

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JANUARY 4, 2022**

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, Jim Elmore, Larry Kieck and Mike Hackel (left the meeting at 6:22 PM). Staff present were Public Works Director JJ Larson and Village Engineer Josh Straka.

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 Clark & Grove Street project; stormwater pond land purchase.**

Larson and Straka updated the Committee on the progress; an agreement had been reached for the purchase of just over 2 acres of land and a CSM drafted. Village Attorney’s are in the process of drafting a purchase agreement. Straka reported that the closing should be later in January. Hackel asked about the plan for sizing of the pond. Larson gave an update that the current landowner plans to sell and the buy has no plans to develop this parcel so no consideration is needed for future stormwater management for new development.

5. **New Business**

a. **Discuss and consider directing staff to install Deaf Child Area signage near 817 St John St.**

Larson described that a new family had moved to the Village and had similar signage installed near their previous residence in Sun Prairie. Larson reached out to Sun Prairie Public Works and confirmed what signage they used. **Motion** by Hackel, seconded by Kieck to approve directing staff to install a Deaf Child Area signage near 817 St. John St. Motion carried with a unanimous voice vote of 5-0-0.

b. **2022 Project Update**

Straka gave a report on the planned projects for the year and the current status. Road projects are being designed currently. Straka plans to bring 50% design plans to the Committee next month for review and comments. There was discussion specifically about the plans for Ridge Road, CTH N, as well as the intersection of Clark and Vilas.

6. **Engineers Report**

Shady Grove Subdivision

Sanitary sewer, water main, and storm sewer construction continued through December. RG Huston Company, Inc. (RG Huston) began installing the wet well and valve vault for the lift station at the end of December. RG Huston continues to blast for rock excavation to complete the sanitary sewer installation. Phase 2 sanitary sewer, water main, and storm sewer construction will continue to take place into January 2022, as the weather permits.

Authentix Cottage Grove

Village sanitary sewer and water main mainline was completed by Integrity Grading and Excavating in December. Testing of the sanitary sewer and water main will be completed in early January 2022. The Village storm sewer infrastructure and detention basin was also completed. The storm sewer installation along Cottage Grove Road is tentatively planned for spring 2022. The Village retaining wall construction was completed in mid-December with the Village’s Geotechnical Consultant, CGC, Inc., completing testing of the backfill when required.

Fifth Addition to Westlawn Estates

Strand continues to work with Homburg Contractors, Inc. (Homburg) on its lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra Circle. Strand anticipates a formal second review in early January 2022. Homburg began Phase 3 of the Fifth Addition to Westlawn Estates near the beginning of December and have completed the mainline sanitary sewer construction. Construction of the water main, sanitary services, and storm sewer will continue into January 2022.

Quarry Ridge Estates

Quarry Ridge Phase C drawings and land disturbance permit were submitted in late December for review. The Developer's Agreement is currently in progress and once it has been finalized, Strand will complete the plan review. The developer's current schedule is to start construction in early spring.

Erosion Control Checks

Strand has provided weekly erosion control checks as well as erosion control checks following rainfalls more than 0.5 inches on development sites in the Village including: Cottage Grove Commons Phase 2, Dolphin Swim, Movin Out Glen Grove Apartments, Grand Appliance, Alantis Valley Foods, Shady Grove Subdivision, Authentix, and 5th Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory or compliant.

Development Reviews

Strand attended a meeting with potential developers to discuss a development along Cottage Grove Road just south of the new elementary school. The developer will move forward with its due diligence before purchasing the property for residential development.

Upcoming Village Projects

Survey was completed in late December for the 2022 public works and parks projects including West Oak Street and Taylor Street and West Ridge Road Reconstruction, County Trunk Highway (CTH) N Urbanization, Community Park, Bakken Park, and the 2022 Parks Project. Design will begin at the beginning of 2022 with bidding occurring in late winter 2022. Updates for each project will occur in the following months.

7. Directors Report

2022 Projects

- Main St. Bike Path Extension. MSA finalized plans and I've shared them with the County for review given the PARC Grant funding.
- Clark & Grove St. Reconstruction Project. The Village has come to an agreement with the landowner to purchase the land needed for stormwater treatment on the west side of Vilas Rd. MSA completed the survey work and drafted the CSM. Our legal team is working to have the purchase agreement signed in the coming weeks.
- E. Taylor/W. Oak/CTH N Urbanization. Strand's team has been on-site surveying and design will begin soon.

Snow

Snow finally showed up. Marty and the staff did a great job, as usual. Given we have one vacant position, our newest hire is still working towards his CDL & for the first event on Monday the 27th, we had two staff out – the team exceeded even the high bar they've set over the years.

Staffing Update

With Jake's departure, we were fortunate that we had a great "runner up candidate" from our last hiring process for the Public Works Technician position only a few months ago.

Officer Vince Jeffords, member of the Cottage Grove Police Department since 1999, will become our newest Public Works Technician, starting on January 10th. This date allows for the smoothest transition for both Departments. The timing also works out well for the Police Department; having just finished a recruitment and interview process, they are set up to fill the vacancy almost immediately.

Obviously, Vince brings a wealth of experience in public service and Village-specific knowledge. More importantly than that, we are confident he will be a great fit with our close-knit, small team. Every one of our staff knows Vince well and has worked side-by-side with him in different situations through the years.

While he will still have to earn his Class B CDL, Vince already has his Class C, and he has passed the written exam portion of the Class B so he's well on his way to helping the team out. He will be required to earn his DNR Water Certification in Groundwater and Distribution in the coming year. We're looking forward to getting him on board and showing him around to the facilities and infrastructure he may not be familiar with yet.

We are incredibly fortunate to have such a dedicated public servant who recognizes they want a change in career, but still looking to work in service to the citizens of Cottage Grove. I am very optimistic about the future of our Department and the part Vince will play in that future.

8. Approve the minutes of the December 7, 2021, Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Elmore, to approve the December 7, 2021, Public Works and Properties Committee meeting minutes as presented. Motion carried with a unanimous voice vote of 4-0-0.

9. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, February 1, 2022, at 6:00 pm.

10. Future Agenda Items

11. Adjournment

Motion by Eberhardt, seconded by Kieck, to adjourn at 6:29 pm. Motion carried with a unanimous voice vote of 4-0-0.

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

Approved on: 2/1/22

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.