

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JANUARY 5, 2021**

1. **Call to Order.** The 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 (chair), Larry Kieck, Andy Eberhardt, Mike Hackel and Scott Schuerman. Also present were Public Works Director JJ Larson and Village Engineer Kevin Lord of MSA.
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.** MSA will submit grant portion to DOT in January. Still working on planning and land acquisition for the pond on the west side of Vilas.
 - b. **Update on the Buss Road/CTH BB project.** Board approved the Committee recommendation and design is underway.
 - c. **Discuss potential improvements along CTH N.** Lord discussed the plan to urbanize the west side of CTH N in the area and provided costs estimates. The design to continue the bike path to the north includes curb and gutter along the east side; the asphalt in between these areas is in need of repair as well and Lord provided an estimate for that cost as well. Lord explained that the County PARC grant funding would be available, and that the application deadline would be June, with award late July. Larson indicated that the urbanization of N and the bike path are both TID 5 eligible projects based on the approved project plan. Committee members all indicated the Village should seek the PARC grant and wait for that awarding before moving forward with the project.
 - d. **Update on road salt reduction.** Larson said he hadn’t received any calls related to salt, but that he had spoken with the driver about using less and keeping it to the intersections only.
5. **New Business.** No new business.
6. **Engineers Report**

Buss Road/Cottage Grove Road Intersection Plan

MSA is beginning the work on the intersection of Buss Road and CTH BB base on the approved drawings from Public Works and the Village Board. The school has been updated and MSA will reach out to the school on the bus traffic to associate with turning lanes. MSA will work with the Village Attorney on inclusion of the Shady Grove turning lanes in the project depending on the agree costs moving forward. 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 is continuing for the Phase 2 improvements which includes the extension of Damascus Trail.

Glacial Drumlin Path/Clark Street

MSA is finalizing the plans for the grant funded portion in order to keep that portion of the project moving on the WisDOT timeline. MSA received final direction from the Bike/Ped Committee and addressed utility questions with JJ and Marty. MSA is in the process of getting the environmental documents and design study report approved by WisDOT as they have changed their contact person. The land acquisition for the temporary easements are in progress. The crosswalk is planned as a normal crosswalk with white ladder bars and overhead RRFB flashers.

MSA is evaluating the drainage areas for the proposed pond on the west side of Vilas Road within the Reed Widen property. The intent is to determine the extent that it benefits the private property as well as the Village for negotiating on the land costs. MSA has developed a cost estimate for the utility improvements and pond to determine the plan for moving forward and start negotiations with the property owners.

Main Street Bike Path PARC Grant

MSA is awaiting answer on the funding within the County budget and hopefully will apply to a grant for this project in 2021. MSA is revising the estimate for the second phase of the project based on the previous bids and work completed.

Quarry Ridge Estates

Review of documents submitted for Phase B of Quarry Ridge Estates is ongoing. Contractor is beginning to start the permitting to begin Phase B.

Erosion Control Checks

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

Development Reviews

MSA has been reviewing the development submittals for new developments. Current review sites include the Atwell Hotel on CTH TT, Movin' Out on Windsor Avenue, Metcalf Condo Development between Cork Crossing and Sandpiper, Dolphin Swim in the Commerce Park, and Cottage Grove Commons Phase 2.

Commerce Park Infiltration Analysis

MSA is working to analyze the soil samples completed during the digging of test pits at the Commerce Park. The MSA field staff that did the field work are working to prepare a submittal to the DNR on the remainder of the lots.

Main Street (CTH N) Urbanization

MSA met with JJ on the site and reviewed the existing area between School Road and Limestone Pass. 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 mill and relay the center portion of the roadway.

7. Directors Report

Clark & Grove St. Reconstruction Project - Legal team working on agreement with property owner for stormwater pond.

Village Hall Sign - Sign is still a work in progress; letters were not able to be matched, so new ones are on order. Contractor finished painting background

Wildlife signs - Installed signs along Cottage Grove Rd. to warn drivers of cranes, deer, ducks and geese that regularly cross.

Winter Equipment - Had a few issues during recent snow events; requiring use of back-up plow truck. Had planned to auction plow truck in the fall but held off due to repairs needed on another at the time & now it's been used twice as a stop-gap during snow removal. We may look to keep a backup moving forward as a part of equipment replacement program (essentially do the sale/trade in one truck behind replacement).

Snow - As always, typical hiccups and equipment failures – but crew has handled it all in stride. No calls or concerns with the salt reduction area as of this writing

8. Approve the minutes of the December 1, 2020 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Schuerman, to approve the December 1, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

9. Approve the minutes of the December 14, 2020 Public Works & Properties Committee meeting.

Motion by Schuerman, seconded by Kieck, to approve the December 14, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

10. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, February 2, 2021 at 6:00 pm.

11. Future Agenda Items

- Update on salt reduction data.
- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.

12. Adjournment

Motion by Schuerman, seconded by Kieck, to adjourn at 6:48 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: 2/2/21

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.