

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF JUNE 7, 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. Committee members present were Mike Hackel, Alex Jushchyshyn, Larry Kieck, and Scott Schuerman. Andy Eberhardt was absent and excused. Also present were Public Works Director JJ Larson, Village Administrator Matt Giese, Parks, Recreation and Forestry Director Sean Brusegar, 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**

No old business.

5. **New Business**

a. **Discuss and consider Municipal Services Building Fund expenditure requests and schedule official closure of the Building’s Project Fund.**

Larson went over a memo drafted by the three department heads of the Municipal Services Building, Police Chief Dan Layber, Parks, Recreation and Forestry Director Sean Brusegar, and Larson himself. The memo was comprised of a list of requested fund expenditure items for the Municipal Services Building to be purchased before the closure of the building fund. Included in the list is: a 55” smart tv with installation for the main conference room, air conditioning for the rec programming space, painting of the rec programming space, a pressure washer for the wash rack, a 40” tv with installation for the police interview room/waiting area for children, and lateral file drawers and horizontal stowing door cabinets with installation at the police department. Chief Layber, who was not in attendance, had noted that a television in the main conference room would be able to be used as an interface with a variety of technology/devices, including iPads, USB’s, the internet, phones, and laptops. The tv would also be utilized in weather emergency situations. Larson explained that the pressure washer was needed to replace the broken washer that is currently in house. Brusegar stated that he has received three cost estimates for the installation of a roof mounted air conditioning unit to be used in the rec programming space in the back of the building. Giese informed the committee that the \$92,975.54 left in the building fund was for contingencies and has not been used at this time. Any money left in the fund after final expenditures would be placed in the debt reserve fund. At this time, Hackel questioned whether the building has had a final inspection, and specifically mentioned the old gable cutout in the front of the building where the previous entrance existed. Giese said that SDS, the company in charge of the renovations, had signed off, but that Building Inspector, Tom Viken still has a list of items to go over with Giese. Giese further explained that the building fund close-out is not set for a specific date. Committee members agreed that another final look over of the building is warranted before closing out the fund. Hackel stated that he believes the expenditures requested on the memo were reasonable, but also wants to see that any repairs be made before the close-out. **Motion** by Hackel, seconded by Kieck, to recommend to the Village Board approval of the proposed Municipal Services Building Fund expenditures, not to exceed \$18,000, and to recommend to the Village Board to have a final professional inspection of the Municipal Services Building prior to the official closure of the building’s project fund. Motion carried with a voice vote of 4-0-0.

**b. Presentation from staff regarding former Public Works Building at 225 Bonnie Road.**

Giese explained that this item came about when he had asked Larson and Parks and Recreation Director Sean Brusegar how the building at 225 Bonnie Road was/is being utilized. He further noted that the Village is looking at a short-term plan for the building, as he was asked by the Village Board to consult with a facilities planning expert before any long-term decision or plan is made. Larson used a PowerPoint presentation to highlight the history, present uses, potential uses, pros for keeping building/lot, vision for the future, and considerations before selling. Since the Village is lacking for storage, Larson explained that utilizing the building for cold storage would be optimal, especially considering its proximity to the Municipal Services Building. Aside from cold storage for materials and equipment, Larson reiterated that the location currently houses the salt shed and compost site for the entire Village. Finding alternate locations would be difficult and possibly costly. Parks and Recreation Director Sean Brusegar noted that having the building for storage would allow space currently used by Public Works at the storage shed at Fireman's Park to be freed up. That additional space could then be used by parks to store material currently stored out in the open. Hackel stated that he is in support of keeping the building/lot since storage in the Village is already in short supply and he also feels that having storage at the building would allow the Village to clean up and consolidate outdoor storage from other locations. Committee members agreed that the cost of keeping the building versus selling the building needs to be further discussed before going in front of the Village Board, especially the cost to build a new salt shed and pole shed, and moving the compost site. To show how the building can be utilized, committee members also recommended that Larson begin using the building as cold storage right now, and turning off heat and water service. Jushchyshyn requested that Larson get some more detailed information on how the building would be utilized, pros versus cons, and the cost to keep the building, versus selling and relocating storage, and bring that information back to a future meeting (possibly August). Giese noted that he can talk to MSA about getting some cost estimates. No formal action was taken.

**c. Discuss and consider recommendation to the Village Board for a short-term plan on how, or if, to utilize the property at 225 Bonnie Road.**

This item was discussed as part of agenda item 5.b. Before a recommendation can be made, committee members will discuss the cost of keeping, versus selling the building, look at an assessment of the building; and have a presentation of that information at the August committee meeting.

**d. Discuss and consider utilizing Roadway Supplies budget dollars to supplement Sidewalk Repair and Replacement program for the year.**

Through a memo to committee members, Larson explained that this agenda item was brought about by some village residents calling about a sidewalk heave/movement outside of the area that was planned/budgeted for repairs for this year. Larson also stated that a new cut-off saw with functional water tank was needed as well, since the old saw/water tank was in poor condition, and there is no back-up saw. **Motion** by Hackel, seconded by Jushchyshyn, to approve expenditures, not to exceed \$4,500.00 to be paid for out of the Roadway Supplies fund for sidewalk repair and the purchase of a new saw. Motion carried with a voice vote of 4-0-0.

**6. Engineers Report**

**VILLAGE PROJECTS**

**Westlawn 3<sup>rd</sup> Addition Wetland Restoration**

Permits have been extended to allow for construction to occur next fall and winter.

**2016 Ordinance Update**

Chapter 163: Sediment Control and Stormwater Management – was updated to current Dane County standards to reflect adaptive management criteria being used in conjunction with the Madison Metropolitan

Sewerage District. Chapter 183: Floodplain Zoning – was also updated to reflect new flood insurance studies that were completed by FEMA.

### **DEVELOPMENT PROJECTS**

#### **Atlantis Valley Foods**

MSA has been conducting weekly erosion control inspections as construction has progressed. Remaining public improvements include sidewalk and terrace grading.

#### **Clasen Custom Coatings**

Construction has continued for Clasen Coatings and MSA has been performing weekly erosion control inspections.

#### **Rainbow Child Care Center**

MSA reviewed the Land Disturbance Permit application submitted by Rainbow Child Care and granted conditional approval. Construction is expected to start soon once all conditions are fulfilled.

#### **Culver's**

MSA reviewed the land Disturbance Permit application submitted by Culvers and granted conditional approval. Construction started in May with site grading and connection to the existing sanitary and water laterals. MSA has been performing weekly erosion control inspections. As of today, the project is ahead of schedule.

#### **Cottage Grove Mini Storage**

MSA reviewed the Land Disturbance Permit application submitted by Cottage Grove Mini Storage and granted conditional approval. Construction has begun.

#### **Westlawn Estates 4<sup>th</sup> Addition – Phase III**

MSA was on site for curb and gutter construction observation.

### **TIDS**

#### **2016 Commerce Park Improvements**

Erb Road and Commerce Parkway received asphalt pavement and the site has been restored. MSA will be performing an inspection for an initial punchlist to be completed before final completion. The project has had two change orders to include some electrical repairs and the repair of the existing drain tile that drains the northern stormwater basin. As part of this project, a grate will be added to the pond outlet to help prevent the pipe from being clogged again. Maintenance structures were also added to the drain tile to allow access points for cleaning and inspection. The ponds are now functioning as they should.

## **7. Directors Report**

As of June 1<sup>st</sup>, the City of Madison Brush Processing Center will no longer accept brush from outside of the City of Madison. This change occurred because of the anticipated increase in demand due to the Emerald Ash Borer. The City states that the change is necessary in order to ensure they can still provide the service to City of Madison residents. Village residents who do not want to wait for our scheduled brush pickup will no longer have the option of taking brush to the City of Madison site.

The 2016 sidewalk plan is now complete for the year. Assuming a positive vote tonight regarding utilizing different funds for sidewalk repairs, the work will consist of replacement of 26 stones and 58 saw-cuts. Work will take place primarily in the area bordered by CTH BB, Westlawn Drive, W. Parkview Street and CTH N. Larson had the person who will perform the saw-cut work come out and assess what work will be done for compliance.

The new utility pickup truck arrived. This truck will be primarily used by James Rothman for water meter work. With this truck, Rothman will not need to return to the shop frequently for tools and equipment, since the topper allows him to organize small components, tools, etc., for work needed in the field. Other new equipment includes the Tommygate that was recently installed on an existing pickup truck. Public Works staff have already use the gate to pick up chemicals and it is working great.

Public Works staff have seen some changes recently with the addition of a new technician, Greg Gordon. He started with the Village on May 23 and brings extensive experience in water, wastewater, wastewater treatment and municipal operations, from all over the country. He worked previously in Colorado and Massachusetts, but is originally from Wisconsin and he and his family have recently returned. Another change is that the staff began summer hours this week.

Larson received three quotes to repair a small stretch of CTH BB at Uphoff Drive, and is waiting on sealcoat quotes to finalize the plan for the year. Public Works staff will do the removal and undercutting at CTH BB and Uphoff, as well as traffic control.

Larson explained to the committee that the bushes out front of the Municipal Services Building are mostly dead and he wanted to make sure the committee didn't have any problems with their removal by Public Works staff. Committee members agreed that it would be appropriate to remove them and would like to see something replace the dead bushes eventually.

**8. Approve the minutes of the May 3, 2016 Public Works & Properties Committee meeting.**

**Motion** by Jushchyshyn, seconded by Kieck, to approve the May 3, 2016 meeting minutes as presented. Motion carried with a voice vote of 3-0-1 with Schuerman abstaining.

**9. Set tentative date for next meeting.**

The next meeting is tentatively scheduled for Tuesday, July 5, 2016 at 6:00 pm at Village Hall.

**10. Future Agenda Items**

- Discuss and consider former Public Works Building.
- Discuss phosphorus run-off ordinance (long-term, possibly June meeting).

**11. Adjournment**

**Motion** by Kieck, seconded by Schuerman, to adjourn at 7:25 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: \_\_7/5/16\_\_

*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.*