

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JULY 12, 2022**

1. **Call to Order.** This hybrid meeting was called to order at 6:01 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 Larry Kieck. Mike Hackel and Ryan Minor were absent and excused. Staff present were Public Works Director JJ Larson, Deputy Public Works Director Brian Peterson, Village Engineer Josh Straka and Utility Clerk Kristen Krause.
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 direction on Buss Road build-out.**

With a potential developer on the horizon for the area on the corner of CTH BB and Buss Road (immediately south of Granite Ridge), Larson wanted to revisit the plans for Buss Road to see if the Village should construct a 4-lane boulevard instead of the previously approved 2-lane. Straka explained that even with a new development and future traffic forecasting, this stretch of Buss Road would not warrant 4-lanes. Plans for a 2-lane boulevard with a bike lane, along with a multi-use path were presented. Straka also noted that the corridor could be expanded to allow future expansion to a 4-lane road should traffic warrant it. Committee members agreed that the road still does not warrant 4-lanes but would like to see it constructed as a wider 2-lane boulevard with the possibility of future expansion. **Motion** by Eberhardt, seconded by Hess, to recommend approving the plans to construct a wider 2-lane road with a boulevard and multi-use path on Buss Road. Motion carried with a unanimous voice vote of 5-0-0.
 - b. **Discuss draft Bike and Pedestrian Comprehensive Plan.**

Larson started the Bike and Pedestrian Comprehensive Plan rough draft and presented it to the Committee for feedback. He also explained that there was a great response to the recent bike/pedestrian plan survey, and that the Village will continue to seek input from the public. Hess suggested eliminating chapters 5 and 6, but also noted that with this type of living document/plan, chapters can be altered/expanded. Eberhardt suggested that we get input from other committees and groups on the plan. Murphy said that there is also some overlap with the Parks and Recreation paths/plans. She also mentioned possible sidewalk ordinance changes, but Larson wonders if it would be better to keep the sidewalk plan separate from this plan. Committee members were pleased with the start that Larson has gotten on the plan, including the mission, vision and goals. Larson and Straka also noted that having this plan will aid in seeking future grants/funds for projects. Larson will take the feedback from tonight and continue to work on the plan.
 - c. **Update on solar panels for the Municipal Services Building.**

The project is currently out for bid, with a bid opening on July 22. Straka said that the panels will be able to be expanded upon to provide for future changes to the building. Hess added that the plan that was approved is larger than the one that was originally presented and noted that this will help save even more money on electricity.
5. **New Business**
 - a. **Discuss and consider entering into contract with Purple Cow for compost/brush disposal.**

Peterson explained that the brush overage area off of Grove Street is no longer usable or accessible for brush storage due to the construction on Grove Street and at Bakken Park. He reached out to Purple Cow to get an estimate for hauling all brush, wood chips and compost to their site which is close to the

Village. The quote came back for less than what we currently pay. With Purple Cow, Public Works staff will also no longer need to chip the brush before hauling it away, which is both safer and more efficient for all staff. Brush collection and compost drop off procedures will remain the same for Village residents. **Motion** by Elmore, seconded by Kieck, to approve entering into a contract with Purple Cow for compost and brush disposal. Motion carried with a unanimous voice vote of 5-0-0.

b. Discuss potential changes to new construction requirements/recommendations.

Hess wanted to discuss the possibility of adding sustainability efforts in with new construction requirements/recommendations. Some ideas he had were requiring or recommending new developments have homes with water-saving, low-flush and low-flow toilets and showers, EV charging stations, solar panels and increased insulation requirements. Larson added that he has sent these ideas to the Village's legal team to see if anything could be required. Straka suggested looking at higher standards for stormwater and other items outside of the individual home/business as possible sustainability efforts. Eberhardt recommended educating new home builders/buyers on sustainable items, but not requiring them. Murphy mentioned incentivizing new home builders/buyers with rebates for energy saving options. She also wondered if the Village could require more from commercial and multi-family residence builders/owners. Larson reiterated that it would be a question for the legal team. Once he has received direction from the legal team, he will bring that information back to the Committee. No formal action was taken.

c. Discuss and consider recommendation on CTH N repaving options.

With the urbanization of CTH N from School Road to Limestone Pass, Larson asked the Committee their thoughts on shutting down the entire stretch for paving, which would give the road a more durable coat without seams, or if they prefer only shutting down one side at a time, keeping lanes open during paving. If shutting down the entire stretch is preferred, an alternate bid would need to be made for the detour. Committee members worried about safety and the high level of traffic on the residential side street if the entire road was shut down. Larson agreed that it would be tough to close the entire road off for paving. **Motion** by Eberhardt, seconded by Kieck, to recommend paving CTH N while keeping lanes open for traffic on the road. Motion carried with a unanimous voice vote of 5-0-0.

6. Engineers Report

Shady Grove Subdivision

RG Huston Company, Inc. (RG Huston) completed the sidewalk and curb and gutter installation in June 2022. RG Huston is tentatively planning to pave the streets in late July 2022. Strand is currently working with the developer and RG Huston regarding site runoff to private properties west and south of this development along with a water infiltration issue at the pumping station. Currently, two model homes are built on this development and drain to the lift station.

Authentix Cottage Grove

Remaining public works improvements at this development include paving of the parking lot for the Village dog park, asphaltic path in the park, curb and gutter replacement along County Highway (CTH) N and restoration within the rights-of-way and along the large east retaining wall.

5th Addition to Westlawn Estates

Homburg Contractors, Inc. (Homburg) completed sidewalk installation in early June 2022. It is anticipated asphalt binder will be placed in July 2022.

Quarry Ridge Estates

Snyder Excavating (Snyder) continued with utility construction on Melissa Lane and Michelle Lane. All water main, sanitary sewer, and water and sanitary sewer services have been installed. Snyder will continue with storm sewer installation and move to grading and road infrastructure construction in July 2022.

Other Development Projects

Strand and Village staff met with the HeyDay's development team in late June 2022 to discuss future public utilities and infrastructure for its apartment and condominium development. It is anticipated a formal submittal for review will be submitted in mid-July 2022.

Erosion Control Checks

Strand continues to provide 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.

Village Public Works Projects

For the 2022 Streets Improvements project, Homburg has completed the water main construction on Taylor Street and will move to installing services once safe water samples have been achieved. Along West Oak Street, Homburg is continuing road and asphalt path excavation. Curb and roadway grading will occur in July 2022.

The CTH N Urbanization construction is slated to begin the first week of July 2022.

The Clark and Grove Street project began in late June 2022 with removals and grading operations in the park and the detention basins along Grove Street and Vilas Road. Storm sewer utility work will begin in July 2022 once the basins have been fully excavated. A change order will be processed for this project to remove the brush, debris and compost pile in the Village's compost area and for additional excavation needed for the Vilas Road detention basin based on the Wisconsin Department of Natural Resources comments and requirements.

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 will begin in July 2022.

The solar array project for the roof of the Public Works and Police Department building is being bid in July 2022 with the bid opening on July 22, 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 the 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

Message Boards

The message boards were ordered last week. Unsure if they will be delivered in time to use for the upcoming Market Days event.

Locate Notifications

We have had a few meetings with the company KorTerra regarding updating our notification practices for utility standard and emergency locates.

Lighting in Commerce Park

The lighting in Commerce Park was recently identified as a concern after it was observed that 18 out of the 34 streetlights are currently out. Peterson reached out and obtained an estimate from Nickels Electric for updating the lights to LED and he is awaiting an estimate from Alliant.

8. Approve the minutes of the June 7, 2022, Public Works & Properties Committee meeting.

Motion by Elmore, seconded by Murphy, to approve the June 7, 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, August 2, 2022, at 6:00 pm at Village Hall.

10. Future Agenda Items

- Discuss Bike/Ped Plan
- Update on projects
- Discuss new construction requirements/incentives

11. Adjournment

Motion by Kieck, seconded by Eberhardt, to adjourn at 7:57 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.

DRAFT