

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF MAY 5, 2020**

- 1. Call to Order at the Former Public Works 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, Mike Hackel, Larry Kieck, Scott Schuerman and John Williams (chair). Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Village Engineer Kevin Lord of MSA and one member of the public.
- 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 lighting improvements at Village Hall and MSB.**

Larson commented that the lighting improvements are complete and that they are fantastic. The new lights are high efficiency with auto-shut offs and are very bright.
 - b. Discuss Village road salt use and potential pilot program.**

Since we are no longer in the snow season, Larson will bring this item to a future meeting for discussion.
- 5. New Business**
 - a. Discuss and consider installation of security camera at Bonnie Road shop.**

Due to continuous misuse of the Village’s compost site, Larson is recommending that the Village install a security camera on the Bonnie Road shop building. Larson explained that too much staff time is spent going through brush and other various non-compost items that are deposited at the Bonnie Road compost site. He is hoping to use the camera and signage as a way to change this behavior. Larson will be able to log in and see video footage from his laptop. He also conferred with the police chief about following up with any violations that are discovered. **Motion** by Hackel, seconded by Schuerman, to approve spending up to \$2,650.00 for the purchase and installation of a security camera on the Bonnie Road shop building. Motion carried with a unanimous voice vote of 5-0-0.
 - b. Discuss and consider Task Order Contract with MSA for work related to the Glacial Drumlin Bike Path project.**

Lord explained that the project will need an official plat and process for acquiring temporary easements along Clark Street. This Task Order only pertains to the real estate portions for the easements that are related to the grant funded work. The Village is currently in a 3-party agreement with the DOT and MSA. **Motion** by Hackel, seconded by Kieck, to approve the Task Order Contract with MSA for the work related to the Glacial Drumlin Bike Path project. Motion carried with a unanimous voice vote of 5-0-0.
 - c. Discuss Clark Street Reconstruction plan for 2021.**

Lord gave the committee an overview of the 2021 Glacial Drumlin Bike Path project. The DOT grant that will help fund this work is an 80/20 grant up to approximately \$555,000.00 and would be utilized for the bike path portion. The cost of the construction of the bike path came in at approximately \$625,000 and Lord explained that the Village wants to maximize the grant funds for this portion. Clark and Grove Street improvements are not included in the grant funded portion of the project, and Lord mentioned the possibility of completing these street improvements in 2022 or as a staggered project with the bike path. Whatever direction the

committee decides, Lord will move forward with getting plans and costs for the Clark and Grove Street improvements. For the grant funded portion of the project, bidding would occur in March of 2021 and bike path construction would likely begin after the annual Fireman's Festival in 2021. No formal action was taken at this time and Lord will continue to update the committee as new information becomes available.

6. Engineers Report

Buss Road/Cottage Grove Road Intersection Plan

The school district recently signed the developer's agreement which will allow MSA to start the roadway design work for 2021. Lord will bring the Task Order for the project to the next committee meeting.

5th Addition to Westlawn Estates

Utility work is complete and currently awaiting good weather for the roadway work to begin. MSA is working with MMSD on deed restrictions for future phases at this time.

Cottage Grove Commons

Public utility work has been completed and roadway work is being performed as weather permits.

Vilas Road Sewer and Water

Project has been bid and is awaiting agreement with developer to move forward.

Sanitary System Flows

MSA has installed flow monitoring equipment in specific manholes in the Village and is monitoring these flows along with inflow and infiltration. The monitoring is anticipated to go through May of 2020 and will then be summarized for flows and drainage basins to provide the Village with planning projects to anticipate in the future and when work may be needed.

West Parkview LRIP

Contracting completed and work to be completed the first part of May 2020.

Glacial Drumlin Path/Clark Street

MSA conducted an OPM (Operational Planning Meeting) with Village staff, DOT staff, and utilities to go over the project and anticipated conflicts. MSA provided a map showing the planned project with regards to the grant to maximize the TAP grant amount. Further reconstruction of Clark Street and Grove Street will be discussed as it is anticipated to be a separate project at the least and timing will be discussed. MSA will be presenting a task order for property acquisition purposes for the project as necessary. Utility costs also may be included with the project and will be discussed with Public Works. Funding for the project is currently on a tight time frame in order to meet the planned bid letting but can be achieved if reviews are completed in a timely manner, which is a bit unknown in the current situation.

Main Street Bike Path PARC Grant

MSA prepared a conceptual map to be shared with the Bike Path Committee on March 16. MSA is also looking at parking options and additional street improvements beyond the path limits

Quarry Ridge Estates

MSA and the Village have been continually dealing with neighbors concerned with operating hours and dumping within the quarry area along Matt Pass.

Vilas Road Creek Crossing and Culvert Extension

The culvert extension and bike path extension project area between Weald Bridge and Progress Drive was recently bid and awarded. A pre-construction meeting is the next step.

7. Directors Report

COVID-19

Public Works has implemented some new guidelines for staff due to Covid-19 restrictions, including staggered start/finish times, no two people riding in a vehicle at the same time, wiping down vehicles

before and after use, utilizing the same vehicle as much as possible and some staff working from home. Brush collection is currently taking longer due to the Covid-19 restrictions.

Vilas Road Creek Crossing

Bid for this project was recently awarded to R.G. Huston.

West Parkview Repaving Project

Repaving work will be completed by Tri-County Paving in early May.

Southing Grange

Failed asphalt from last year's project was repaired by Wolf Paving in April.

Street Maintenance for 2020

Crack fill and chip seal contracts should go out soon. Work will be done on the east side of the Coyle neighborhood this year. Larson also identified three streets where large asphalt patches are needed and is currently getting pricing for this portion.

Sidewalk Maintenance

Sidewalk maintenance notice letters were sent out to residents the week of April 20th. Saw-cut work is set to begin in mid-May and removal/replacement work is tentatively set to begin late May – early June.

Street Sweeper

The new street sweeper unit arrived in March and has been working great. Staff have almost removed equal tonnage to the entire last year, already in this short period of time.

Stormwater Intern position

Interviews were conducted via phone prior to "Safer at Home" orders, and Zoom interviews were conducted online last week. As of today, we have one candidate offered and accepted.

Glacial Drumlin Bike Path Project (TAP Grant)

The Village had an Operational Planning Meeting on April 24th with MSA, DOT and utilities.

8. Approve the minutes of the March 3, 2020 Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Schuerman, to approve the March 3, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

9. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, June 2, 2020 at 6:00 pm.

10. Future Agenda Items

- Update on Glacial Drumlin Bike Path project.
- Discuss and consider Task Order Contract with MSA for the Buss Rd/CTH BB project.

11. Adjournment

Motion by Kieck, seconded by Schuerman, to adjourn at 6:50 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 6/2/20

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.