

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF MARCH 2, 2021**

1. **Call to Order.** This virtual meeting was called to order at 6:03 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 John Williams (Committee Chair), Andy Eberhardt, Mike Hackel, Larry Kieck and Scott Schuerman. Staff present were Public Works Director JJ Larson, Village Engineer Kevin Lord and Utility Clerk Kristen Krause. Also present was Town of Cottage Grove Chair Kris Hampton.
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. **Update on Glacial Drumlin Bike Path/Clark/Grove Street Project.**

Lord reported that MSA is still working on acquiring all of the easements needed for the grant-funded portion of the project. The goal is to put that portion out to bid by the end of March. The Village is also communicating with the proposed Widen Development regarding placement of a pond on the west side of Vilas Road across from the bike path/Clark Street project. Plans for the pond, and Clark/Grove Street will not proceed until an agreement is in place. Williams added that the Village is keeping the Town of Cottage Grove abreast of what is going on with this portion of the project. Larson reiterated that he is touching base with all parties involved.
 - b. **Update on the Buss Road/CTH BB project.**

Lord went over the road improvement plans for the intersection at Buss Road and CTH BB, pointing out the traffic signals, widening of turn lanes and the adjustments that would be made if the Shady Grove Development does not move forward. He also reported that the portion of CTH BB east of where the Village’s improvements will be made, is Dane County’s responsibility. Since the County would not be able to finish this eastern stretch until 2022, the Village will include the crushing and relaying of this roadway section with its project this year. Dane County will reimburse the Village for the work. The western edge of the project will be completed by Dane County in 2022 and will tie into the Village portion. On Buss Road, everything north of the intersection project will be the Monona Grove School District’s improvements, including the placement of a rapid-flashing beacon and crosswalk at Lane Street and Buss Road. Given that the intersection project was originally planned to include the urbanization of CTH BB and Buss Road, the current estimated costs fall well within the planned budget. Lord is aiming to put this project out for bid by the end of March since the construction needs to be complete before the start of school this fall.
 - c. **Update on salt reduction.**

Larson reported that the Village will have extra salt on hand at the end of this snow season and will secure and protect the pile located outside of the already full salt shed.
5. **New Business**
 - a. **Discuss and consider re-approval of CTH N bike path project with updated costs.**

Larson reported that there is \$450,000 in the financial management plan for the CTH N bike path project, but after a recent review by Lord, it was estimated that the cost is now \$594,156,000. The committee had also previously discussed wrapping the urbanization of CTH N into the project for the bike path as there is a need to get this portion of CTH N urbanized and repaved. With the updated costs, Larson broke down the potential financial impact of the project; the total all-in project would cost approximately \$898,141.60, which would include the \$450,000 TID 5 planned funds and the unplanned borrowing portion of approximately \$448,141.60. He also noted that MSA will be applying for the PARC Grant which could

potentially cover up to 50% of the updated bike path portion of costs. If the PARC Grant is received for the full 50%, the all-in portion of unplanned borrowing would be decreased to \$151,063.00 (best-case scenario). Lord also mentioned that there may be an additional opportunity for grant funding for the bike path portion through an organization called American Trails. Lord will add the bike path to their list for consideration. He also stated that this grant would be federal. **Motion** by Hackel, seconded by Eberhardt, to approve the CTH N urbanization and bike path project plans with updated costs. Motion carried with a unanimous voice vote of 5-0-0.

b. Discuss and consider updated scope of CTH N bike path project and urbanization of CTH N.
See item 5a.

c. Discuss and consider PARC grant resolution.

Lord included the PARC grant application in the meeting packet and explained that the PARC grant application is due by June, but he would prefer to submit it in early April if possible. One part of the grant application asked how the Village would recognize/highlight Dane County and the project that the grant would be used for. A brief discussion was held about having a promotional/ceremonial ride once the bike path is complete. Lord also discussed the resolution to authorize MSA to submit the PARC grant application. **Motion** by Kieck, seconded by Hackel, to approve the PARC grant resolution contingent upon legal review by the Village Attorney. Motion carried with a unanimous voice vote of 5-0-0.

d. Discuss and consider installation of EVP to CTH BB/Buss Road intersection signals.

This conversation stemmed from Larson meeting with Emergency Services about the intersection. EMS Chief Eric Lang inquired if an EVP (Emergency Vehicle Preemption) would be placed at CTH BB and Buss Road intersection. The device would allow for emergency vehicles to pass through busy intersections quicker. Chief Lange said that if EVPs are placed at the signaled intersections in Cottage Grove, they would outfit the Deer-Grove ambulances with the necessary equipment. Lord put together some cost estimates for installing EVPs on each of the signaled intersections. Cost of equipment, need based on current traffic counts and the potential for retrofitting the devices at a later time were all discussed. Larson will also reach out to Madison Traffic Engineering to get more information on the devices and if there are any maintenance issues with them. No formal action taken at this time.

e. Discuss addition of stop sign on Clark Street bike path.

A concern was brought up to Larson regarding a driveway along Clark Street that leads to a parking lot, and the speed at which drivers exit the parking lot onto Clark Street. Since this driveway has poor visibility of the intersecting bike trail, a stop sign for the driveway at the bike path was suggested. Williams also recommended signage on the bike path alerting bicyclists to this driveway. Larson stated that the addition of a stop sign would not need to be added to the plans as it can be added later. No formal action was taken.

f. Discuss Village submission to Dane County CIP plan.

Larson explained that the CIP plan is submitted to Dane County every year and includes any updates that the Village will be doing along CTH BB, CTH N or CTH TT within the 5-year plan. This year will include the CTH BB/Buss Road project. There are a couple of other areas in the plan north of the interstate that are development driven and will be bumped out further until something starts to occur there. Lord reported that items can be added annually to the plan. No formal action was taken.

g. Update on sustainability programs; rain barrel sale.

The Village will begin to sell rain barrels this spring and has found a highly recommended vendor to run the program through. The rain barrel company will handle the sales, ordering and notifications for us. Village residents will be able to purchase up to two (2) rain barrels per household at the subsidized cost of \$50/each. Any additional barrels will be sold for \$75/each. Barrels will be distributed on June 12 at the Municipal Services Building. Larson will report the rain barrel sale to the DNR as part of our stormwater management.

6. Engineers Report

Buss Road/Cottage Grove Road Intersection Plan

MSA is working to complete the plans for the intersection of Buss Road and CTH BB based on the approved drawings from Public Works and the Village Board. The school has been updated and MSA has reached out to the school on the bus traffic to associate with turning lanes, and the turning lane on Buss Road is being extended to match those on CTH BB. MSA is working with the Village on conversations with Shady Grove, but currently the turning lanes are being included in the design. The intersection plans will be combined with the temporary school improvements along Buss Road. The intent is to complete this bid package as soon as possible to have the project bid by early spring of 2021.

5th Addition to Westlawn Estates

Utility work has been completed for the Phase 2 improvements which includes the extension of Damascus Trail. Roadwork will continue when the weather cooperates.

Glacial Drumlin Path/Clark Street

MSA has submitted the plans and specifications for the grant funded portion of the path project and Clark Street in order to keep that portion moving along on the WisDOT timeline. MSA is in the process of completing the land acquisition easements along the corridor and addressing utility questions. Once the easements are secured, WisDOT will authorize the bidding of the project.

MSA has evaluated the drainage areas for the proposed pond on the west side of Vilas Road within the Reed Widen property and determined the required property needs. MSA has worked with Village staff and the Village Attorney, to draft a letter to Mr. Widen with a proposal of moving forward with the Village paying for the engineering and construction of the proposed pond that would also benefit a portion of this property for stormwater management.

Main Street Bike Path PARC Grant

MSA has completed a draft of the Dane County PARC Grant application and has submitted it to Public Works for review along with a resolution of support to be approved by the Village of Cottage Grove. Ideally, the additional improvements along CTH N of urbanizing the remainder of the roadway between School Road and Limestone Pass may be included with the project dependent upon funding. Discussions with the timing was started based on the anticipated grant timing, and the time of the year, as to whether this project would be 2021 or 2022.

Quarry Ridge Estates

Contractor is looking to start on utilities once the weather is appropriate. The developer is working with the Village on getting the necessary surety and an understanding with Koch pipelines.

Erosion Control Checks

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons, the Comfort Suites Hotel and Farris Auto.

Development Reviews

MSA has been reviewing the development submittals for new developments. Current review sites include Movin' Out on Windsor Avenue and the Metcalf Condo Development between Cork Crossing and Sandpiper Trail. MSA has been involved with discussions regarding the Farm Development, Shady Grove and Authentix on some anticipated construction costs as requested.

Commerce Park Infiltration Analysis

MSA has completed a draft of the soil analysis completed at the Commerce Park within the vacant Village lots and are preparing the document to submit to the DNR for review and comment.

Main Street (CTH N) Urbanization

MSA prepared a cost estimate to extend the right turn lane heading south on Main Street to School Road per the traffic recommendations and providing curb and gutter to the remainder of the west side of Main Street to the extent of curb and gutter planned by Cottage Grove Commons Phase 2. Curb and gutter on the east side is planned currently with the bike path project. MSA also included costs to mills and relay the center portion of the roadway.

The County did affirm that this could be completed with the bike path project as ineligible items for the grant but completed as one project.

7. Directors Report

Clark and Grove Streets

The Village Engineer and legal team are working on an agreement with the property owner for placement of a stormwater pond.

Main Street Bike Path – Phase 2

MSA will be submitting a PARC Grant Application for the Village of Cottage Grove.

Village Storm Water – MS4 Report

Larson has been working on updating/developing Storm Water Pollution Prevention Plans for the Village of Cottage Grove facilities, as well as updating the Illicit Discharge Detection and Elimination Program, and the Information and Educational plans related to storm water. All of this is a part of the more stringent requirements of the DNR for MS4 communities. The Village is required to present the annual report to the Village Board and submit to the DNR by the end of March. Larson plans to bring back the Storm Water Intern again this year to continue the good inspection, and information and education work that the intern did for us last year.

Snow

As of this writing, the snow is melting fast and our crews are clearing inlets.

Road Salt Usage

Larson reported that he has had inquiries from some Village Board members asking if we have received any negative feedback from the pilot program area, to which he stated that we have not. He has also received a few inquiries about plans to expand the program, so it appears that the Department will have the support needed to continue to reduce salt use in the coming years.

8. Approve the minutes of the February 2, 2021 Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Kieck, to approve the February 2, 2021 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, April 6, 2021 at 6:00 pm.

10. Future Agenda Items

- Update on the Buss Rd/CTH BB project.
- Street maintenance/road repaving plan.

11. Adjournment

Motion by Hackel, seconded by Kieck, to adjourn at 7:17 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted 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.