

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF NOVEMBER 1, 2022**

1. **Call to Order.** The hybrid meeting was called to order at 6:07 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, Nicholas Hess, and Mike Hackel (left the meeting at 6:30 p.m.). Jim Elmore, Larry Kieck and Ryan Minor were absent and excused. Staff present were Deputy Administrator/ Director of Public Works JJ Larson, Deputy Director Public Works Brian Peterson, and Village Engineer Josh Straka. Six members of public were also in attendance.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**
4. **Presentation On Water Conservation And Water Quality By Claudia Guy Of Dane County Land And Water Resources.** Claudia presented information water conservation and water quality, specifically on how we can partner with Ripple Effects to share information and work with residents to improve water quality.
5. **Old Business**
 - a. **Bike and Pedestrian Comprehensive Plan update.**

No update.
 - b. **Update on solar panels for the Municipal Services Building.**

No update.
6. **New Business**
 - a. **Discuss parking concerns on Taylor St.**

Rick Wollin of 207 Talon St. in Sun Prairie and David Wollin expressed concern with the loss of on-street parking in front of their mother’s home on Taylor St. due to the project striping bike lanes and modifying the street to have No Parking along the south side. Steve Maier of 240 Taylor St. also expressed concerns about the project and the loss of on-street parking.
 - b. **Discuss Cottage Grove Commons dog park.**

Dasan Kingenberg of 1501 N. Windsor Ave. Unit 105 and Tom Hack of 1501 N. Windsor Ave. Unit 108 shared their concerns with the potential installation of a private dog park to serve the Cottage Grove Commons Apartment residents.
 - c. **Discuss and consider No Parking signs on Limestone Pass.**

(Item was taken early in the meeting) Larson explained with most of the Commerce Park filling in, there are more vehicles parked on the streets and some semis were having difficulty making the turn in and out of driveways so there’s a proposal to add No Parking signs on Limestone Pass. Larson reported that the Police Department had no concerns with the plan. **Motion** By Hackel, second by Eberhardt to approve installation of No Parking signs on Limestone Pass as presented. Motion carried with a unanimous voice vote of 4-0-0.
 - d. **Discuss utilizing Dane County LWRD for stormwater related services.**

Larson shared that he met with staff from Dane County Land and Water Resources about potentially utilizing their team for stormwater related work. They can offer everything from plan review to erosion control checks. Straka stated that many communities they work with utilize the County for land disturbance permitting, erosion control checks and that they have a lot of staff dedicated to this work. It’s a more cost effective and efficient way to manage erosion control oversight. Murphy and Straka shared that it may also

provide the appearance of more clout to have the County overseeing projects. Murphy asked about process, Larson stated they would bring it back to Committee and ultimately the Village Board.

e. Discuss potential material handling site.

Peterson presented the possibility of utilizing the space west of the Municipal Services Building as a material handling location. As the Village has grown, it is becoming increasingly difficult to manage the compost site on Bonnie Rd. Additionally, Peterson would like to see an area where residents could drop brush as well. Peterson would like to see a driveway, pad poured and fence to secure the area. Hess commented on siting it appropriately given it would be temporary and also noted the difficulty in enforcement. Murphy noted that this would likely fit into a phasing approach once the Village Board determines a path forward for the site.

7. Engineers Report

Shady Grove Subdivision

Strand is currently working with the developer and RG Huston Company, Inc. (RG Huston) regarding site runoff to private properties west and south of this development. The developer's engineer, JSD Professional Services, Inc., has provided an exhibit showing the property line and the original design can be completed according to plan.

RG Huston completed the paving the asphalt bike path on Buss Road in mid-October 2022. Restoration around the bike path and Village right-of-way (ROW) was partially completed in October 2022 and will continue in November 2022. RG Huston plans to complete the infiltration basins and surface course of asphalt in 2023. Over the next month, 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

In early October 2022, Integrity Grading and Excavating (IGE) installed additional storm sewer infrastructure to direct runoff along the large eastern retaining wall to the stormwater basin instead of the stormwater running parallel to the wall and eroding the far south end of the wall. The wall was also repaired where it was damaged due to larger past rain events.

Remaining public works improvements at this development include paving of the parking lot for the Village dog park, asphaltic path in the park, and restoration within the ROW and along the large east retaining wall. It is anticipated restoration will occur in early November 2022 and the asphalt work will be completed in 2023. The sidewalk along the CTH N entrance will continue to remain closed this fall because it is the primary entrance for the development construction traffic. The school pedestrian traffic will be directed to use the midblock crossing along Main Street in front of the school to avoid use of the sidewalk near the development.

Fifth Addition to Westlawn Estates

Strand and Village staff have continued to monitor the stormwater basins for the Fifth Addition to Westlawn because of the overflow being toward Town properties. Homburg Contractors, Inc. (Homburg) dredged the wet stormwater basin in late September 2022 and undercut it an additional 1 foot to allow for additional runoff sediment from the undeveloped areas. This wet basin is rather small in design and, in the future, most of the development area will not be draining to this basin. In its current existing condition, some of the site that is not developed does drain to this basin and that is likely adding water, sediment, and overflow to this basin. Homburg also plans to install a berm just west of the pond to direct some of the current existing condition stormwater to larger detention basins on-site.

Quarry Ridge Estates

Snyder Excavating (Snyder) completed the sidewalk for Phase C in early October 2022. Snyder requested Final Completion of Phase B in late September 2022 and an updated List of Items to be Completed or Corrected was provided to the developer and contractor for completion prior to final acceptance. Snyder requested Substantial Completion of Phase C in mid-October 2022 and the Substantial Completion letter and initial List of Items to be Completed or Corrected were provided. In late October 2022, asphalt surface pavement was placed on Phase C.

Other Development Projects

Cottage Grove Commons constructed the turn lanes on CTH N and Gaston Road in October 2022. It is anticipated surface paving of Phase 2 of Cottage Grove Commons and the turn lanes will be completed by the week of November 1, 2022. Strand noticed large amounts of sediments in the Cottage Grove Commons storm basins and has asked the developer to survey the bottom of the basin to see if it needs to be dredged due to construction site sediment runoff.

Strand and Village staff met with representatives from Hydrite's Water Treatment Facility project to discuss restoration within Huston Park. Hydrite's team has been responsive and acknowledges to restore the park to preconstruction condition.

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, Hydrite's Water Treatment Facility, JEK Multi-Tenant Building, 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, a final walkthrough occurred in early October 2022 to develop a List of Items to be Completed or Corrected and Substantial Completion was requested by Homburg. Homburg has been working to complete the List of Items to be Completed or Corrected and anticipates to be completed by early November 2022. At this point, the project is within budget and may even be under budget by the end of the project, even with some of the additional water main construction items during construction.

The CTH N Urbanization construction project completed all asphalt paving in October 2022 and pavement markings were also installed. With Village staff approval, additional asphalt patching in the existing asphalt roadway north of Limestone Pass was completed as some of the existing asphalt was in poor condition and the binder pavement also needed to be removed instead of just surface asphalt repair. Raymond P. Cattell Inc. (Cattell) requested Substantial Completion near the end of October 2022 and a List of Items to be Completed or Corrected was developed to be completed in early November 2022. At this point, the project is within budget and may even be under budget by the end of the project.

The Clark and Grove Streets project completed the sidewalk on Clark Street in late-October 2022 after the private utility relocations were completed. A final walkthrough occurred in early October 2022 to provide a List of Items to be Completed or Corrected and RG Huston requested Substantial Completion. RG Huston has been working to complete the List of Items to be Completed or Corrected items and anticipates to be completed by mid-November 2022. At this point, the project is near the bid amount, but the project is still within the budgeted amount.

8. Deputy Directors Report

Peterson presented the updated plan for plowing operations this winter. The Village has made a brine sprayer and will utilize that method for the first time this season. Peterson also reported that the Village has added a significant amount of bike path over the past few years, and he’s working with staff to coordinate how that work will fit into snow operations.

9. Approve the minutes of the October 4, 2022, Public Works & Properties Committee meeting.

(Item was taken early in the meeting) **Motion** by Hess, seconded by Hackel, to approve the August 2, 2022 Public Works and Properties Committee meeting minutes as presented. Motion carried with a unanimous voice vote of 4-0-0.

10. Set tentative date for next meeting.

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

11. Future Agenda Items

- Update on erosion control from Westlawn
- Discuss green space at Forest Ridge
- Discuss budget

12. Adjournment

Motion by Hess, seconded by Murphy, to adjourn at 8:19 pm. Motion carried with a unanimous voice vote of 3-0-0.

Respectfully submitted by JJ Larson, Deputy Administrator/Director of Public Works & Utilities. 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.