

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF FEBRUARY 4, 2020**

- 1. Call to Order at the Former Public Works Building.** 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 Andy Eberhardt, Larry Kieck, Scott Schuerman and John Williams (chair). Mike Hackel was absent and excused. Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Village Engineer Kevin Lord of MSA and Village Trustee Melissa Ratcliff.
- 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. Discuss Village road salt use and potential pilot program.**

Larson explained that the delay in implementing the road salt use pilot program is due to still being down one CDL driver. He wants to make sure that all Public Works staff are on their regular routes before putting the program in action. There is a plan for the program in place, however, it is looking like it will not start up until next winter season. When implementation gets closer, Larson stated that he plans to notify residents in the neighborhoods where the modified salt use will occur. No formal action was taken.
 - b. Discuss potential Village leaf collection program.**

With positive feedback about a leaf collection program, Larson reached out to other communities that already provide this service. Many established communities similar in size to Cottage Grove already provide leaf collection. After speaking with Monona Public Works, Larson found that the Village could potentially get a decent leaf collection vehicle for about what a new dump truck costs. There is a new dump truck budgeted for this year, and Larson was wondering if the committee would like him to pursue switching the dump truck out for a leaf collection vehicle this year. The committee discussed this and decided it would be better to budget for a leaf collection vehicle in 2021 and leave the dump truck in for this year. Another issue is staffing the vehicle. Larson said he would keep this year’s dump truck in the budget and push back the 2021 dump truck to allow for budgeting of a leaf collection vehicle. He also noted that the DNR has not yet specified a date for when leaf collection will become mandatory.
- 5. New Business**
 - a. Discuss and consider addition of “No Parking” signs on Commerce Parkway.**

This issue was brought to Larson’s attention through a complaint from Stihl. They are concerned with the amount of street parking directly in front of their business, which at times, blocks their mailbox and has caused a lot of issues for semis entering/turning into their lot. Larson and Police Chief Dan Layber went out to the Stihl and noticed parking violators in front of Stihl. Larson also pointed out that Matt Pass, which is right around the corner, has plenty of on-street parking available and only a few businesses. **Motion** by Eberhardt, seconded by Kieck, to approve the installation of “No Parking” signs on Commerce Parkway at both the entrances to Stihl and in front of their mailbox. . Motion carried with a unanimous voice vote of 4-0-0.
 - b. Discuss potential modification of Ordinance §305-7 Emergency Snow Removal Regulations.**

Larson surveyed ten other area communities to find out who or which entity declared snow emergencies. The results ranged from a Public Works Director, Police Chief, Mayor, City Manager, Street Superintendent to no one, just set rules for when an emergency can be declared. The best

discussion he had was with the Deerfield Public Works Director who said he is in charge of declaring snow emergencies. He also said that he has only declared one such emergency in over 20 years because they have alternate side parking in place through the winter season. This would be a similar situation for Cottage Grove. Committee members have no issue with Larson being designated as the person who can declare a snow emergency if the need arises. They feel like the person who is in charge of clearing the streets of snow, should also be the person to declare an emergency. Larson will work on updating the language for the ordinance and bring it back to the committee next month. No formal action was taken at this time.

6. Engineers Report

Quarry Ridge Subdivision

Surety is reduced from \$850,000 to \$350,000 with asphalt surface course, sidewalk and restoration remaining for the spring. A new annual Land Disturbance Permit was released for the quarry area. The permit provides limited operational hours and requires an added gate on Matt Pass to prevent random access and dumping from occurring.

Buss Road/Cottage Grove Road Intersection Plan

James Bongard of MSA will be communicating with landowners to prepare the improved geometry plans for the intersection.

5th Addition to Westlawn Estates

Contractor called and noted the typical roadway section on the plans was incorrect. MSA approved the typical section from the previous additions.

Cottage Grove Commons

Preconstruction meeting was held, and public construction will begin the end of February.

Vilas Road Sewer and Water

The soils report was completed and nothing out of the ordinary was noted. MSA completed the survey of the area and discussed alignments of the path to utilize the existing gravel path and work with the culvert extension along with minimizing wetland impacts. The path extends between Weald Bridge and Progress Drive. MSA will have more information about the plans and bidding in the future. Lord and Bongard will meet with Larson on Thursday this week to discuss the project and hopefully set a schedule for bidding.

Phoebe Bakken Park

MSA has the documents out to bid. The bid opening will be held on February 12. MSA is also checking with the DOT about the potential of reducing the speed limit in front of the park on Vilas Road.

Global Information System

MSA is near completion of the structure measurements of the sanitary and storm system for mapping capacity calculations. MSA is working on the mapping in order to verify the information from the field. We ordered flow meters to install in key sanitary sewer locations to determine the existing flows in Village interceptor sewers. These work items will help determine the level of development whether in the west or north that trigger the need for the farm interceptor.

West Parkview LRIP

MSA is preparing plans for the LRIP project of pulverizing and relaying West Parkview Street in the Village. The Village will receive approximately \$27,000 for the work through the program. MSA will have the project bid opening on February 28, in time for the March Public Works meeting.

Main Street Bike Path PARC Grant

MSA contacted Dane County to verify funding and discuss the second phase of the bike path project. Dane County indicated that there is no PARC Grant funding in 2020. They also noted that funding for the PARC Grant has typically been every other year, although there are no guarantees. If there is funding in 2021, Dane County will not take applications until summer of 2021. This would mean that if the Village waits for

the funding, the second phase of the bike path project would not begin until late fall of 2021. Lord also stated that the costs for the second phase of the project were higher than originally expected. The Village also hasn't yet applied for the \$182,500.00 reimbursement for phase one of the bike path. Another item that is still pending from the first phase is the "way finding" signage that is supposed to be placed along the bike path.

7. Directors Report

Snow & Ice

January made up for December in snow events. The staff have done a remarkable job, especially considering working around vacations, unexpected time off and still being down one CDL driver.

West Parkview Repaving Project

Plan to bid project out in February with a completion date of early July. This project will use \$27,000 of State LRIP (Local Roads Improvement Program) funds.

Changes to CDL License requirements

CDL License holders are now required to register with the Federal Clearinghouse. New entry drivers will have training requirements prior to obtaining a license, however, the start of this requirement has now been postponed until 2022 due to a lot of questions by participants.

ROW permit changes 2020

Larson would like to update the ROW permit. He has begun gathering information from other municipalities. The intention is to develop a formal cost for ROW permits based on size and scope and develop a more formalized process of approval, inspection and close-outs.

Construction specs

Larson, Lord and Bongard have begun working on updating the construction specs.

Stormwater Quality Plan update complete

The Village is in good shape in both of our watersheds. This updated plan identifies future projects; it quantifies their TSS and TP removals and estimated costs and keep them on the radar for financial planning. Presentation to the Village Board is planned following elections this spring.

Bike path along CTH N/Main Street

See Engineer's Report for an update on potential funding for phase 2.

Glacial Drumlin Bike Path Project (TAP Grant)

The Ad Hoc Committee has set a meeting date in mid-March to begin planning. A 2021 construction is being planned in conjunction with Clark Street. The Village portion of this path will be complete and ready when Dane County connects the path to Madison.

Facility Needs Study – 2020

Since the roof and HVAC at the old Public Works shop haven't been causing problems lately, Larson is not inclined to update either. Instead he would rather invest in a lighting upgrade at both the Village Hall and Municipal Services Building (MSB). The local company he has been working with for lighting would handle the upgrades and the payback would be 3 ½ years for the MSB and 7 ½ years for Village Hall. He wanted to gauge committee interest in pursuing both upgrades.

8. Approve the minutes of the January 7, 2020 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Eberhardt, to approve the January 7, 2020 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 meeting is tentatively scheduled for Tuesday, March 3, 2020 at 6:00 pm.

10. Future Agenda Items

- Update on lighting improvements.

- Discuss LRIP and West Parkview bids.
- Discuss and consider Snow Emergency Removal Ordinance language.

11. Adjournment

Motion by Eberhardt, seconded by Kieck, to adjourn at 7:18 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 3 /3 /20

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.