to the Town right-of-way should be made available with this addition. Also, concerns regarding heavy equipment travel through 4th Addition have prompted a connectivity of London Drive to Buss Road as prompted by the extension of 4th Addition streets through the MGSD property to the south side of the Westlawn 5th Addition.

Oakstone Recreational Facility

The builder submitted building corner heights to FAA. The FAA indicated concerns over the Blackhawk Airfield not fulfilling their end of an agreement to move the runway threshold. The Village is discussing options to encourage airfield compliance.

Madison Window Cleaning

The plan review is complete and the land disturbance permit conditions have been set and await final surety and payments from the builder.

7. Directors Report

Two new Public Works Technicians will be starting next week on September 9. Both technicians will need to obtain their CDL and DNR Water Licenses. Larson commented that there was a great pool of candidates for the two positions.

Sidewalk repairs are still occurring with the plan to remove/prepare the sidewalk sections for replacement coming in the next few weeks.

Rating of Village streets will be occurring this fall. This info will be updated and used to develop a repaving plan for 2020 and beyond.

8. Approve the minutes of the August 6, 2019 Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Kieck, to approve the August 6, 2019 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 meeting is tentatively scheduled for Tuesday, October 1, 2019 at 6:00 pm.

10. Future Agenda Items

- Discuss road salt
- Discuss and consider street sweeper
- Update on bike path
- Discuss compost options
- Update on CTH BB

11. Adjournment

Motion by Kieck, seconded by Hackel, to adjourn at 7:28 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 11/5/19

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.