

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF FEBRUARY 1, 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), Jim Elmore, Mike Hackel and Larry Kieck. Andy Eberhardt was absent and excused. Staff present were Public Works Director JJ Larson, Village Engineer Josh Straka, and Utility Clerk Kristen Krause. Tyler Wallin and Hunter Thompson of Strand Associates were also in attendance.

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. **2022 Projects Update.**

Hunter Thompson of Strand Associates presented the proposed plans for the West Oak Street and Taylor Street/Ridge Road projects. He explained that both projects will be bid as one package. He also said that Strand is currently waiting for the soil boring reports for both street projects. Some items included in the proposed West Oak Street reconstruction plans include: removal of the curb on the south side of street with the addition of a 5’ terrace and 10’ multi-use path, new aprons for properties on the south side of the street, removal of the traffic island at the intersection of Westlawn Drive and Oak Street, adding sidewalk access to Governor Taylor Park, replacing curb ramps to meet current ADA standards, replacement of a small stretch of water main, replacing curb cut on the north side of Oak Street and Cresthaven Drive with a full curb, eliminating the southbound right turn lane on Main Street (CTH N) at Oak Street, and adding solar-powered flashing beacons and ladder striped crosswalk at Main Street (CTH N), Oak Street intersection. The proposed cost estimate came in at \$764,000 which was under the budgeted amount of \$840,000. Larson also mentioned the possibility of adding trees in the proposed 5’ terrace.

Thompson also went over the proposed plans for the Taylor Street/Ridge Road reconstruction project. Items included in that proposal include: replacing a stretch of the 6” water main, updating the curb ramps to meet current ADA standards, widening the road on the north side to the edge of where the nature trail begins, adding curb along the north side where there is no curb to where the nature trail begins, full depth replacement for the portion of the street up to the rural section of road, and pulverization of the rural section with the addition of 2’ gravel shoulder on each side. Costs for this proposal also came in under the \$1,275,000 budget at approximately \$1,147,000.

Tyler Wallin of Strand Associates presented the CTH N urbanization project and bike path extension. This project will begin at School Road and extend to the project limits of Gaston Road/Commerce Parkway. The reconstruction part of the project will be between School Road and Limestone Pass. Proposed items in this project include: matching the rural part of the road to the southern urbanized side, adding stormwater drainage, extending the curb line to the north, adding a right turn lane for southbound traffic to turn onto School Road, raising the road by 2’ in front of Graham’s Auto to lessen the slope for driveways and the bike path, extending the median through the Limestone Pass intersection, adding a crosswalk with flashing beacons at the intersection of CTH N and Limestone Pass, adding a left turn lane on southbound CTH N to turn on Limestone Pass, doing a mill and overlay to match up pavement north of Limestone with the concrete and adding a storm inlet in this area. The MSA-designed plans for the bike path extension will have a few adjustments made with the raising of the road and curb placement. The path will remain in the R-O-W and will extend to the first round-about. Costs for this proposed plan

come in over the budgeted amount of \$1,250,000 at approximately \$1,505,785. Straka explained that all three projects come in together within the budgeted limits for the borrowing package. Committee members agree that the plans seem well done and do not need to return to the committee after moving forward. No formal action was taken.

## 5. New Business

### a. Discuss and consider reversing snow removal charges.

Larson explained that two individuals that recently received snow removal charges had contacted him about reversing the charges. Both individuals explained their cases and extenuating circumstances. Larson recommended waiving the charges in both instances. **Motion** by Kieck, seconded by Hackel, to approve reversing snow removal charges for both properties. Motion carried by a unanimous voice vote of 4-0-0.

## 6. Engineers Report

### Shady Grove Subdivision

Sanitary sewer, water main, and storm sewer construction continued through the first part of January until the weather and frost stopped construction. RG Huston Company, Inc. (RG Huston) will continue utility construction late this winter, if weather permits, or early spring 2022.

### Authentix Cottage Grove

The Village's water main and sewer main testing will be completed in January and February 2022 by Integrity Grading and Excavating (IGE). The storm sewer installation along Cottage Grove Road is tentatively planned for spring 2022.

### 5<sup>th</sup> 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 February 2022. Construction of the water main, sanitary services, and storm sewer continued through the first part of January 2022 until the weather and frost stopped construction. Homburg will continue utility construction late this winter, if weather permits, or early spring 2022.

### Quarry Ridge Estates

Quarry Ridge Phase C drawings and a land disturbance permit was reviewed in mid-January with comments sent back to the developer and the developer's engineer. The developer's current schedule is to start construction in March or April 2022, weather permitting.

### Development Reviews

Strand attended a meeting with potential developer for the Three Oaks parcels along Ridge Road. The developer will move forward with its due diligence before purchasing the property for residential development. Strand also attended meetings with the developer's engineer for Project Silver Eagle and other TID #10 developments. Some of the main topics discussed include utility extension, traffic generation, and stormwater control.

### Upcoming Village Projects

Strand met with JJ in early January to discuss preliminary layouts for the CTH N Urbanization and 2022 Street Projects (West Oak and Taylor Streets) in the Village. Included in this report are 50 percent drawings for both projects. Bidding for the projects will occur in March 2022. Construction is anticipated to begin in May 2022.

Strand will prepare drawings and specifications to publicly bid Weald Bridge Road for mill and overlay using Local Roads Improvement Program (LRIP) funds. Strand and the Village are currently waiting for the State/Municipal Project Agreement (SMA) from the State of Wisconsin before bidding.

Clark and Grove Streets will be publicly bid by MSA Professional Services, Inc. (MSA) in February 2022. Strand will take over the construction portion of the project once a contractor is selected. Construction is anticipated to begin in April 2022, as weather permits

## 7. Directors Report

### 2022 Projects

- **Main Street Bike Path Extension & CTH N Improvements.** Strand's team is working to design the street improvements to match the existing condition of other areas of CTH N and integrate that plan with the MSA-designed plan for the bike path extension.
- **Clark & Grove Street Reconstruction Project.** Plans are complete by MSA. We hope to bid the project very soon with a late February/early March bid opening. The draft CSM and Offer to Purchase the land for the pond are agreed upon, finalized, and awaiting signature later this week.
- **East Taylor/West Oak Streets.** We will hold a public information meeting presenting the plan on February 8th at 6:00pm. The meeting will be held virtually.

### Complete Streets and Bike & Ped Plan

There was great discussion at the most recent Sustainability Committee meeting about the projects the Village has completed and has planned that will increase the bike and walkability of our public spaces. This Committee has done well in recent years at incorporating bike and pedestrian improvements into other street projects, but this has been done without any formalized guidance document or project plan beyond large-scale street project planning. The plan is to develop a comprehensive plan that outlines the mission and goals, highlights the successes we have already had, and provide project plans to utilize moving forward that would fix the gaps and improve areas for bike/ped transportation where needed.

Along similar lines, Straka gave Sustainability a great presentation on Complete Streets and what that means, and how municipalities utilize Complete Streets thinking in their project planning as well as their new development approvals. At a high level, Complete Streets means taking into account all modes of transportation when planning, designing or constructing projects; pedestrian, people with disabilities, bikes, and how all of those modes can safely integrate with vehicle traffic.

### Snow

Staff has dealt with the typical issues we see in winter and have continued to keep service level high, even with two new members still looking to obtain CDLs. On side streets, they have been using less salt in our continued efforts at reduction.

### Office Hour Change

For years, the posted office hours of the Public Works & Utilities Department have been 7:30am to 3:30pm. Given our lean staff levels Village-wide, we changed the posted hours to align with the Parks & Rec Department in our building as well as Village Hall. This will provide coverage across the phones and in-person visits when staff is unavailable. As of Monday, January 31st Department hours are 8:00am – 4:00pm Monday through Friday. Department field staff will still keep their hours (6:30am – 2:30pm).

### Staffing Update

The position description for the new Public Works Position is complete, after consultation with experts in municipal recruitment we changed the title to Deputy Director of Public Works & Utilities. The Village is utilizing GovHR for assistance with the candidate recruitment and the process will kick off later this week. Larson hopes to have the position filled by late April – mid-May.

## 8. Approve the minutes of the January 4, 2022, Public Works & Properties Committee meeting.

**Motion** by Hackel, seconded by Kieck, to approve the January 4, 2022 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, March 1, 2022, at 6:00 pm.

## 10. Future Agenda Items

- No specific items were listed

## **11. Adjournment**

**Motion** by Hackel, seconded by Elmore, to adjourn at 7:18 pm. Motion carried with a unanimous voice vote of 4-0-0.

Respectfully submitted Kristen Krause, Utility Clerk.

Approved on: 4/5/22

*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.*