

## VILLAGE OF COTTAGE GROVE PUBLIC WORKS, PROPERTIES & SUSTAINABILITY COMMITTEE MEETING MINUTES OF JANUARY 4, 2023

1. **Call to Order.** The hybrid meeting was called to order at 6:00 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, Mike Hackel, Nicholas Hess and Larry Kieck. Andy Eberhardt, Jim Elmore and Ryan Minor were absent. Staff present were Public Works Director JJ Larson, Deputy Public Works Director Brian Peterson 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 in attendance.
4. **Old Business**
  - a. **Update on Bike and Pedestrian Comprehensive Plan.**

No new updates at this time.
  - b. **Update on solar panels for the Municipal Services Building.**

No new updates and still scheduled to begin in the spring.
5. **New Business**
  - a. **Discuss and consider parking on Melissa Lane.**

Larson explained the history behind the no-parking signs on Melissa Lane and that a resident recently requested they be removed. After staff review, it was deemed that the sign removal poses no issues. **Motion** by Hackel, seconded by Kieck, to approve the plan to remove the no-parking signs on Melissa Lane as presented. Motion carried with a unanimous voice vote of 4-0-0.
  - b. **Discuss and consider entering into an agreement with Dane County Land and Water Resources for erosion control plan approval and monitoring.**

The draft agreement was presented and Larson explained that many municipalities utilize Dane County for stormwater management planning/approval and erosion control inspections. Larson did point out the benefits of continuing to have Strand handle the initial portion of stormwater management, while having Dane County review. Dane County would however handle all of the erosion control inspections/monitoring and planning. **Motion** by Hackel, seconded by Hess, to approve entering into an agreement with Dane County Land and Water Resources for erosion control plan approval and monitoring. Motion carried with a unanimous voice vote of 4-0-0.
  - c. **Discuss and consider 2023 vehicle purchases.**

Peterson went over the research he conducted on various vehicles. After looking at lead times, pricing and availability, he arrived at two possible options: the first option would include one plow truck, one ¾-ton pickup and one hybrid multipurpose vehicle, and the second option would include one plow truck and two ¾-ton pickups, with no hybrid vehicle. Since hybrids are currently being purchased by municipalities one to two years in advance, it seemed reasonable to purchase an additional ¾-ton truck in its place at this time. Committee members would still like to strive for electric or hybrid vehicles going forward but understand the constraints at this time. For future vehicle purchases, advance purchasing issues and placement in the dealerships’ queue will be addressed prior to next year’s budget. **Motion** by Kieck, seconded by Hackel, to approve Option 2, purchasing one plow truck and two ¾-ton trucks. Motion carried with a unanimous voice vote of 4-0-0.

## 6. Engineers Report

### **Shady Grove Subdivision**

Strand Associates, Inc (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. The Village Board recently agreed to assist the developer with the property to the south for land acquisition and the grading activities occurred in late December 2022.

At this time, the developer and RG Huston have not requested Substantial Completion for the development. There are a handful of restoration items including completion of the infiltration basins and surface course of asphalt that will occur in 2023. A few potholes have opened up in the development and Strand is working with RG Huston on a temporary solution for the winter.

In the upcoming months, 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 November 2022, the developer and construction team requested substantial completion for the Authentix development. A Substantial Completion letter and List of Items to be Completed or Corrected were provided to the development team to be completed and the Letter of Credit was reduced. In reviewing the sanitary sewer televising video, two of the mainlines appeared to be flagged for a dip. The developer will be re-televising the system as it believes these do not exist.

Remaining public works improvements at this development include paving of the parking lot for the Village dog park and restoration within the right-of-way and along the large east retaining wall. Dormant seeding occurred for parts of the restoration in November. The asphalt work will be completed in 2023. The sidewalk along the CTH N entrance will continue to remain closed 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.

### **5<sup>th</sup> 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 one 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 installed a berm just west of the pond to direct some of the current existing condition stormwater to larger detention basins on-site.

In late November 2022, Homburg requested Substantial Completion for Phase 3–Paris Lane. A Substantial Completion letter and List of Items to be Completed or Corrected were provided to the development team to be completed.

### **Quarry Ridge Estates**

Snyder Excavating (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.

### **Other Development Projects**

Strand noticed large amounts of sediment 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.

Zilber Property Group submitted its Precise Implementation Plan in mid-December. Strand has had multiple meetings with the development team and Village staff over the last month. Strand is currently reviewing the submittal package to provide comments to the Plan Commission in mid-January 2023.

Johnson Health Tech and Supreme Structures resubmitted their civil plan set and associated stormwater management documents for review. Strand reviewed the second submittal package to provide comments to the development team and anticipates responses to the comments in the upcoming weeks.

One Community Bank submitted its site drawings for Plan Commission approval in late December. Strand is reviewing the drawings and submittal package for January Plan Commission..

### **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, all items on the List of Items to be Completed or Corrected were completed by Homburg in early December 2022. The final pay request is anticipated to be received in the upcoming week. The project will be closed out approximately \$40,000 under the original Contract price, with the additional water main construction and other minor changes.

For the CTH N Urbanization construction project, 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 mid-December 2022. At this point, almost all items have been completed, except for the installation of the rectangular rapid flashing beacons (RRFB) due to supply chain delays. The project is within budget and may even be under budget by the end of the project.

For the Clark and Grove Streets project, RG Huston has been working to complete the List of Items to be Completed or Corrected items and anticipated to be completed in December 2022. Some of the Items to be Completed or Corrected were restoration items that will be confirmed completed in spring 2023. At this point, the project is near the bid amount, but the project is still within the budget.

## **7. Directors Report**

Peterson reported that Public Works Forman Marty Groskreutz will be retiring next week and there will be some adjustments in staffing in the near future to account for this position. Current staff will temporarily fill in on a rotation to cover this role. A Utility Superintendent and Streets Superintendent will hopefully soon be hired to permanently fill the new roles. Peterson also explained that the department currently does not have on-call pay for any of the staff and he would like to implement this going forward.

## **8. Approve the minutes of the November 1, 2022, Public Works & Properties Committee meeting.**

**Motion** by Hess, seconded by Murphy, to approve the November 1, 2022 Public Works and Properties Committee meeting minutes as presented. A voice vote of 2-0-2, with Kieck and Hackel abstaining, has postponed this motion until the next meeting.

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

The next meeting will be in-person/hybrid and scheduled for **Tuesday, February 7, 2023**, at 6:00 pm at Village Hall.

**10. Future Agenda Items**

- Update on Bike/Pedestrian Plan
- Update on solar panels for MSB
- Update on agreement with Dane County Land and Water Resources
- Update on vehicle purchases

**11. Adjournment**

**Motion** by Hess, seconded by Hackel, to adjourn at 6:35 pm. Motion carried with a unanimous voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 3/7/23

*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.*