



## **VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING**

### **Public Works, Properties & Sustainability Committee**

Tuesday, May 2, 2023

6:00 p.m.

This meeting will take place as a hybrid meeting, both virtually via ZOOM and in person at Village Hall located at 221. E. Cottage Grove Road. If you are using ZOOM, please join the meeting from your computer, tablet or smartphone by visiting

[https://us06web.zoom.us/j/89694195616?](https://us06web.zoom.us/j/89694195616?pwd=Y09WaHVpMIFiTG0rc3Y5WTFCRnF6dz09)

[pwd=Y09WaHVpMIFiTG0rc3Y5WTFCRnF6dz09](https://us06web.zoom.us/j/89694195616?pwd=Y09WaHVpMIFiTG0rc3Y5WTFCRnF6dz09). You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: **896 9419 5616** # When asked for your Participant ID, just press #. Passcode: **221**

You may also choose to participate by providing public comment prior to the meeting via email to the Director of Public Works & Utilities, Brian Peterson at [bpeterson@villageofcottagesgrove.gov](mailto:bpeterson@villageofcottagesgrove.gov).

If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

## **AGENDA**

1. Call Meeting To Order
2. Quorum And Roll Call
3. Public Appearances - Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item.
4. Old Business
  - a. Update on solar panels for the Municipal Services Building.
  - b. Discuss and consider Message Board Use Guidelines Form.

Documents:

[MESSAGE BOARD USE GUIDELINES.PDF](#)

5. New Business

- a. Discuss sustainability projects for consideration in the 2024-2033 Capital Prioritization Plan.
- b. Discuss and consider uniform allowance.

Documents:

[UNIFORM ALLOWANCE MEMO.PDF](#)

6. Engineer's Report

Documents:

[ENGINEER REPORT MAY 2023.PDF](#)

7. Director's Report

8. Approve The Minutes Of The April 11, 2023 Public Works, Properties & Sustainability Committee Meeting.

Documents:

[4.11.23 PW MINUTES.PDF](#)

9. Set Tentative Date For The Next Meeting

10. Future Agenda Items

11. Adjournment

**Notice:**

This agenda has been prepared by Staff and approved by the Chair of the Public Works, Properties & Sustainability Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice



## Village Message Board Use Guidelines

All non-Village sponsored programs or organizations requesting use of the Village message boards for promotion or other purposes must be approved by the Public Works, Properties, and Sustainability Committee.

***All requests must be submitted at least 1 month prior to the requested date of use.***

Please email request to: [bpeterson@villageofcottagesgrove.gov](mailto:bpeterson@villageofcottagesgrove.gov)

### Include

- ✓ Requested dates for the message to be displayed.
- ✓ The full message that is being requested to be displayed.
- ✓ Organization or group that is requesting use.
- ✓ Contact person and phone #/email.

*\*If approved, the Public Works Department may make necessary changes to the message for it to properly display on the Message Board\**

**Memo Date:** May 2, 2023  
**To:** Public Works/Utilities & Sustainability Committee  
**From:** Brian Peterson, Director of Public Works & Utilities  
**Subject:** Creating a clothing allowance

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## Background

### **AlSCO Yearly Cost**

Weekly rug replacement plus Public Works uniforms = \$10,618.40

Monthly rug replacement with no uniforms = \$1,663.80

## Overview and Justification of Requests

This is an average savings of \$8,954.60. I would like this money to be set up as a uniform allowance replacing AlSCO of \$800 the first year of employment and \$600 every year after that with the ability to roll the money over to the next year with a cap of \$1,000 amongst the 10 employee's Public Works (8) and Parks/Forestry (2). Which will allow us to stay under the current budget. The clothing allowance money will go towards but not limited to items such as steel toe boots, rubber boots, jackets and jeans. This process will be managed and tracked by the Director of Public Works.

## Recommendation

Staff recommends creating a uniform allowance January 1<sup>st</sup>, 2024.



**Engineer's Report**  
**Public Works Committee**  
Village of Cottage Grove  
May 2023 Report

Shady Grove Subdivision

At this time, the developer and RG Huston Company, Inc. (RG Huston) have not requested Substantial Completion for the development. There are a handful of restoration items, including completion of the infiltration basins and surface course of asphalt, that will occur in spring and summer 2023. A few potholes within the existing binder pavement will also be addressed in spring 2023.

Strand will be reviewing the lift station pumping and electrical components now that it is online and communicating with the Village's SCADA system.

Authentix Cottage Grove

Strand is working with the developer and its contractor to repair two dips in the sanitary sewer mains within the development. Village staff, Strand, the contractor, and developer met on-site at the end of March 2023 to discuss the dips within the sanitary sewer and one dip was repaired in mid-April 2023. Village staff and Strand are still waiting on a schedule for the second dip, as it is buried 14 feet deep and will impact existing parking stalls, curb and gutter, and access to an apartment building.

Remaining public works improvements at this development include paving of the parking lot for the Village's dog park and restoration within the right-of-way and along the large east retaining wall. Dormant seeding occurred for parts of the restoration in November 2022. The asphalt work will be completed in summer 2023.

Other Development Projects

Strand noticed large amounts of sediment in the Cottage Grove Commons storm basins and has asked the developer to survey the bottom of the basin to see whether it needs to be dredged because of construction site sediment runoff. Strand is still waiting on the survey information from the developer.

Zilber Property Group submitted its Traffic Impact Analysis in early February 2023. Strand and Dane County provided comments to the development team for incorporation and have met with them to discuss the comments. The report indicated that a left turn from Faber Road would need to be restricted because there is not enough sight distance to the south because of the existing hill. The developer requested that Dane County lower the speed on CTH N, which would then allow the left-turning movements. Dane County agreed to provide a speed study along this corridor before changing the posted speed limit. The speed studied indicated that the 85th percentile speed was approximately 60 mph so Dane County concluded the posted speed should remain at 55 mph. The development team will proceed with a left-out restriction at Faber Road. Strand is expecting an updated drawing submittal of the development in the coming months.

Johnson Health Tech and Supreme Structures resubmitted its civil plan set and associated stormwater management documents for review in December 2022. Strand has not received an updated drawing submittal since the last comments were sent to the development team in December 2022.

First Choice Dental submitted a site development plan in April 2023, and it was approved at the April 2023 Plan Commission meeting with the conditions outlined in the staff report. A second submittal and Village erosion control and stormwater permits were submitted for approvals at the end of April 2023. It is Strand's understanding the developer would like to begin construction in early May 2023.

A site development plan was submitted for Drumlin Towers II for approval at May's Plan Commission meeting. This development plan includes a new building within Drumlin Towers existing site.



### Village Public Works Projects

The only remaining item to be completed on the CTH N Urbanization Construction project is to install the Rectangular Rapid Flashing Beacons at the intersection of Limestone Pass. The contractor has not given the Village an approximate timeframe for when that work will be completed as it is having difficulty coordinating the signal equipment work with its subconsultant. Strand does not have an estimated timeframe for installation of the equipment at this time.

Construction on the MSB Solar PV System is approximately 75 percent complete. The panels and inverters are installed, but contractor is waiting on two pieces of electrical equipment that have been delayed. At this time, it is intended the completion date at the end of May 2023 will still be achieved.

The 2023 Streets Improvements project will include pulverization of the existing asphalt on Crawford Drive from Oak Street to Cottage Grove Road. Additionally, there will be spot concrete driveway, sidewalk, and curb and gutter replacements, and inlet replacements. The project will be advertised in early May 2023 for awarding of the contract in late May or early June 2023.

Prepared and respectfully submitted by Kyela R. Specht, P.E., Strand Associates, Inc.®

# VILLAGE OF COTTAGE GROVE PUBLIC WORKS, PROPERTIES & SUSTAINABILITY COMMITTEE

## MEETING MINUTES OF APRIL 11, 2023

1. **Call to Order.** The hybrid meeting was called to order at 6:00 p.m. by Murphy.
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 Chairperson Heidi Murphy, Andy Eberhardt, Jim Elmore, Mike Hackel, Nicholas Hess, and Larry Kieck. Staff present were Deputy Administrator JJ Larson, Public Works Director Brian Peterson, Village Engineer Josh Straka, Village Attorney Rick Manthe and Utility Clerk Kristen Krause. No members of the public were in attendance.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**

No public in attendance.
4. **Old Business**
  - a. **Discuss and consider direction on Forest Ridge green space/Donkel.**

Discussion was had on what could be done with the Village-owned Forest Ridge green space. Village Attorney Rick Manthe was present to advise on the options discussed. If the Village were to sell the land, it would first need to be formally split as a CSM/individual parcels. Larson added that an easement would still be required even if the land were split to a CSM. Manthe explained that best practice would have the Village retain ownership of the green space and instruct residents to stay off of the property. Peterson stated that if the Village retained ownership, maintenance of the green space would be abandoned, and the area would be once again considered a natural area. Notification would be sent to all residents that surround the green space on whatever decision is made. **Motion** by Hackel, seconded by Elmore, to have the Village retain ownership of the Forest Ridge green space and instruct abutting property owners to remove all personal belongings from the green space. Hess added that the Village will let the green space become a natural area once again. Motion carried with a unanimous voice vote of 6-0-0.
5. **New Business**
  - a. **Discuss Village message board use guidelines.**

Recently, Murphy and Peterson have had numerous requests for use of the message boards. They are looking to the committee for input on the approval process for requests. Committee members discussed which types of requests should be allowed, how often requests should be granted and if there should be stipulations on requests. Peterson will take the input from the committee and create a formal approval process document, which he will bring back to the next meeting. He also clarified that the main purpose of the message boards will always be for safety, road construction messages and Village-sponsored events.
  - b. **Discuss and consider 2023-2026 Road Maintenance Plan.**

Peterson gave an overview of road/sidewalk projects for the next 4-5 years and explained that there may be some overlap with the capital plan projects. This year the focus will be on making sidewalk approaches more ADA accessible, a mill and overlay on portions of Crawford and Woodview Drive, and wedge and chipseal work on Buss Road north of the elementary school. **Motion** amended by Hackel, seconded by Eberhardt, to approve the 2023-2026 Road Maintenance Plan as presented. Motion carried with a unanimous voice vote of 6-0-0.
  - c. **Discuss and consider 2023 Road Maintenance Project.**

Peterson requested that Strand oversee the 2023 Road Maintenance Project which will include mill and overly and storm sewer work on portions of Crawford Drive, from West Oak Street to CTH BB, and portions of Woodview Drive, from Crawford Drive to West Oak Street. The contract for the work was

included in the meeting packet. **Motion** by Murphy, seconded by Hess, to approve the contract as presented for the 2023 Road Maintenance Project. Motion carried with a unanimous voice vote of 6-0-0.

**d. Discuss and consider R-2 GPS Collector purchase.**

The R-2 GPS Collector will allow staff to complete GIS mapping in house. This will result in more complete and accurate infrastructure records for both Public Works and Utility, and at a potential cost savings.

**Motion** by Hess, seconded by Eberhardt, to approve the purchase of the R-2 GPS Collector. Motion carried with a unanimous voice vote of 6-0-0.

**6. Engineers Report**

**Shady Grove Subdivision**

At this time, the developer and RG Huston Company, Inc. (RG Huston) have not requested Substantial Completion for the development. There are a handful of restoration items, including completion of the infiltration basins and surface course of asphalt, which will occur in spring and summer 2023. A few potholes have opened up in the development for winter 2023 that were temporarily fixed and will be addressed in spring 2023.

In the upcoming months, Strand will review the lift station pumping and electrical components now that it is online and communicating with the Village's SCADA system.

**Authentix Cottage Grove**

Strand is working with the developer and its contractor to repair two dips in the sanitary sewer mains within the development. Village staff, Strand, the contractor, and developer met on-site at the end of March 2023 to discuss the dips within the sanitary sewer. A plan and timeline for addressing these locations will be forthcoming.

Remaining public works improvements at this development include paving of the parking lot for the Village's dog park and restoration within the right-of-way and along the large east retaining wall. Dormant seeding occurred for parts of the restoration in November 2022. The asphalt work will be completed in spring 2023.

**Other Development Projects**

Strand noticed large amounts of sediment in the Cottage Grove Commons storm basins and has asked the developer to survey the bottom of the basin to see whether it needs to be dredged because of construction site sediment runoff. Strand is still waiting on the survey information from the developer.

Zilber Property Group submitted its Traffic Impact Analysis in early February 2023. Strand and Dane County provided comments to the development team for incorporation and have met with them to discuss the comments. The report indicated that a left turn from Faber Road would need to be restricted because there is not enough sight distance to the south because of the existing hill. The developer requested that Dane County lower the speed on CTH N, which would then allow the left-turning movements. Dane County agreed to provide a speed study along this corridor before changing the posted speed limit. Strand has not received an updated drawing submittal since the first Precise Implementation Plan submittal in December 2022 from the developer.

Johnson Health Tech and Supreme Structures resubmitted its civil plan set and associated stormwater management documents for review in December 2022. Strand has not received an updated drawing submittal since the last comments were sent to the development team in December 2022.

**Erosion Control Checks**

Dane County will be taking over all erosion control checks for all Village development projects. Dane County will also be issuing the land disturbance permits.

**Village Public Works Projects**

The only remaining item to be completed on the CTH N Urbanization construction project is the installation of the Rectangular Rapid Flashing Beacons at the intersection of Limestone Pass. The contractor has not given the Village an approximate time frame for when that work will be completed.



Strand provided a Task Order to Village staff for providing Contract Documents and drawings for the street maintenance projects in summer 2023. Those projects will include a mill and overlay or pulverizing of Crawford Drive from Oak Street to Cottage Grove Road and a milling of Woodview Drive from Crawford Drive to Oak Street. If approved, the project is slated to be advertised in late April or early May 2023.

Based on construction in summer 2022, the Village Standard Detail Drawings and Material Cut-Sheet were updated to include Village staff's desired specification for future projects

## 7. Directors Report

Lighting was recently installed over the trail/pathway on the east side of North Main Street, from Oak Street to School Road. Peterson wants to continue to extend the lighting north to Limestone Pass.

Since neither of the approved pickup trucks were in production yet by Ford, staff purchased two new Chevy Silverados off of a dealership lot, outside of the state contract. Both trucks came in on budget and are in our possession.

Peterson has been in contact with Frontier Communications regarding their outstanding projects. CTH N work is getting done and Clark Street will be worked on next. With the Clark Street work a portion of the bike trail will need to be removed.

Staff have been busy placing the new Village of Cottage Grove banners around the community.

On April 3, the compost/yard waste drop-off site officially opened and curbside brush collection began. Peterson had staff move the barriers further west and closer to the salt shed to help alleviate issues with waste spilling into the neighboring businesses' lot.

A quote of approximately \$4,000 was recently given for needed roof repairs at the old Public Works Building at 225 Bonnie Road. These repairs are considered a temporary fix.

## 8. Approve the minutes of the March 7, 2023, Public Works & Properties Committee meeting.

**Motion** by Kieck, seconded by Elmore, to approve the March 7, 2023 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 6-0-0.

## 9. Set tentative date for next meeting.

The next meeting will be in-person/hybrid and scheduled for **Tuesday, May 2, 2023**, at 6:00 pm at Village Hall.

## 10. Future Agenda Items

- Discuss message board guidelines.
- Discuss solar panel unveiling at MSB.
- Update on letter sent out regarding Forest Ridge green space.
- Discuss recommendations from Housing Task Force regarding reducing street widths.

## 11. Adjournment

**Motion** by Kieck, seconded by Elmore to adjourn at 7:05 pm. Motion carried with a unanimous voice vote of 6-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on:

*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.*