

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF FEBRUARY 2, 2021**

1. **Call to Order.** The meeting was called to order at 6:01 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, and Mike Hackel. Scott Schuerman was absent. Also present were Public Works Director JJ Larson, Village Engineer Kevin Lord of MSA, Village Administrator Matt Giese, Deb Beaver of William Ryan Homes and Wade Huston of RG Huston.

3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**

None.

4. **New Business**

a. **Discuss and consider infrastructure modifications to Shady Grove.**

Deb and Wade presented the requested changes to the Shady Grove infrastructure; reduction in asphalt and base course depth to allowable Village standards, modification of storm pond overflow, reduce engineered soil in bio pond, reduction of water service lines from 1-1/2” to 1”, reduction of Buss Road from four-lanes to two, changing the intersection of Fundamental Way and BB to a right-in/right-out, and to change the bike path on Buss Road to a 5’ sidewalk. Eberhardt asked about the street and water modifications; Lord and Larson said they were still to Village specs. Williams brought up the request to change the bike path to sidewalk and said that the Village has been growing these pathways and that the Board was not likely to approve this change. Larson indicated that an 8’ path would be fine with staff in this area. Hackel asked Lord about the reduction in engineered soil and Lord responded that change would not be recommended. Hackel asked about the plan for driveways along Buss as presented and mentioned that previously the Committee had recommended installing Buss Road as two lanes, but with the outside curb and gutter with two total lanes of asphalt and a large grass median for future expansion. Hackel asked about the Fire Chief’s opinion on the median at Fundamental, Beaver responded that it will be roll-over curb. Motion by Hackel, seconded by Kieck to recommend approval of the proposed changes with the exception of the engineered soil, and with keeping Buss Road the same as the Committee originally intended with outside curb and gutter and two lanes paved, as well as an 8’ asphalt bike path in lieu of the 10’ bike path. Motion passed with a unanimous voice vote of 4-0-0.

5. **Old Business**

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

Lord reported that the real estate documents have been sent and homeowners were beginning to send them in. Lord has reached out to the landowner on Vilas about the storm pond and is working with the Village Attorney on that land acquisition.

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

Lord reported that final design is in process, and that he had reached out to the School District about the planned bus routes at the new school.

c. **Update on road salt reduction.** Larson reported that the reduction plan is going very well, and he plans to present a larger scope plan for next winter to the Committee in the coming months.

6. **Engineers Report**

Lord started by mentioning that the PARC grant application materials will be coming due and that a Board resolution is required as a part of seeking this grant, so he plans to bring the item back for the March Committee meeting.

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA is working to complete the plans for the intersection of Buss Road and CTH BB based on the approved drawings from Public Works and the Village Board. The school has been updated and MSA has reached out to the school on the bus traffic to associate with turning lanes and the turning lane on Buss Road is being extended to match those on CTH BB. MSA is working with the

Village on conversations with Shady Grove but currently the turning lanes are being included in the design. 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 has been completed for the Phase 2 improvements which includes the extension of Damascus Trail.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA has submitted the plans and specifications for the grant funded portion of the path project and Clark Street in order to keep that portion of the project moving on the WisDOT timeline. MSA is in the process of completing the land acquisition easements along the corridor. MSA is evaluating the drainage areas for the proposed pond on the west side of Vilas Road within the Reed Widen property and looking at the required property needs. 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 once this information is known.

MAIN STREET BIKE PATH PARC GRANT – The Dane County Parc Grant application material is now available. MSA was instructed to apply for the grant funding for the Phase 2 portion of the path by the Public Works Committee. Ideally the additional improvements along CTH N of urbanizing the remainder of the roadway between School Road and Limestone Pass may be included with the project dependent on funding. Discussions with the timing was started based on the anticipated grant timing and the time of the year as to whether this project would be 2021 or 2022.

QUARRY RIDGE ESTATES – Review of documents including storm sewer calculations 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 Comfort Suites Hotel, and Farris Auto.

DEVELOPMENT REVIEWS – MSA has been reviewing the development submittals for new developments. Current review sites include Movin’ Out on Windsor Avenue, Metcalf Condo Development between Cork Crossing and Sandpiper, and Cottage Grove Commons Phase 2. MSA has been involved with discussions regarding both the Farm Development and Shady Grove on some anticipated construction costs as requested.

COMMERCE PARK INFILTRATION ANALYSIS – MSA has completed a draft of the soil analysis completed at the Commerce Park within the vacant Village lots and are preparing the document to submit to DNR for review and comment.

MAIN STREET (CTH N) URBANIZATION – 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. The County did affirm this could be completed with the bike path project as ineligible items for the grant but completed as one project.

7. Directors Report

Clark & Grove St. Reconstruction Project

Legal team working on agreement with property owner for stormwater pond.

Main Street Bike Path – Phase 2

Grant documents just became available for PARC grant funding. Grant applications aren’t due until June, MSA will be submitting for the Village.

Village Hall Sign

Sign is complete

Snow

Crew has handled a number of varied events this month very well, while I receive the typical phone calls after/during each event, none have been significant.

Equipment – re-use

PD was kind enough to offer me the usage of the old squad they replaced. This frees up the pickup I used pre-pandemic to continue to allow our guys to keep using separate vehicles as much as possible. It also frees that truck up to help when we have seasonal staff in the summer – when even in normal times we are often short on vehicles.

Street Maintenance/Repaving plan for 2021

Talking with Marty, assessing and finalizing our recommended work for the year.

8. Approve the minutes of the January 5, 2021 Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Kieck, to approve the January 5, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

9. Set tentative date for next meeting.

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

10. Future Agenda Items

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

11. Adjournment

Motion by Kieck, seconded by Eberhardt, to adjourn at 7:01 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: 3/2/21

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.