

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF FEBRUARY 2, 2016**

1. **Call to Order at the Municipal Services Building.** The meeting was called to order at 6:00 p.m. by Alex Jushchyshyn.
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. Present were Andy Eberhardt, Mike Hackel, Alex Jushchyshyn, and Scott Schuerman. Larry Kieck was absent and excused. Also present were Public Works Director JJ Larson, Travis McDermott of MSA, and Public Works Administrative Assistant Kristen Krause.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**

None.
4. **Old Business**
 - a. **Update on Conservancy Court Marsh.**

After last month’s Village Board meeting it was decided that this item would need to be budgeted for. Larson will put the project out for bid in late summer for work to be done in 2017. Hackel stated that the time frame for the project should be made clear to all bidders. A letter, explaining where the process is at, was sent to the resident on Conservancy Court that originally brought this issue to the committee. McDermott contacted the DNR about the possibility of extending the permits. No formal action was taken.
5. **New Business**
 - a. **Discuss and consider The Adaptive Management Intergovernmental Agreement.**

Dave Taylor of the Madison Metropolitan Sewer District (MMSD) would like the agreement signed by March. Hackel noted that it is very difficult for municipalities to meet TDMLs and asked where the Village of Cottage Grove is at right now as far as phosphorus reduction is concerned. Larson did not have the numbers available at this time, but will have them at the next meeting. Larson further explained that this agreement is to help work with farmers to reduce the amount of run-off from their fields. Since this is a stormwater driven item, discussion was had about creating a Stormwater Utility. Jushchyshyn will bring up the idea of creating a Stormwater Utility to the Village Board after the joint Public Works and Utility Commission meeting in March. **Motion** by Jushchyshyn, seconded by Schuerman, to table the Adaptive Management Intergovernmental Agreement until the next meeting. Motion carried with a voice vote of 4-0-0.

6. Engineers Report

VILLAGE PROJECTS

Westlawn 3rd Addition Wetland Restoration

Discussed in above agenda item 4) a.

DEVELOPMENT PROJECTS

Coyle South

With all punch list items complete, the surety was reduced on the line of credit with a small amount being held to ensure proper maintenance on the basins is kept.

Atlantis Valley Foods

MSA is working with the developer and engineers through the review process answering any questions and providing information requested. During the design and construction of Erb Road, there will need to be coordination with the developer’s engineer as the projects schedules could overlap.

Clasen Custom Coatings

MSA is in the process of reviewing plans submitted by Exel for an additional building being added to the site.

Rainbow Child Care Center

MSA is in the process of reviewing the site plan and CSM for the Rainbow Child Care Center that will be constructed in Homburg's Northlawn Plat at School Road.

TIDS

Commerce Park

MSA is working on plans for Erb Road, the final lift of pavement on Commerce Parkway, east of Matt Pass, installation of three light poles, and installing a vehicle cross through of the median on Landmark Drive. The current schedule will be for the work to be completed early this summer. The extent of the work completed may be adjusted to meet development plans.

7. Directors Report

Larson noted that it may be a good idea to invite a representative from the MMSD to speak to the Board regarding the Adaptive Management Agreement Resolution. He also explained that he is now in the APWA Public Works Executive Program, where Clark Wantoch has agreed to be his mentor. The Credentialing Program, within the Executive Program, is relatively new and the typical time for "graduation" is 1.8 years. Certification involves a "360 Evaluation", PDP, project and extensive review (which Mr. Wantoch will help Larson with). Larson believes that this certification will benefit both the department and the Village.

Recently, Larson took the UW course "Maintaining Asphalt Pavements". The course gave Larson a number of ideas on how to best handle the Village Street Maintenance Program going forward.

4.5 inches of snow fell in the Village over the evening of January 25th into the morning of the 26th. The Public Works staff did a great job, and no complaints were received. When time allowed, staff prepped areas (cul-de-sacs, dead ends, etc.) with room for a potential storm the first week of February. The salt supply is still in good shape with the shed still completely full, but the pile outside is now gone. We took a "guaranteed fill" of 400 tons – so barring any weather events in late winter/early spring, we will still have a pile yet again in 2016.

8. Approve the minutes of the January 5, 2016 meeting.

Motion by Hackel, seconded by Eberhardt, to approve the January 5, 2016 meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

9. Future Agenda Items

- Discuss and consider Adaptive Management Agreement.
- Update on Public Works truck purchases.
- Next Public Works meeting may be a joint meeting with the Utility Commission in March.

10. Adjournment

Motion by Eberhardt, seconded by Hackel, to adjourn at 6:45 pm. Motion carried with a voice vote of 4-0-0.

Respectively submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: ___3/16/16___

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.