

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF AUGUST 4, 2020**

1. **Call to Order.** 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, Village Engineer Kevin Lord of MSA, Eric Thompson of MSA and two members 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. **Discuss and consider recommendation on Clark Street and Grove Street reconstruction.**

Larson recapped that two Clark St. projects have been in the planning stages for years; the bike path, with TAP grant funding and the Clark St. west reconstruction have both been factored into the Village’s Financial Management Plan for years. Over the past year, there has been interest and discussion in adding Grove Street improvements to the overall project as well. Lord began the discussion by showing the plan adding parking along Grove and Clark streets as a part of the street reconstruction but explained that adding that impervious area would require stormwater management. Thompson then explained some options to the Committee. First, explaining that stormwater from Grove St. could be moved east and into the existing system there, but that this would have to be investigated further and could potentially create flooding concerns if the piping downstream wasn’t sized for the additional loading. He then outlined the other option to the west that has the potential to treat & control water from both Clark St. and Grove St. by adding pipe from Grove, west through Clark St. and into a proposed regional pond that would be installed on the west side of Vilas Rd. in the proposed Parkside Ridge development. Thompson also outlined the possibility of taking water from Grove St. southwest to the infiltration basin existing there, but referred to the issues that have come up in the past with water heading this way and the issues it has created with downstream property owners; given that, this option is not recommended. Hackel asked about the possibility of taking the opportunity to enlarge that pond at this time. Thompson explained that it could, but that it may not address all the issues, or may require a really large pond to do so. Thompson explained that the pond would benefit the developer as well as allow the Village to handle the additional stormwater from Clark and Grove; as they would also utilize the pond to treat their stormwater from their developed lots in the future.

Williams asked Thompson, in his professional opinion, with cost as a separate factor, if the option with a pond installed west of Vilas with stormwater pipe installed from Grove St and all along Clark St. to the west was the best option. Thompson confirmed, but added that he would also recommend a small, dry pond addition next to Grove St. in order to provide some treatment and allow for smaller pipe the rest of the way.

Lord and Larson explained that they are looking for a recommendation as to what to provide to Ehlers for the Financial Management Plan. Williams stated that this committee has talked about not tearing this area up more than once. Given that the park has added the shelter and splash pad and we’ll be adding the bike path, this area will be increasingly visible and visited. Larson showed the breakdown of the different phases that could be split out if the Committee or Board opted to phase the projects. Larson explained that he was looking for direction from the Committee on what to present for the Financial Management Plan numbers and ultimate Village Board consideration; the entirety of the project or split it into separate parts over a number of years.

Motion by Hackel, seconded by Kieck, to recommend entire project to the Board, but show it in phasing costs for the Board’s consideration in the Financial Management Plan for completion in 2021. Motion carried with a unanimous voice vote of 5-0-0.

b. Update on Glacial Drumlin Bike Path project.

Not much new to update at this time.

c. Update on the Buss Road/CTH BB project.

Larson explained that there is a lot up in the air on this project currently. There are a number of factors to consider; responsibility for costs and timing between all the different parties. Lord agreed and stated that he and Village staff were continuing to work on scope and timing of the various phases of the project.

5. New Business

a. Discuss and consider recommendation on projects in the Financial Management Plan.

Larson showed the proposed plan and the years the projects are planned for construction and gave a brief description of each. Eberhardt asked about West Oak St. and the potential for bringing that wide road in to help calm traffic. Hackel mentioned that there are other options that could be utilized that wouldn't be as costly at moving the entire curb and gutter. Lord showed some examples of striping and bump outs at the intersections that may be more cost-effective measures as well. Motion by Hackel, seconded by Eberhardt, to continue to show the projects as presented in the Financial Management Plan. Motion carried with a unanimous voice vote of 5-0-0.

6. Engineers Report

Buss Road/Cottage Grove Road Intersection Plan

MSA is working on the plan development for the site, including a concept for the complete improvements of Buss Road, in order to plan for overall stormwater and right-of-way needs. Future discussions will occur with respect to pedestrian crossings and site improvements within the corridor. The design is to be completed during the fall/winter of 2020 for 2021 construction.

5th Addition to Westlawn Estates

Concrete curb and gutter and sidewalk have mainly been completed. The Contractor is currently working on curb ramps and then will finish with street paving and restoration.

Cottage Grove Commons

Miscellaneous concrete and restoration work is being completed to obtain occupancy for a portion of the site. MSA obtained the field GIS information to update the Village utility mapping.

Vilas Road Bike Path Creek Crossing

Project is progressing. Pavement is completed and restoration ongoing.

Vilas Road Sewer and Water

Preconstruction meeting planned for July 30th where the schedule will be discussed.

Glacial Drumlin Path/Clark Street

MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the WISDOT timeline. MSA has been preparing for the Public Informational Meeting on July 30th with recommendations on the route from the Bike/Ped Committee. Plans and exhibits will be created for the PIM meeting which will be online. MSA has looked at crossing alternatives for the crossing of CTH N and has a recommendation from the Bike/Ped Committee. MSA is working to internally schedule the required test pits for stormwater evaluation of the site. Stormwater is being considered for the project with potential of public improvements. Utility estimates (overhead power) have yet to be received and may be included with the project and will be discussed with Public Works.

Main Street Bike Path PARC Grant

MSA checked in with Dane County on the PARC Grant funding. Due to the current economic hardship related to Covid-19, they said it was doubtful that this will be included in next year's budget. They told Lord to check in later this summer as they start preparing budgets for next year.

Quarry Ridge Estates

MSA has been working on the necessary sidewalk pours with the Contractor.

Construction Standards

MSA began working on completing some construction standards for the public infrastructure for Contractors in the Village. The final specifications will be shared with Public Works along with some finalizing questions specific to the Village.

North Side Business Park

MSA has been working with the Village on the USA amendment on the north side of the interstate. Upon completion of a developer's agreement, design requests may be necessary for utility extensions and roadway improvements along the County roads. A portion of the area is included in the MMSD Annexation area.

MGSD Utility and Roadway Extensions

MSA received information from the engineer of the school property including utility extensions and possible future roadway locations. MSA will review and report if anything is necessary for Public Works. MSA went over comments with JJ Larson and provided to the school district.

Erosion Control Checks

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons and the Storage Buildings.

Financial Management Plan

MSA has been working with JJ Larson to verify some potential costs of roadways in the 5-year capital plan to start preparing budgetary numbers. MSA to review CTH N urbanization from Oak Street to Limestone Pass, West Ridge Road, and Oak Street traffic control.

Widen-Olsen Development

MSA discussed the desires of the Developer with Village staff and will assist in determining the development needs for the utilities and roadways along Vilas Road to access the property.

Development Reviews

MSA has been reviewing the development submittals for new development. Current review sites include the Comfort Suites Hotel on Landmark Drive, Atwell Hotel on CTH TT, and the 1855 Saloon and Grill Patio expansion.

Commerce Park Infiltration Analysis

MSA has called Digger's Hotline for the properties where the soil samples are to be completed.

7. Directors Report

Vilas Road Creek Crossing

Project complete, aside from a few cleanup items.

Street Maintenance for 2020

All street work completed for the year. The only remaining work is crack filling on bike paths.

Sidewalk Maintenance

Work completed for the year and invoices sent out. Larson plans to have work prepared for an early spring start next year.

Camera at Public Works Shop

Contractor will be coming back to move the camera for us (time & material cost); two attempts to get license plates were out of focus.

Stormwater Intern position

Intern coordinated artists to develop/paint mural around a storm inlet.

8. Approve the minutes of the July 7, 2020 Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Schuerman, to approve the July 7, 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, September 1, 2020 at 6:00 pm.

10. Future Agenda Items

- Operating budget
- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.
- Update on Clark Street project.

11. Adjournment

Motion by Hackel, seconded by Eberhardt, to adjourn at 7:07 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: 9/1/20

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.