

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JUNE 7, 2022**

1. **Call to Order.** This 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, Nicholas Hess, and Ryan Minor. Mike Hackel and Larry Kieck were absent and excused. Staff present were Public Works Director JJ Larson, Deputy Public Works Director Brian Peterson and Utility Clerk Kristen Krause. Village Board Trustee David Peterson was also 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 appearances.

4. **Old Business**

a. **Discuss and consider adoption of Village specifications and standard detail drawings.**

Motion by Eberhardt, seconded by Hess, to adopt the Village specifications and standard detail drawings as presented. Motion carried with a unanimous voice vote of 5-0-0.

5. **New Business**

a. **Discuss and consider directing staff to develop a draft Bike and Pedestrian Comprehensive Plan.**

Village Board Trustee Peterson was present to discuss the need for a Bike and Pedestrian Comprehensive Plan to address concerns of connectivity and safety of both pedestrians and bicyclists in the Village. As Cottage Grove grows and becomes a biking and walking/hiking destination, a plan for how the sidewalks and bike paths work and will work in the community is needed. After being contacted by some in the community, Trustee Peterson reached out to residents for their input. Some responses from residents included extending the bike path along CTH BB from Southing Grange east to CTH N (Main Street), connecting existing sidewalks instead of having them abruptly end, better walk/don’t walk signage at CTH BB and CTH N intersection, and an extension of the bike path on CTH BB from Damascus Trail to Buss Road. Trustee Peterson and Murphy would like to have Larson draft a plan by August, with a final version being completed by September. Committee members agreed that a plan was a good idea. **Motion** by Elmore, seconded by Eberhardt, to direct staff to develop a draft Bike and Pedestrian Comprehensive Plan. Motion carried with a unanimous voice vote of 5-0-0.

6. **Engineers Report**

Shady Grove Subdivision

RG Huston Company, Inc. (RG Huston) completed construction of the water main, sanitary laterals, water main services, and storm sewer infrastructure for the subdivision at the end of May 2022. All of the public utilities have passed testing requirements. RG Huston started to construct the road infrastructure and will continue through June. Strand is currently working with the developer and RG Huston regarding site runoff to private properties west and south of this development.

Authentix Cottage Grove

Road improvements, including widening Cottage Grove Road and curb installation, were completed in mid-May 2022. Remaining public works improvements include paving of the parking lot for the Village Dog Park, asphaltic path in the park, curb and gutter on County Highway (CTH) N and restoration within the rights-of-way.

5th Addition to Westlawn Estates

Homburg Contractors, Inc. (Homburg) completed the testing of the utilities in May 2022. Roadway grading and placement of curb and gutter at the end of May 2022 on Paris Lane. Sidewalk will be installed in early June 2022. It is anticipated asphalt binder will be placed in June 2022.

Quarry Ridge Estates

Snyder Excavating continued with utility construction on Melissa Lane and Michelle Lane. Utility installation will continue through June 2022 with grading and road infrastructure to follow. In mid-May 2022, Snyder & Associates and developer requested a profile change on Michelle Lane to provide a smoother transition from Matt Pass to the low point on Michelle Lane. This plan change was approved by Strand.

Erosion Control Checks

Strand continues to provide springtime weekly erosion control checks on development sites in the Village including Cottage Grove Commons Phase 2, Dolphin Swim, Movin Out Glen Grove Apartments, Grand Appliance, Atlantis Valley Foods, JEK Multi-Tenant Building, Mini Storage Units, Quarry Ridge Development, Shady Grove Subdivision, Authentix, and Fifth Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory or compliant. Several sites have had to address issues this spring.

Strand has noticed that many house building sites in the Village lack the proper erosion control measures and some of these sites are depositing sediment into Village streets. This issue will be discussed with the building inspector.

Upcoming Village Projects

The preconstruction meeting for the West Oak and Taylor Street project was completed, contracts are executed, and Homburg plans to start construction on the water main beginning the first week of June.

The CTH N Urbanization preconstruction meeting is scheduled for mid-June with construction beginning shortly after.

The Clark and Grove Street project contracts are executed, and the preconstruction meeting is scheduled for early June 2022 with construction to begin after the Firemen's Festival.

The two Village parks projects bid on June 1 2022. The 2022 Parks Improvements apparent low bidder was Homburg. Spohn Ranch was the apparent low bidder for the Bakken Skate Park and Pump Track. Both projects were over the budgeted amounts mainly due to cost escalation for materials and labor.

Strand is working with JJ Larson on the solar array project for the roof of the Public Works and Police Department building. The project should be ready for bidding in June 2022.

Village staff and Strand have decided to pause on the grant application and preliminary design of the Coyle Highland detention basins. After further review of this basin, it will not provide enough total suspended solid or total phosphorous removal benefit when compared to a Northlawn basin project. Strand will be working with staff to begin planning for a Northlawn basin design project in 2023 with construction in 2024

7. Directors Report

2022 Projects

- **Main Street Bike Path Extension & CTH N Improvements.** Preconstruction meeting will be coming up soon for this project.
- **Clark & Grove Street Reconstruction Project.** The project bidding is closed, and the project was awarded to R.G.Huston. Project is well under budget for construction and the legal team is finalizing the sale for the pond property. Larson met with Alliant, and they hope to bury the power prior to construction starting, which is planned for after the Fireman's Festival.
- **East Taylor/West Oak Streets.** These projects will be bid together very soon. Assuming we receive our SMA documentation in time from the State for our LRIP funding, the plan is to also bid our small repaving of Weald Bridge Road with these as well. As of this meeting, the new water main is in.

Radar Traffic/Speed Count

We completed our second traffic data collection with our new device on Oak St./Crawford Dr. The device collects very detailed information that we can upload into spreadsheets for further analysis; traffic counts, speeds, vehicle size (S, M, L). This committee will be seeing this information moving forward as we plan future projects and assess concerns we hear from citizens.

Compost Bins & Rain Barrel Sale

The program was very successful. We sold out of the rain barrels and only have one (1) remaining compost bin available for purchase.

Events

The Firemen's Festival is approaching fast and in preparation for this event, we will be doing some additional street sweeping, sewer cleaning and overall Village beautification.

8. Approve the minutes of the May 3, 2022, Public Works & Properties Committee meeting.

Motion by Eberhardt, seconded by Murphy, to approve the May 3, 2022 Public Works and Properties Committee meeting minutes as presented. Motion carried with a unanimous voice vote of 5-0-0.

9. Set tentative date for next meeting.

The next meeting will be in-person/hybrid and scheduled for Tuesday, July 12, 2022, at 6:00 pm at Village Hall.

10. Future Agenda Items

- Discuss Bike/Ped Plan
- Update on projects
- Update on solar panels

11. Adjournment

Motion by Elmore, seconded by Eberhardt, to adjourn at 6:35 pm. Motion carried with a unanimous voice vote of 5-0-0.

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.