

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF AUGUST 2, 2022**

**1. Call to Order.** The hybrid meeting was called to order at 6:00 p.m. by 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 Chairperson Heidi Murphy, Jim Elmore, Nicholas Hess, and Larry Kieck. Andy Eberhardt, Mike Hackel and Ryan Minor were absent and excused. Staff present were Public Works Director JJ Larson, Deputy Public Works Director Brian Peterson, Village Engineer Josh Straka and Utility Clerk Kristen Krause. Two representatives from Hydrite Chemical and one member of public were also in attendance.

**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 draft Bike and Pedestrian Comprehensive Plan.**

Larson is working with Village Communications Manager Gabe Altenbernd on how to best utilize maps in the plan. He is also looking at how current and future projects will be incorporated with the Bike and Pedestrian Plan. Murphy suggested taking the plan to the Parks and Recreation Committee for input and to determine how their projects will be included in the plan.

**b. Update on solar panels for the Municipal Services Building.**

One bid was received from a local Madison company. Installation is anticipated either later winter or early spring of 2023.

**5. New Business**

**a. Discuss pickup truck replacement guidance.**

For next year, Larson and Peterson are proposing the replacement of a ¾ ton work truck and the purchase of a new staff vehicle. All-electric options, hybrid options and more-fuel efficient vehicles were discussed. Committee members decided to defer to staff to pick the vehicle(s) that would work best for its intended use, but would also like them to see if there was an electric or hybrid.

**b. Discuss capital plan.**

Peterson and Larson discussed the current fleet and stated that it is best to have at least five (5) trucks maintained in the fleet. Changing over to a smaller loader and leaf collection vehicle were also discussed.

**c. Discuss recommended projects in the Financial Management Plan.**

Larson highlighted the projects that are listed in the initial draft of the plan. Those projects include construction of a retention pond at Northlawn Park, urbanizing the west side of CTH N from Oak Street to School Road including the addition of a pedestrian trail/sidewalk, bike path connection to McCarthy Park, bike path extension from Southing Grange to CTH N, and a bike path from CTH BB up Buss Road to the new school. There was much discussion about pedestrian improvements, especially on CTH N and CTH BB, which Larson will take back to the UniverCity group that is assisting with a corridor planning project. It was also noted that there will be an outreach for community involvement regarding the pedestrian improvements.

**d. Discuss industrial park streetlight upgrade or replacement.**

Peterson explained that a substantial portion of the Village-owned streetlights in the Commerce Park are not functioning and are difficult to maintain. He explained that there are two options: one, replacing all the old lighting with LED lights for approximately \$28,900 or two, have Alliant Energy replace all the

poles and lights over the course of 3-years for approximately \$23,000 each of those years. The downside of option one is that the poles that the Village currently have are discontinued and the existing poles are in poor condition. Advantages to option two, are that the service would be owned and maintained by Alliant, the poles come with a lifetime warranty and if any pole is hit and needs replacement, there is no charge to the Village. Peterson and Larson recommend going with Alliant Energy's poles and lighting, which they stated help reduce light pollution because of their lights downward positioning. Kieck questioned if the new lights would interfere with the airport, to which Larson responded that they can be moved if needed. Murphy asked if banners could be attached to the new poles from Alliant to which Larson responded that they could make something work.

**e. Discuss Hydrite's inquiry on a lighted pedestrian crosswalk at Hwy N and Progress Drive.**

Dave Volenberg and Tracy Linderman from Hydrite Chemical Company were present to request a pedestrian crossing near the intersection of Progress Drive and CTH N. They stated that there is a lot of bike and pedestrian traffic in this area and would like to see some safety improvements including a designated crossing near this intersection. Different options were discussed, but the proximity to another crossing and the difficulty in getting painting material for a crossing at this time, ultimately led to the decision to place a flag station for crossing at this area as a current solution.

**f. Discuss Sidewalk Repair & Maintenance Program.**

Peterson explained that the Village currently assumes 50% of the charge for any sidewalk maintenance, with the other 50% going to the property owner. Since trails/paths in the Village are paid for and maintained by the Village, he would like to see the Village move away from the 50% put on property owners and repair sidewalks in house. Committee members agreed that properties with sidewalks bore more responsibility than those with Village maintained paths/trails. **Motion** by Elmore, seconded by Hess, to recommend a change in the sidewalk ordinance so that property owners with sidewalks no longer have to pay for maintenance and repairs. Motion carried with a unanimous voice vote of 4-0-0.

## **6. Engineers Report**

### **Shady Grove Subdivision**

RG Huston Company, Inc. (RG Huston) completed the binder course of asphalt in the subdivision in late July 2022. The improvements on County Highway (CTH) BB, including the turn lane, were also completed. Strand is currently working with the developer and RG Huston regarding site runoff to private properties west and south of this development along with a water infiltration issue at the pumping station. Strand has proposed the property owner to the south of the development be contacted by the Developer to allow for positive stormwater drainage to the south. Currently, two model homes are built on this development and drain to the lift station.

### **Authentix Cottage Grove**

In late July, Integrity Grading removed the sediment from the stormwater basins and began restoring the pond. Remaining public works improvements at this development include paving of the parking lot for the Village dog park, asphaltic path in the park, curb and gutter replacement along CTH N, and restoration within the rights-of-way and along the large east retaining wall.

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

Homburg Contractors, Inc. (Homburg) restored the terraces along the current phase of development in July 2022. It is anticipated asphalt binder pavement will be placed before fall 2022.

### **Quarry Ridge Estates**

Snyder Excavating (Snyder) pulled off the site in July 2022 and have not made any progress this month. Snyder still needs to finish storm sewer installation and move to grading and road infrastructure construction, which are planned in August 2022. An updated schedule has been requested.

### **Other Development Projects**

HeyDay Development team submitted the first review of its development plan along Buss Road and Cottage Grove Road in mid-July 2022. Strand is currently reviewing the drawings for the Plan Commission meeting in August 2022.

### **Erosion Control Checks**

Strand continues to provide 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, Hydrite's Water Treatment Facility, JEK Multi-Tenant Building, Mini Storage Units, 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.

### **Village Public Works Projects**

For the 2022 Streets Improvements project, Homburg has completed all of the water main and services on Taylor Street. Road excavation and grading on Taylor Street began in mid-July 2022. Along West Oak Street, Homburg has placed curb and gutter and continues to fine grade for paving operations in August 2022. A change order will be processed for full water service replacement for two homes on Taylor Street as well as additional storm sewer structure replacements on Oak Street. Not as much base course material has been needed on Oak Street so, at this point, the project is within budget and may even be under budget by the end of the project.

The CTH N Urbanization construction project began in July 2022. The first traffic stage has been implemented, which shifted the traffic to the west on temporary pavement and storm sewer work began in late July 2022. Once all storm sewer is completed, Cattell will begin to fill and construct the new roadway on the east side of the road.

The Clark and Grove Street project continued with removals and grading operations in the park and the detention basins along Grove Street and Vilas Road. Storm sewer utility work began in late July 2022. Water main utility work is slated to begin in August 2022 followed by road grading. The Town of Cottage Grove has agreed to have RG Huston fully reconstruct its portion of Clark Street, which has completely deteriorated from all the construction traffic.

The 2022 Parks Improvement Project began in late July 2022 with Homburg beginning erosion control and grading operations. Spohn Ranch should begin the Bakken Skate Park and Pump Track project in August 2022.

The solar array project for the roof of the Public Works and Police Department building was bid in late July 2022. One bid was received and came in below Strand's cost estimate. The project is slated to begin in early 2023 to meet final completion by April 2023.

## **7. Directors Report**

Peterson reported that the message boards should be arriving by the end of August.

## **8. Approve the minutes of the July 12 2022, Public Works & Properties Committee meeting.**

**Motion** by Kieck, seconded by Hess, to approve the July 12, 2022 Public Works and Properties Committee meeting minutes as presented. Motion carried with a unanimous voice vote of 4-0-0.

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

The next meeting will be in-person/hybrid and scheduled for **Tuesday, September 13, 2022**, at 6:00 pm at Village Hall.

## **10. Future Agenda Items**

- Update on projects
- Discuss budget.

**11. Adjournment**

**Motion** by Elmore, seconded by Hess, to adjourn at 8:11 pm. Motion carried with a unanimous voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 9/13/22

*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.*