

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF APRIL 5, 2022**

1. **Call to Order.** This virtual meeting was called to order at 6:00 p.m. by JJ Larson.

**Nomination for Chair Pro Tem.**

**Motion** by Jim Elmore, seconded by Larry Kieck, to appoint Heidi Murphy as Chair Pro Tem in the absence of John Williams. Motion carried with a voice vote of 4-0-0.

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 Jim Elmore, Mike Hackel, Larry Kieck and Heidi Murphy. Andy Eberhardt and John Williams (Committee Chair) were absent and excused. Staff present were Public Works Director JJ Larson, Village Engineer Josh Straka, and Utility Clerk Kristen Krause.

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

No public appearances.

4. **Old Business**

- a. **Update on Thaden Pond and overall stormwater project planning.**

Larson gave a brief history explaining that Thaden Pond had been a long-planned stormwater project. Once Straka and his team further examined the details around this project and contacted the DNR, they determined that there were some potential issues. Ultimately, they found that Thaden Pond would not be a viable project for our stormwater requirements. Straka did, however, identify two other possible projects that would provide credit towards our stormwater requirement: the northeast corner of Northlawn Park and the pond at Coyle Highlands. When presented with the two options, Village Board members requested that Straka focus on expanding the existing wet pond at Coyle, rather than creating a new wet pond at Northlawn. Straka presented information on the stormwater requirements, how many credits each project would give the Village in terms of meeting the requirements, and the concerns that the Village Board has about creating a pond at Northlawn. Straka indicated that he would like to get started on the Coyle Highlands Pond project for next year. The project would take the four bays in Coyle and turn it in to one larger bay. He also explained that the Dane County grant would apply to this project. The DNR will want to see progress on Coyle but has no hard-set time limits. Larson stated that the Village will want to keep making progress on reductions while still utilizing credit for Adaptive Management. He also said that he will communicate with Ehlers to get the updated numbers in the Financial Management Plan. Straka would like to get the Dane County grant application for Coyle submitted later this month.

5. **New Business**

- a. **Presentation of Village specifications and standard detail drawings.**

Even though Larson and previous Village engineers had been updating the Village’s specifications, Strand was able to come in and streamline the process. The specifications were simplified and involved three major changes: sumps in our inlets, having something to mark stormwater easements, and instead of only a first course of asphalt in a new development, have the full road built with a maintenance treatment placed once a majority of the homes are built. Hackel raised some questions about liability and possible damage to the road during the home construction process. He recommended that Larson reach out to a few developers and get their input on this change in the pavement process. Hackel also inquired about whose responsibility it will be to provide the maintenance surface/treatment. Larson said it would likely wrap in with the Village’s regular annual street maintenance. Larson also stated that the pavement process does not have to be included in the specs but could instead be included in the developer’s agreement.

**b. MS4 Annual Report.**

Larson recently updated the report and highlighted that the Village has performed more public outreach, completed items through the Sustainability Committee, reduced salt usage on Village streets and ensured more oversight of ongoing construction projects going on in the Village.

**c. Discuss meeting format moving forward.**

Larson explained that the Village has the capability of conducting hybrid meetings going forward, where committee members and attendees could participate either in person or virtually. Committee members were split on their preference for in person and virtual and agreed that the hybrid option would be fine. Larson will label future meetings “in-person,” with the option for people to attend virtually if wanted.

**6. Engineers Report**

**Shady Grove Subdivision**

No construction work was completed in March 2022. RG Huston Company, Inc. (RG Huston) plans to resume construction in April 2022.

**Authentix Cottage Grove**

The Village’s sanitary sewer testing was completed in March 2022 by Integrity Grading and Excavating (IGE). The storm sewer installation along Cottage Grove Road is tentatively planned for April 2022.

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

No construction work was completed in March 2022. Homburg Contractors, Inc. plans to resume construction in April 2022.

**Quarry Ridge Estates**

Quarry Ridge Phase C drawings and a land disturbance permit was approved in mid-March. A preconstruction meeting was held at the end of the month. The developer plans to have Snyder Excavating start construction at the beginning of April 2022.

**Erosion Control Checks**

Strand started to provide springtime weekly erosion control checks on development sites in the Village including: Cottage Grove Commons Phase 2, Dolphin Swim, Movin Out Glen Grove Apartments, Grand Appliance, Atlantis Valley Foods, Quarry Ridge Development, Shady Grove Subdivision, Authentix, and 5th Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory or compliant.

**Development Reviews**

Strand attended meetings with the developer’s engineer for Project Silver Eagle and other TID #10 developments. Some of the main topics discussed continue to include utility extension, traffic generation, County Truck Highway connections and stormwater control.

**Upcoming Village Projects**

Strand completed design of CTH N Urbanization and 2022 Street Projects (West Oak and Taylor Streets) in March 2022. Bidding for the projects will occur in April 2022. Construction is anticipated to begin in May and June 2022.

Strand is working with JJ on the solar array project for the roof of the Public Works and Police Department building. The project should be ready for bidding near the end of April.

Clark and Grove Streets was bid by MSA Professional Services, Inc. (MSA) in March 2022. RG Huston was the apparent low bidder on the project. Strand will take over the construction portion of the project moving forward. Construction is anticipated to begin in June 2022, after the Firemen’s Festival.

Strand has also worked with JJ over the last several months to create a standard specification cut sheet for utilities and public works projects. In addition, the standard detail drawings have been updated to reflect these specifications.

## 7. Directors Report

### **Committee Changes and Expansion**

The Public Works & Properties Committee will officially add “Sustainability” to its title and grow by two members. This change was formally approved by the Village Board and ordinance language was updated. The change was one of many made recently to streamline Village Committees and clean up redundant efforts. The vast majority of projects and plans presented at Public Works were also presented and discussed at the Ad Hoc Sustainability Committee and vice versa. With this change, Sustainability efforts and work will be codified and permanent (versus the Ad Hoc status).

### **Frontier pedestal restoration**

Larson was able to meet with staff from Frontier last month. Among the many items discussed, the staff member from Frontier indicated that he plans to complete the restoration around their existing pedestals that are outstanding from the first phase of the Main Street Bike Path Extension in 2019. Larson requested that he provide some design/detail for this Committee to see (photo included in packet). This plan is similar to what he plans to do around the existing pedestals adjacent to the path. Larson will reach out to area residents once Frontier has an official plan in place.

### **2022 Projects**

- **Main Street Bike Path Extension & CTH N Improvements.** Strand’s team completed design of the street improvements per Committee direction 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. The project is currently out for bid, closing April 8<sup>th</sup>.
- **Clark & Grove Street Reconstruction Project.** The project bidding is closed, and the project was awarded to R.G.Huston. Project is well under budget for construction and the legal team is finalizing the sale for the pond property. Larson met with Alliant, and they hope to bury the power prior to construction starting, which is planned for after the Fireman’s Festival.
- **East Taylor/West Oak Streets.** These projects will be bid together very soon. Assuming we receive our SMA documentation in time from the State for our LRIP funding, the plan is to also bid our small repaving of Weald Bridge Road with these as well.

### **Staffing Update**

GovHR completed the recruitment for the Deputy Director of Public Works position, and we have 16 applicants. Administrator Giese and Larson plan to review and interview in the coming weeks.

Our newest Public Works Technicians have both earned their CDLs and one has earned his DNR Waterworks Operator Licenses, and the other has completed the courses and is awaiting the exam date. Both have been training alongside veteran staff members across all duties and by all reports are doing extremely well.

### **Compost Bins & Rain Barrel Sale Underway**

The Village is partnering with the Friends of the Cottage Grove Library on an Earth Day event at Cottage Grove School on Saturday, April 23 from 10am-1pm. This is where we will also hold our rain barrel and compost bin pick up (assuming the shipment of compost bins is delivered by that date). There will be materials on water quality, conservation, and other sustainability efforts. Other events/programs for that day include the Dane County Trash Lab, teaching by a compost expert and hikes through the school forest lead by naturalists. Volunteers are still needed for this special day.

## 8. Approve the minutes of the February 1, 2022, Public Works & Properties Committee meeting.

**Motion** by Kieck, seconded by Hackel, to approve the February 1, 2022 Public Works and Properties Committee meeting minutes as presented. Motion carried with a unanimous voice vote of 3-0-1 with Murphy abstaining.

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

The next meeting will be in-person and scheduled for Tuesday, May 3, 2022, at 6:00 pm at Village Hall.

**10. Future Agenda Items**

- Discuss stormwater plans.
- Update on projects.
- Discuss developing a bike-ped plan (for future agenda).

**11. Adjournment**

**Motion** by Elmore, seconded by Kieck, to adjourn at 7:14 pm. Motion carried with a unanimous voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 5/3/22

*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.*