

**PUBLIC WORKS &  
PROPERTIES COMMITTEE**

Tuesday, March 3, 2020  
6:00 PM

Municipal Services Building  
210 Progress Drive

**MINUTES**

- 1) **Call Meeting to Order** The meeting was called to order at 6:03 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 Mike Hackel, Scott Schuerman and John Williams (chair). Andy Eberhardt and Larry Kieck were absent and excused. Also present were Public Works Director JJ Larson and Village Engineer Kevin Lord of MSA.

- 3) **Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.  
None.

- 4) **Old Business**

- a. **Discuss and consider language modification to Ordinance §305-7 Emergency Snow Removal Regulations.**

Larson presented the proposed language changes. Hackel asked if there are really issues with parking in the Village given that most properties have off-street parking. Larson responded that there is nothing significant, given the alternate side parking rule. Motion by Williams, seconded by Schuerman to approve the language modifications to Ordinance §305-7. Motion carried with a unanimous voice vote 3-0-0.

- b. **Update on lighting improvements at Village Hall and MSB.**

Larson indicated the order was placed and he was anticipating the work would begin in late March or early April.

- c. **Discuss Village road salt use and potential pilot program.**

Larson showed the area where he hopes to implement the salt reduction pilot program next winter season.

- 5) **New Business**

- a. **Discuss and consider bids for West Parkview street project.**

Lord presented the bid sheet and discussed the plan to pulverize and repave. Tri-County Paving was the lowest and prices came in under budget. Lord recommended awarding the contract to Tri-County. Hackel asked about the plan for the money given that the bids came in under budget. Larson responded that there are always areas that need asphalt patching and paving in other parts of the Village. Larson also discussed the possibility of using the money to bring the sidewalk ramps along W. Parkview up to the new ADA standards.

**b. Presentation of Annual Stormwater Report.**

Larson discussed the annual report. Larson also discussed how 2020 will require a significant increase in responsibilities related to stormwater and that DNR has indicated reports submitted next year will need to be much more comprehensive and detailed with more quantified data.

**c. Discuss Clark St. Reconstruction plan for 2021.**

Lord and Larson gave an overview of the history of the planning for Clark St. reconstruction, the TAP grant-funded bike path, the urbanization of the west end of Clark St. and the potential improvements that could also be incorporated into Grove St. The concept has angled parking added to the south side of Clark St. and stalls along the west side of Grove St. Hackel suggested that parking should be added to both sides of Grove St. Williams asked about the plan for the bike path at Vilas. Larson responded that it will end there with this project, the landowner across Vilas will be required to provide trail extension along their frontage when that development occurs. Larson stated the ultimate connection point with Dane County is undetermined because that project is still in development. There was discussion about the western end of Clark St. and potentially reaching out to the Town about improvements for that part.

**6) Engineer's report**

**Buss Road/Cottage Grove Road Intersection Plan**

MSA contacted landowners to prepare the improved geometry plans for the intersection. MSA traffic team is working on schematic to verify land needs.

**5<sup>th</sup> Addition to Westlawn Estates**

Contractor continuing to install utilities as weather permits. MSA is working with MMSD on deed restrictions for future phases at this time.

**Cottage Grove Commons**

Contractor said they are a bit behind schedule so public utilities will start in a couple of weeks, so in early March.

**Vilas Road Sewer and Water**

MSA is planning to bid both the path and the water and sewer projects in hopes of having bids for the April meeting. MSA has been verifying the permits and depths to reduce project costs as well as provide for the future drainage area planned.

**Global Information System**

MSA is working on the mapping in order to verify the information from the field and determine capacity at key points in the Village. Flow meters have been installed in key sanitary sewer locations to determine the existing flows in Village interceptor sewers and areas to further investigate for inflow and infiltration. 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**

Bids to be received on February 28<sup>th</sup> and the recommendation at March meeting.

**Main Street Bike Path PARC Grant**

MSA contacted Dane County to verify funding and discuss the second phase of the project.

### **MGSD Site Plan**

MSA provided comments on the site plans based on previous comments for utility extensions. Watermain and sanitary sewer connections along with street connections received comments. MSA submitted documents for the MMSD annexation of the school district property.

### **Glacial Drumlin Path/Clark Street**

MSA prepared a conceptual map to be shared with the Bike Path Committee on March 16<sup>th</sup>. MSA is looking at parking options and additional street improvements beyond the path limits.

## **7) Director's report**

Larson started by reporting on the lack of interest in the Seasonal Laborer position (over the last two years), but that he had a significant number of applicants for the Stormwater Intern position. He asked the Committee for thoughts on hiring two Interns, the budget is there for seasonal positions and with the increased stormwater requirements this would be a good use of Village funds. Committee members were supportive of the idea.

### **Snow & Ice**

- February saw a number of significant events; and weather forecasts were off a lot.
- Staff reacted well to all; even with little accurate forecast notice.

### **Staff Update**

- Both of our newest hires now have the CDLs; street plow routes are now fully staffed for first time this season.

### **W. Parkview repaving**

- Bids opening was Friday.

### **Capital Equipment Update**

- 2019 Plow Truck ETA - July.
- 2020 Plow Truck ordered last week; ETA for cab & chassis is April, completely built truck by December or January.
- Street Sweeper should be delivered late spring, early summer.

### **Stormwater Intern position**

- Phone interviews a few weeks ago.
- Interviewed 2 candidates last week.

### **Glacial Drumlin Bike Path Project (TAP Grant)/Clark St. reconstruction/potential Grove St.**

- Ad Hoc Bike Path Committee set a meeting date in mid-March to begin planning
- 2021 construction in conjunction with Clark St.
- MSA looking into options to offer street parking.
- Grove St. reconstruction may be planned as part of these projects; scope TBD.

- 8) Approve the minutes of the February 4, 2020 Public Works & Properties Committee meeting.**  
**Motion** by Hackel, seconded by Schuerman, to approve the February 4, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

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

The next meeting date is tentatively scheduled for Tuesday, April 7<sup>th</sup>, 2020 at 6:00 p.m.

**10) Future Agenda Items**

- Vilas Road Creek Crossing path bids.
- Update on lighting improvements.

**11) Adjournment**

**Motion** by Schuerman, seconded by Hackel, to adjourn at 7:21 p.m. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by JJ Larson, Director of Public Works & Utilities.

Approved on: 5/5/20

*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.*