

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

1. **Call to Order.** This virtual meeting was called to order at 6:09 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, Jim Elmore, Mike Hackel and Larry Kieck. 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.**

New Village Engineer Josh Straka of Strand Associates introduced himself to the committee.

4. **Old Business**

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

Work has begun on the west end of the bike path portion of the project. Currently waiting for Alliant Energy to bury their lines before work can commence on the east end of the project. Temporary culverts have been placed until the storm water system is put in place next year. The project will be done in two phases due to landowner negotiations; the grant funded bike path portion will be done this year and the Clark and Grove Street improvements next year. Larson assured the committee that supplies will not affect this project as the contractors were well prepared. There is no new update on the Dane County portion of the bike trail at this time.

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

The project is on schedule as of today, Alliant Energy utilities are still needing to be moved and traffic issues remain a concern. Recently, the Village met with both the Town of Cottage Grove and Dane County to discuss the traffic issues. Traffic signals will likely be arriving late, so a 3-way stop will be put into place temporarily.

c. **Update on sustainability programs; final report on 2021 Rain Barrel Sale.**

Larson reported that 88 barrels were sold this year and expects to expand and improve on the program next year. In addition to rain barrels, Larson is hoping to be able to offer compost bins next year.

d. **Update on Construction Specs.**

With the engineering transition, Larson reported a delay in the updating of the construction specs. He will be working with Strand on the updates moving forward. He can bring any changes/highlights to the committee for review.

5. **Engineers Report**

Buss Road/Cottage Grove Road Intersection Plan

The Contractor has started Construction and is currently ahead of schedule with the weather. MSA has been working with the Contractor and utility companies on conflicts and removal of existing equipment. Roadway widening areas have been proof rolled and the existing roadway pulverized. MSA has been working with the Village and the Town with the assistance of Dane County on traffic control. MSA has addressed questions from the public as the project progresses.

5th Addition to Westlawn Estates

MSA has been onsite during the roadwork within the Phase 2 improvements. Current work is associated with the concrete sidewalks.

Glacial Drumlin Path/Clark Street

Construction has just begun on this project within the last two weeks. MSA held a public informational meeting on the project along with a preconstruction meeting with the Contractor and utility companies. Due to utility conflicts, the Contractor is starting with the westerly portion and will leave the Clark Street section between Bass Street and CTH N to begin the roadway closure following the utility construction.

MSA is finalizing the design of the Clark and Grove Street projects along with specifications with the recent soil borings for the pond on the west side of Vilas Road. MSA is coordinating the utilities for the project and anticipating the project will be a 2022 project currently with negotiations yet to be completed with the landowner

Main Street Bike Path PARC Grant

MSA has submitted the PARC Grant and associated documents to Dane County and have confirmed the receipt of the application from the County contact. 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 along with potential additional improvements along CTH N.

Quarry Ridge Estates Phase B

Contractor has finished the utility work on Phase B and is currently working on the roadway work. Curb and gutter were installed, and pavement is being completed.

Cottage Grove Commons – Phase 2

MSA has been present for the current sidewalk construction that has been ongoing.

Erosion Control Checks

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

Development Reviews

MSA has been reviewing the development submittals and providing information for new developments. Current review sites include the Continental Development and the Grand Appliance on Lot 14 of the Commerce Park.

W. Clover Lane Street Reconstruction

The project has been contracted and construction is currently planned for the week of July 12th. Surface pavement is planned for July 19th pending weather. The Village has sent out letters to folks along the corridor.

6. Directors Report

Glacial Drumlin Trail Project

There was a pre-construction meeting on June 18th. The Contractor plans to begin work on the western path portion first, with less street work. Alliant still has to get in and bury their electric lines and plans to do so prior to Huston's crew working on the street portion between Main Street and Bass Street.

Clark and Grove Street Reconstruction Project

The Village Engineer and legal team are working on an agreement with the property owner for the stormwater pond. Soil borings were completed, and preliminary information was shared with the property owner for the borings taken on their site where the future stormwater pond will be.

BB/Buss Project

Construction itself has progressed well. The closure has created some concerns, particularly from Town residents, as traffic has increased on particular streets as drivers take other routes around the project. Staff met with representatives from the Town and Dane County to talk about the concerns.

Storm Sewer Work

Staff has been working on cleaning a number of stormwater outfalls and making various repairs. Many of these are in difficult-to-access backyards; making the work challenging for staff.

CTH N/Main Street Chip sealing

Fahrner Asphalt is planning to coordinate our chip seal work with other work they have in the area. Tentatively, it's looking like the second or third week in July. Dane County will handle re-striping for us.

Sidewalk Work

Sawcut repairs are completed for the year and staff will be coordinating replacement work with our local contractor as schedules allow. Work will hopefully be done within a month. Overall, there is less to be replaced than last year.

Facility Study underway

Architects from FGM have continued to develop the facility study. Staff met with their team last week and saw initial layouts of our Village facilities; Village Hall, the Municipal Services Building and the Public Works Shop and how they fit now and with anticipated space needs as the community continues to grow.

Engineering Firm Update

The Village will be transitioning to a new firm for engineering services. Moving forward, Strand Associates will be taking over duties as the Village's engineering services provider. MSA will continue through completion of all ongoing projects. So, for the foreseeable future, there will be times when representatives from Strand and MSA may be in attendance at these meetings.

Position Update

On June 21st, the Village Board approved adding the title of Deputy Administrator to my Director of Public Works responsibilities. As a part of this transition, the Village will look to add a new management level position to the Public Works Department in 2022 with more specific discussion and details to come during budget meetings.

7. Approve the minutes of the June 1, 2021 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Hackel, to approve the June 1, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-1, with Elmore abstaining.

8. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, August 3, 2021 at 6:00 pm.

9. Future Agenda Items

- Update on the Buss Rd/CTH BB project.
- Update on bike path and Clark & Grove Street project.
- Construction specifications.
- Update on street maintenance.

10. Adjournment

Motion by Hackel, seconded by Kieck, to adjourn at 6:26 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted Kristen Krause, Utility Clerk.

Approved on: 8/3/21

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.