

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF APRIL 6, 2021**

1. **Call to Order.** This virtual meeting was called to order at 6:05 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), Andy Eberhardt, and Larry Kieck. Staff present were Village Administrator Matt Giese, Public Works Director JJ Larson, Village Engineer Kevin Lord, Village Planner Erin Ruth, Village Attorney Larry Konopacki and Utility Clerk Kristen Krause. Also present was Village Board Trustee Melissa Ratcliff and one member of the public.

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

Lord received the documentation today needed to put the project out to bid, which will go out in papers next week. Bid opening will be scheduled for early May.

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

The project will go out to bid this week, with a bid opening on April 26. It is being bid out with the proposed Shady Grove development included, but Lord noted that the plans could be modified if Shady Grove steps aside. Lord is working on finalizing cost estimates with Larson and figuring out Dane County’s portion. Atty. Konopacki stated that a developer’s agreement with Shady Grove is still being worked on.

5. **New Business**

a. **Discuss and consider snow removal charges assessed to the property owner of Westlawn Estates 1st Addition Lot 148.**

Doug Noot, property owner of Lot 148 of Westlawn Estates 1st Addition, was present to voice his concern over the snow removal charges that he was assessed this winter. Mr. Noot claimed that he pays a landscaper to remove snow from the sidewalks at this property, however, the landscaper was on vacation at the time of the snow event. Mr. Noot was concerned that he did not receive a notice that the snow needed to be cleared before Village staff went out and cleared the sidewalks. He was also concerned about the fee that he incurred for the snow removal. Larson explained how the snow removal ordinance works and that the complaint over Mr. Noot’s sidewalks actually came in several days after the snow event. Atty. Konopacki explained that the \$100 snow removal fee includes a penalty component so that others are not inclined to utilize Village staff for regular snow removal. Since it was determined that Mr. Noot had been notified that his landscaper would be gone and that he typically pays for the snow removal service, it was Mr. Noot’s responsibility to have snow removed regardless of if his landscaper was on vacation or not. Giese also recommended that Mr. Noot petition the ordinance committee to possibly change the snow removal ordinance if he is not pleased with the current ordinance. No formal action was taken.

b. **Discuss and consider street repaving and maintenance plan for 2021.**

Larson recommended milling and repaving West Clover Lane from North Parkview Street to North Clover Lane this year. This section of the street sees significant amounts of traffic due to the proximity of Taylor Prairie School, has significant alligator-cracking and has potholes that have needed to be repaired over the last few years. For street maintenance, Larson is recommending chip sealing the newest portion of CTH N from CTH BB south to near Reynolds Street, and north from CTH BB to School Road. Dane County has agreed to assist with striping once the chip sealing is complete. Larson stated that both sections of CTH N will be priced out separately so that the work can be done as one or two projects depending on pricing.

Motion by Kieck, seconded by Eberhardt, to approve the street repaving and maintenance plan for 2021 as presented.

c. Discuss West Oak Street.

Larson stated that West Oak Street from Westlawn Drive east to CTH N is a very wide street in need of both repair and tightening of the roadway. It is currently in the Financial Management Plan for 2022. Larson also reported that he has received numerous concerns over the condition of East Taylor Street and Ridge Road and asked the committee if they would prefer to move that section up in the Financial Management Plan. Some different options for Oak Street were discussed, including adding a physical bike/pedestrian path, striping in a bike lane and adding traffic calming devices. Lord shared a concept plan for West Oak Street that showed striped-in parking and bike lanes. This plan would require striping maintenance but would be less expensive than putting in a physical bike/ped path that would require moving curb and gutter. Williams mentioned that a physical bike path would be safer than striped bike lanes on the street. Eberhardt asked Larson if it's possible to get cost estimates for both West Oak Street and East Taylor Street. Lord and Larson will get these estimates together and bring them to next month's meeting. No formal action was taken.

d. Update on Village Hall parking lot.

Due to the start of the facility study of Village buildings/property, Larson explained that maintenance to the parking lot at Village Hall is currently on hold. Giese noted that if committee members would like to see the maintenance completed regardless of the facility study, they could discuss the matter with the Village Board. No formal action was taken.

e. Update on sustainability programs; rain barrel sale.

There were 39 barrels sold in the first week of the sale. The sale goes through June 6 and distribution will occur on June 12. Larson stated that the sale is off to a great start and is hoping to make this an annual sale. Williams added that the Abiding Shephard Church will be holding a sustainability fair soon which will likely increase the sale of rain barrels.

6. Engineers Report

Buss Road/Cottage Grove Road Intersection Plan

Plans and specifications are being finalized for bidding. The current plan is to advertise on April 8th and 15th with a bid opening on April 23rd to allow for a possible project award by the Village Board in early May. The plans have been submitted to Dane County and MSA is currently addressing comment and have included additional items requested by the County including the cross-culvert replacement to be funded by the County. The plans have also been provided to Findorff for review with the school work being completed at the entrances. Currently, the plan is showing the turn lanes for Shady Grove and utility crossings, however, once those number are finalized with the bid, there will need to be an agreement in place for the portion funded by Shady Grove prior to that work being constructed. MSA is working with the City of Madison on the signal requirements since they complete the maintenance and to coordinate equipment.

5th Addition to Westlawn Estates

Utility work has been completed for the Phase 2 improvements which includes the extension of Damascus Trail. Roadwork will continue when weather cooperates.

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 moving along on the WisDOT timeline. MSA is in the process of completing the land acquisition easements along the corridor and addressing utility questions. Once the easements are secured, WisDOT will authorize the bidding of the project. The plat was recently revised to eliminate one owner that was not being responsive. MSA is now anticipating approval to bid from WisDOT in the next week or two.

MSA is awaiting approval from the landowners on the stormwater options. The Village has reached out and is assisting with communicating with the owners. MSA has assisted in evaluating estimated utility costs.

Main Street Bike Path PARC Grant

MSA has completed a draft of the Dane County PARC Grant application and is reaching out to Dane County for a review of the draft that Public Works has seen. The Village has approved a resolution of support for the project. MSA will hold on the final plans until we hear on the PARC Grant and depending on the timing and success of the grant, will determine the timeline of the project.

Quarry Ridge Estates

Contractor is looking for option to start on utilities for Phase B while working through the Koch Pipelines easement concerns. A preconstruction meeting has been held and shop drawing reviews have been ongoing for the utility structures.

Erosion Control Checks

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons Phase 1 or 2, the Comfort Suites Hotel and Farris Auto.

Development Reviews

MSA has been reviewing the development submittals and providing information for new developments. Current review sites include the Continental Development, Grand Appliance on Lot 14 of the Commerce Park, and the Metcalf Condo Development between Cork Crossing and Sandpiper Trail. MSA has been involved with discussions regarding Shady Grove on some anticipated construction costs as requested and what to include with the Buss Road and CTH BB Plans.

Commerce Park Infiltration Analysis

MSA has received some additional information from the DNR as to the existing soil analysis completed at the Commerce Park within the vacant Village lots and are preparing the document to submit to the DNR for review and comment. Conclusions were that the Grand Appliance lot was determined exempt from infiltration and the lot at the intersection of Landmark Drive and Commerce Parkway next to Madison Window Cleaning will need some additional soil analysis.

Main Street (CTH N) Urbanization

MSA will be waiting until we hear on the PARC Grant application prior to determining the full limits of the project and how it relates to the bike path project.

7. Directors Report

Clark and Grove Streets

The Village Engineer and legal team are working on an agreement with the property owner for placement of a stormwater pond.

Main Street Bike Path – Phase 2

MSA will be submitting a PARC Grant Application for the Village of Cottage Grove.

Village Storm Water – MS4 Report

The annual report has been submitted to the DNR. The Village now has more formalized, documented processes and procedures for all aspects of storm water management. We also have a much more robust system of documenting, recording and reporting inspections, maintenance activities, etc.

Snow

The approved Snow & Ice Control Policy hasn't been updated since 2011. Given the success of the salt reduction programs and the plans to expand it, Larson plans to update the policy and bring it to this committee in the coming months. A few items of note to be addressed in the revisions are to update the map/class of streets, identify areas that will be treated (salt/brine/other) such as hills and busy intersections, and to update the mailbox policy.

Street Sweeping

Due to the good weather, were able to get an early start to sweeping some of our main streets this spring. Between 28-29 tons of debris have been removed so far. We were also able to get the street sweeping unit into the vendor early this year for the annual inspection and maintenance .

8. Approve the minutes of the March 2, 2021 Public Works & Properties Committee meeting.

Motion by Eberhardt, seconded by Kieck, to approve the March 2, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

9. Set date for special meeting for consideration of CTH BB/Buss Road award recommendation.

The special meeting for consideration of the CTH BB/Buss Road award will be held on Tuesday, April 27, 2021 at 6:00 pm.

10. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, May 11, 2021 at 6:00 pm.

11. Future Agenda Items

- Update on the Buss Rd/CTH BB project.
- Oak Street and East Taylor Street.
- Update on Clark & Grove Street project.

12. Closed Session:

The Public Works and Properties Committee will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Discuss options for acquiring property rights for storm water improvements for the Clark and Grove Street improvements.

Motion by Williams to enter into closed session at 7:02 pm, seconded by Eberhardt. Motion carried with a roll call vote of Eberhardt AYE, Kieck AYE, Williams AYE.

13. Reconvene into open session and possible consideration of closed session items.

Motion by Eberhardt to reconvene into open session at 7:32 pm, seconded by Kieck. Motion carried with a roll call vote of Eberhardt AYE, Kieck AYE, Williams AYE. No action taken at this time.

14. Adjournment

Motion by Kieck, seconded by Eberhardt, to adjourn at 7:35 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted Kristen Krause, Utility Clerk.

Approved on: 5/11/21

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.