

# VILLAGE OF COTTAGE GROVE PUBLIC WORKS, PROPERTIES & SUSTAINABILITY COMMITTEE

## MEETING MINUTES OF MAY 3, 2022

1. **Call to Order.** This virtual meeting was called to order at 6:00 p.m. by Heidi Murphy.
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 Heidi Murphy (Committee Chair), John Williams, Jim Elmore, Mike Hackel, Andy Eberhardt, Ryan Minor and Larry Kieck. Nick Hess was absent. Staff present were Public Works Director JJ Larson and Village Engineer Josh Straka. Brian Peterson, soon-to-be Deputy Director of Public Works & Utilities was also present.
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 stormwater project planning**

Larson stated that after further review by Strand’s stormwater team, the project plan to expand the wet ponds in the Coyle Highlands would not offer the TSS and TP removals we had hoped to get. Straka summarized the investigative work completed over the recent months and gave the new committee members background on the Thaden pond and why it is no longer the preferred stormwater project. The plan is to pause and allow Strand’s team time to investigate the Village’s overall stormwater system and to come up with a list of projects and prioritize. Straka mentioned that the pond in Northlawn is likely the most advantageous project, Hackel stated that project just needs more community outreach and communication. Eberhardt asked about Thaden and the needs it was meant to address being a concern. Larson and Hackel explained that that project didn’t address any issue aside from solids and phosphorus removal to meet DNR standards. Larson indicated they would adjust the Financial Management Plan accordingly in the coming months.
  - b. **Discuss Village specifications and standard detail drawings.**

Larson explained that he kept the item on the agenda and the documents in the packet for the benefit of the new committee members. There was a brief summary of the discussion around asphalt and how that is best left to be handled at the developer agreement level. Hackel asked about formal approval, Larson stated that if there are no recommended changes, that could happen as early as the next meeting.
  - c. **Update on-going Ad Hoc Sustainability initiatives; Solar on MSB, BCycle, events.** Murphy gave an update on the solar project and Straka confirmed it will go out to bid soon. Murphy also updated the committee that due to supply-chain issues, BCycle is unable to provide them this year. There will be a Bike/Ped plan developed for the Village in the near future. The Village participated in an Earth Day event with the Friends of the Library group. Minor updated the committee on plans to work with the Firemen’s Fest to develop a waste management plan and do something similar with the Night Out event later in the year as well. Murphy brought up the idea of offering incentives for making homes EV ready.

### 5. Engineers Report

#### **Shady Grove Subdivision**

RG Huston Company, Inc. (RG Huston) resumed construction in mid-April 2022. Sanitary sewer main was completed in late April 2022. Water main, sanitary laterals, water main services and storm sewer infrastructure will continue to be installed for the rest of the subdivision before road infrastructure will be constructed. Strand is currently working with the developer regarding site runoff to private properties west and south of this development.

#### **Authentix Cottage Grove**

Integrity Grading and Excavating (IGE) installed the storm sewer along Cottage Grove Road at the end of April 2022. Road improvements, including widening Cottage Grove Road and curb installation, are tentatively slated for the first weeks of May 2022.

#### **Fifth Addition to Westlawn Estates**

Homburg Contractors, Inc. (Homburg) resumed construction in mid-April 2022. Sanitary and water main services have been completed. Testing of the utilities will occur in May 2022 with the grading and roadway construction for Paris Lane.

#### **Quarry Ridge Estates**

Snyder Excavating started construction in mid-April 2022. Snyder started with sanitary sewer and services on Melissa Lane. At the end of April 2022, Snyder & Associates and Developer requested a profile change on Melissa Lane to reduce the amount of cut in the area. This plan change was approved by Strand and utility installation will continue through May 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, Alantis Valley Foods, Quarry Ridge Development, Shady Grove Subdivision, Authentix, and Fifth Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory or compliant. Several sites have had to address issues this spring.

#### **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 (CTH) connections and stormwater control. The Project Silver Eagle PIP No. 2 submittal review letter was submitted to the Village and the developer's engineer in mid-April 2022.

#### **Upcoming Village Projects**

CTH N Urbanization and 2022 Street Projects (West Oak and Taylor Streets) bidding for both projects occurred in April 2022. Raymond P. Cattell was the apparent lower bidder of the CTH N Urbanization. Homburg was the apparent low bidder for the 2022 Streets Projects. Construction is anticipated to begin in May and June 2022.

Strand is working with JJ Larson on the solar array project for the roof of the Public Works and Police Department building. The project should be ready for bidding in May 2022.

Clark and Grove Streets was bid by MSA Professional Services, Inc. in March 2022. RG Huston was awarded the contract in April. 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 worked with JJ Larson 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. If there are any questions or concerns, prior to finalization, Strand will edit for Village preferences.

## **6. Directors Report**

### **2022 Projects**

**Main St. Bike Path Extension & CTH N Improvements.** The project bid closed, and Cattell was the low bidder and should be approved for award at the May 2<sup>nd</sup> Board meeting.

**Clark & Grove St. Reconstruction Project.** The project bidding closed, and the project awarded to RG Huston. Project is well under budget for construction, the legal team is finalizing the sale for the pond property. I met with Alliant and they hope to bury the power prior to construction starting – which is planned for after Firemen's Fest.

E. Taylor/W. Oak. These projects had bid opening on April 28<sup>th</sup> with Homburg as the low bidder, approval expected at the May 2<sup>nd</sup> Board meeting. We did receive our SMA from the State in time to include the planned repaving of Weald Bridge in this bidding as well in the hopes of getting the best price for that small project as a part of our Annual Repaving Plan.

### **Radar Traffic/Speed Count**

I completed the first traffic data collection with our new device on CTH N/Main St. just south of Reynolds. The device collects very detailed information that we can upload into spreadsheets for further analysis; traffic counts, speeds, vehicle size (S, M, L). This committee will definitely be seeing this information moving forward as we plan future projects and assess concerns we hear from citizens.

### **Staffing Update**

GovHR completed the recruitment for the Deputy Director of Public Works position, and we ultimately had 17 qualified applicants. We've made an offer to Brian Peterson and he's accepted and plans to begin on May 16<sup>th</sup>. Brian brings decades of Public Works experience at all levels and will be a strong addition to our team.

### **Earth Day Event/Compost Bins & Rain Barrel Sale**

The Village partnered with the Friends of the Cottage Grove Library on an Earth Day event at Cottage Grove School. We had educational materials available on pollinator gardens, rain gardens, our Adopt-A-Storm-Drain program and other environmentally friendly materials (although the wind made the displays an on-going battle all day).

This event also doubled as our compost bin and rain barrel pick-up date. It was a resounding success, we sold out of our surplus rain barrels (had to turn people away) and only had two compost bins remaining for sale by the end of the day!

#### **7. Approve the minutes of the April 5, 2022, Public Works & Properties Committee meeting.**

**Motion** by Hackel, seconded by Elmore to approve the April 5, 2022 Public Works and Properties Committee meeting minutes as presented. Motion carried with a unanimous voice vote of 6-0-0.

#### **8. Set tentative date for next meeting.**

The next virtual Zoom meeting is tentatively scheduled for Tuesday, June 7, 2022, at 6:00 pm.

#### **9. Future Agenda Items**

- Stormwater
- Specifications and detail drawings

#### **10. Adjournment**

**Motion** by Hackel, seconded by Eberhardt, to adjourn at 6:42 pm. Motion carried with a unanimous voice vote of 6-0-0.

Respectfully submitted JJ Larson, Deputy Administrator/Director of Public Works & Utilities.

Approved on: 6/7/22

*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.*