

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF MAY 11, 2021**

1. **Call to Order.** This virtual meeting was called to order at 6:00 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 and Larry Kieck. Staff present were Public Works Director JJ Larson, Village Engineer Kevin Lord 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.**

None.

4. **Old Business**

a. **Update on Glacial Drumlin Bike Path/Clark/Grove Street Project.**

Lord reported that soil borings will be collected along Clark and Grove Streets, the eastern edge of Bakken Park and also near the site of the proposed wet pond on the west side of Vilas. He also stated that the Village is working with the property owners of the land on the west side of Vilas Road, and as of yesterday, the pond placement moved slightly due to some easements. Costs for the soil borings will be included with the project costs.

Another issue Lord wanted input from the committee on related to the sanitary storm sewer that currently runs along the east side of Grove Street. In the master plan for Bakken Park, a restroom facility or shelter is planned on the east side of the park and Lord wanted to know if the committee would like to put a stub across the road into the existing sanitary sewer on Grove Street while the road is getting resurfaced. Committee members agreed that it would be good time to put the stub in while the improvements are made to Grove Street. Discussion was also had on the project timeline, moving/burying other utility lines and some tree disturbance along Grove Street.

b. **Update on the Buss Road/CTH BB project.**

The project was awarded to R.G. Huston. An exact start date and timeline are yet to be determined. Residents within 400 feet of the project area have been notified of the pending construction and will be invited to the virtual public informational meeting on the project on May 25, 2021.

c. **Update on sustainability programs; rain barrel sale.**

Larson reported that over 50 barrels have been sold so far and he is pleased with the response for this first sale. He also noted that there are 3 ½ weeks left of the sale.

d. **Discuss and consider West Oak Street project.**

Larson explained that Lord came up with some plans that would tighten up the width of West Oak Street and provide a multi-use bike/pedestrian path. The costs/estimates for the plan will soon be submitted to Ehlers for review. Committee members agreed that by tightening the street width and adding an off-street bike/ped path, safety will improve on this stretch of the road. Pedestrian crossings at CTH N could also be combined with this project in the Financial Management Plan. **Motion** by Hackel, seconded by Kieck, to move forward with the West Oak Street Project plans as presented. Motion carried with a unanimous voice vote of 4-0-0.

e. **Discuss and consider recommendation on Public Works Capital Projects for the Financial Management Plan.**

Lord and his team looked at E. Taylor Street/Ridge Road. To put new pavement down with no extra urbanization, the cost estimate is \$550,000 (\$850,000 total cost, with \$300,000 paid for by the Water Utility for water main replacement). Larson explained that this roadwork is slated for 2024, but he is open to

moving it up to an earlier date after hearing support for this. Committee members agreed that moving up the date to 2022 is a good idea based on public concerns and from both the road and water main standpoints. Larson also stated that the Clark and Grove Street reconstruction project will now be spread over two years (2021 & 2022). The bike path extension and CTH N urbanization will also spread into 2022. The West Oak Street project will be combined with pedestrian crossing. Improvements on the north side of the Village in TID 10 are development driven and could even possibly be removed from the financial plan. Urbanization of north CTH N on the west side is also not a current high priority, will be a significant cost and should be considered a longer-term project as far as financial planning goes. Larson will leave it on the plan to keep it on the minds of committee members. **Motion** by Eberhardt, seconded by Kieck, to approve the Public Works Capital Projects for the Financial Management Plan with the changes noted and pending Ehlers review. Motion carried with a unanimous voice vote of 4-0-0.

## 5. New Business

### a. Discuss and consider award recommendation for the Glacial Drumlin Path Project.

Lord reported that there were four bidders for the project, and the low bid was R.G. Huston. Everything came in under budget. Lord has some additional DOT paperwork to complete for the project. **Motion** by Eberhardt, seconded by Kieck, to approve awarding the bid to R.G. Huston. Motion carried with a voice vote of 4-0-0.

### b. Discuss sidewalk ordinance.

Larson is looking for some feedback on the possibility of having the Village absorb future costs for sidewalk installation and repairs. The costs for larger sidewalk projects, such as adding sidewalks, could then be included in the Financial Management Plan, while regular maintenance and repairs would remain a part of the operating budget. At a recent training conference, Larson heard a speaker refer to sidewalks as a transportation network, as important as roads, bike paths, etc. that are utilized by all residents and visitors. By absorbing the costs, there would be an opportunity to make more neighborhood connections throughout the Village, that would otherwise be difficult to make. Only modest inflationary increases would be needed to keep on track with necessary annual repairs. He also indicated that he would finish his initial sidewalk assessment plan for the Village where costs were split between the Village and property owners, 50/50, according to the current ordinance. If committee members agree with this proposal, a modification of the current ordinance would be required, and Larson would be looking to make that change in the next year or two. Discussion was had on safety, making connections, the two plats in the Village without sidewalks, maintenance and costs. No formal action was taken.

## 6. Engineers Report

### Buss Road/Cottage Grove Road Intersection Plan

Bid opening was held on April 23 with one submitted bid for the project. The bid was recommended by Public Works and then approved by the Village Board on May 3. MSA will begin the contracting process with the recommended contractor. MSA is working through a couple of permit questions and will be setting up a virtual public meeting on the project. MSA addressed one question from a property owner based on the letters sent to the adjoining properties. MSA is working with staff on the cost breakouts of the project for the different entities attributing to the project and providing costs to Dane County for the portion anticipated by the County.

### 5<sup>th</sup> 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 weather cooperates.

### Glacial Drumlin Path/Clark Street

The grant portion of the project is out for bids with a bid opening scheduled for May 7<sup>th</sup>. Easements have been secured and permits submitted for the project. MSA will work with the Village and WisDOT to award the project based on the bids received.

MSA has begun the final design of the Clark and Grove Street projects with the additional parking. MSA is working with staff on the pond details and property owner, however designing the pond to be located on the westerly side of Vilas Road. The project is still hoping to be bid for a later 2021 construction pending the negotiations go well.

#### **Main Street Bike Path PARC Grant**

MSA has submitted the PARC Grant and associated documents to Dane County and have confirmed the receipt of the application from the County contract. MSA will hold on the final plans until we hear on the PARC Grant and depending on the timing and success of the grant, will determine the timeline of the project along with potential additional improvements along CTH N.

#### **Quarry Ridge Estates**

Contractor has begun installing utilities for Phase B portion of the project and MSA has been onsite for the installation of the utilities. The Contractor is making some revisions to the roadway profile to better accommodate exposure on a few lots. The change did not impact the overall utility plan.

#### **Erosion Control Checks**

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons Phase 1 or 2 and the Comfort Suites Hotel.

#### **Development Reviews**

MSA has been reviewing the development submittals and providing information for new developments. Current review sites include the Continental Development, Grand Appliance on Lot 14 of the Commerce Park, the Metcalf Condo Development between Cork Crossing and Sandpiper, Atlantis Building site in the Commerce Park, and the Biodome facility in the Commerce Park.

#### **Main Street (CTH N) Urbanization**

MSA will be waiting until we hear on the PARC Grant application prior to determining the full limits of the project and how it relates to the bike path project.

#### **W. Clover Lane Street Reconstruction**

MSA is advertising for bids on the Clover Lane resurfacing project in the Village. The project has a base bid as a mill and relay with an alternate bid for a pulverize and relay project. The project extends from the intersection of N. Parkview Street to N. Clover Lane.

#### **Capital Project Planning**

MSA worked with JJ Larson and submitted the Dane County CIP plan detailing the projected projects along with the projected costs for the Buss Road and BB intersection. MSA also worked with JJ Larson to update the costs on planned upcoming Village projects.

### **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 submitted the PARC Grant Application for the Village of Cottage Grove to Dane County. Award of the grant should be announced sometime in July.

#### **Storm Sewer Work**

Staff has been working on cleaning a number of stormwater outfalls and making various repairs. Many of these are in difficult-to-access backyards, making the work challenging for staff.

#### **Sidewalk Work**

The sidewalk assessment should be complete this week. Larson will be finalizing the plan, sending notification letters to residents and reaching out to our contractors for timing.

**8. Approve the minutes of the April 6, 2021 Public Works & Properties Committee meeting.**

**Motion** by Eberhardt, seconded by Hackel, to approve the April 6, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

**9. Approve the minutes of the April 27, 2021 Special Public Works & Properties Committee meeting.**

**Motion** by Eberhardt, seconded by Williams, to approve the March 2, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-1 with Hackel abstaining.

**10. Set tentative date for next meeting.**

The next virtual Zoom meeting is tentatively scheduled for Tuesday, June 1, 2021 at 6:00 pm.

**11. Future Agenda Items**

- Update on the Buss Rd/CTH BB project.
- Oak Street and East Taylor Street.
- Update on Clark & Grove Street project.

**12. Adjournment**

**Motion** by Kieck, seconded by Hackel, to adjourn at 7:08 pm. Motion carried with a unanimous voice vote of 4-0-0.

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.*