

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF SEPTEMBER 6, 2016**

1. **Call to Order at the Municipal Services Building.** The meeting was called to order at 6:02 p.m. by JJ Larson. **Motion** by Andy Eberhardt, seconded by Scott Schuerman, to nominate Mick Hackel as chair pro tem in the absence of Chairperson Alex Jushchyshyn. Motion carried with a voice vote of 4-0-0.
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, Mike Hackel, Larry Kieck, and Scott Schuerman. Alex Jushchyshyn was absent and excused. Also present were Public Works Director JJ Larson, Mike Maloney of MSA, Public Works Administrative Assistant Kristen Krause, and Village Trustee John Williams.
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 Sidewalk Policy.**

Village Board Trustee John Williams was present to ask the committee to consider having Village of Cottage Grove property owners cover the entire cost of sidewalk repairs in the future. If property owners were responsible for the cost of the repairs, the Village would be able to fix all sidewalk issues at one time, instead of spreading out the repairs over several years as is done currently because of the Public Works budget. Williams brought this idea up because he feels that sidewalks are not getting repaired in a timely manner and he is concerned about safety and property owner liability. He has heard from some communities that if a sidewalk is deemed a trip hazard, it will be repaired immediately with the property owner paying 100% of the repairs. Eberhardt agrees with the issue of liability, but noted that the Village would need to budget a significant amount of money for the large upfront cost of the repairs, that would eventually be paid back by the property owners. Williams suggested continuing with Larson’s plan and completing repairs that Larson has mapped out over the next couple of years, and once those are complete, change the policy to have the property owner pay for all costs involved with sidewalk repairs. Larson had also requested information from other Wisconsin municipalities regarding payment of sidewalk repairs. He stated that it was very evenly split with 1/3 of municipalities paying for 100% of repairs, 1/3 of municipalities that split the cost 50-50 with property owner, and 1/3 with property owners incurring the entire cost of sidewalk repairs. It was explained that the Village did not have a plan in the past for sidewalk repairs, but that even with a plan now, emergency repairs can still be addressed. Larson also noted that property owners would be more likely to remove terrace trees if they had to pay for 100% of their sidewalk repairs. Mike Maloney of MSA added that property owners could not remove terrace trees without replacing them due to a zoning ordinance. Larson stated that in 2016, sidewalk repairs exceeded the budgeted amount by only a few hundred dollars. The reason the repairs went over budget, is because of a few unexpected repairs. Going forward, Larson believes the costs will be within the \$7,500 yearly budget. No formal action was taken.
5. **New Business**
  - a. **Discuss and consider using salt funds for the purchase of Public Works staff computers and safety jackets.**

Larson explained that there is approximately \$29,000 left in the 2016 salt fund account. He would like to use a small portion of those funds to purchase safety jackets for the Public Works staff and also for a computer for Public Works Technician James Rothman. The jackets have a reflective safety vest built in and are very warm, which will aid the staff in the winter months, especially when out plowing. A computer for Rothman will allow staff to share water meter maintenance schedules and allow him to do work without waiting to use other staff member’s computers. Larson believes the costs for the computer and jackets will cost around \$1,700-\$1,800. **Motion** by Kieck, seconded by Schuerman, to authorize Larson to use salt funds for the purchase of Public Works staff jackets and computer. Motion carried with a voice vote of 4-0-0.

**b. Status update on MSA building assessments; MSB, Bonnie Road and Village Hall.**

MSA is scheduled to perform the walk-throughs this Friday, September 9. A report of the assessment will be available at the next Public Works and Properties Committee meeting.

**c. Discuss and consider proposed Public Works budget for 2017.**

Larson highlighted a few things that have increased on the budget including a small increase for the esri hosting of GIS which is now on the cloud, additional annual maintenance for the street sweeper and Vector trucks, increased charge for wood chips at the landfill, an updated stormwater model by MSA, Conservancy Court wetland work, and an increased cost in the Adaptive Management program through the DNR. Larson asked committee members to determine which one of the bigger projects they prefer if one needs to be eliminated from the budget. After some discussion, committee members would prefer to keep both the updated Storm Model and Conservancy Court wetland work in the budget, but ultimately feel that the Storm Model is more critical for next year. **Motion** by Hackel, seconded by Eberhardt, to recommend to the Finance and Personnel Committee approval of the Public Works budget as presented, with the preference that both the Stormwater Model Project and Conservancy Court Project be included, but if one project needs to be eliminated from the budget, it is the committee's recommendation to remove the Conservancy Court Project from the 2017 budget.

**6. Engineers Report**

**VILLAGE PROJECTS**

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

The project is awaiting Village budgeting. Permits are being extended to allow for the project to occur in 2017. A paved path will be going in along the GDS lot line behind the homes on Pheasant Run and extending north through the neighborhood.

**CTH N and School Road Intersection**

Concept plans were prepared in order to generate a project budget. To meet the ability to construct within one year, the Village will fund this project alone. MSA checked on the Safe Routes to School grant program but it is not available for new projects until 2021.

**Gaston Road Project**

The project is considered a Village utility project and not a Village road project. Permits are complete and the eastbound lane of Gaston Road from the Gaston School House/Gallery west one (1) mile and then south will be replaced. Bids will be opened on September 15.

**DEVELOPMENT PROJECTS**

**Atlantis Valley Foods**

This project has been completed. The owner completed the landscaping and restoration adjacent to the Commerce Park pond. The surety for the stormwater and erosion control has been released.

**Clasen Custom Coatings**

Inspection included the review of the drainage structures and street and utility extension restoration.

**Rainbow Child Care Center**

Final land disturbance requirements and site plan reviews are being completed by MSA as well as inspection of the storm drain connection and water utility connection.

**Culver's**

Inspection of public improvements include sidewalk, curb cuts and storm sewer connection. Some electrical was off, but has now been corrected.

**Cottage Grove Mini Storage**

MSA conducted a review of connection with public drainage basin with private storm system.

### **Quarry Ridge Estates**

Provided the plan review of the final four phases of the subdivision. MSA prepared and delivered comments on the plan and the estimate. The estimate is to be used as a surety in the first phase identified as the 2016 phase.

### **Huston Adult Living Center**

A land disturbance permit was recently issued for the new senior adult living center and community center to be constructed on Reynolds Street.

## **7. Directors Report**

Larson recently attended the APWA National Conference in Minneapolis where he acquired great information and ideas for the Village. Sidewalk invoices were recently sent out, as well as one notice for tall grass/weeds (to same resident again on North Parkview). Recently performed sealcoating roadwork that was done by Fahrner was less than ideal. Larson received some complaints about the work that was done. CTH BB, CTH N and Damascus Trail have been sealed and Dane County will be in to re-stripe in a couple of weeks. Crack filling was also recently completed on Southing Grange, Weald Bridge and Meadow Crest, and all went well. Larson also wants to start the conversation about a Complete Streets Policy which would include pedestrian and bike traffic. He believes that the Village should look at adopting something like this which would in turn allow the Village to think more proactively, progressively and realistically about the future of our community streets.

## **8. Approve the minutes of the August 2, 2016 Public Works & Properties Committee meeting.**

**Motion** by Kieck, seconded by Schuerman, to approve the August 2, 2016 meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

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

The next meeting is scheduled for Tuesday, October 4, 2016 at 6:00 pm at the Village Hall. This will be an open house regarding the Seldal Plat.

## **10. Future Agenda Items**

- Seldal Plat Open House.
- Update on Quarry Ridge plans.
- Update on budget.

## **11. Adjournment**

**Motion** by Schuerman, seconded by Eberhardt, to adjourn at 7:22 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: \_\_10/4/16\_\_

*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.*