

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF AUGUST 3, 2021**

1. **Call to Order.** This virtual meeting was called to order at 6:03 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), Jim Elmore and Mike Hackel. Andy Eberhardt and Larry Kieck 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.**

None.

4. **Old Business**

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

Crews are still waiting for Alliant Energy to bury their lines, but it is anticipated that this will happen soon as Larson recently heard that Alliant will be getting the necessary equipment soon to complete the work . Huston has been working around the Alliant work areas.

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

Paving will likely occur very soon, with striping to follow shortly thereafter. Huston’s contractor will be doing the striping work. Larson reported that there are still a few traffic concerns and violations throughout the work area.

c. **Discuss and consider recommendations on capital projects for the Financial Management Plan.**

Larson presented updated cost estimates for the three capital project updates to the Financial Management Plan. Those updates include moving up the reconstruction of East Taylor Street/Ridge Road to 2022, expanding the CTH N/Main Street Bike Path Project to include additional urbanization of CTH N and adding an off-street bike path to the repaving project of Oak Street. Discussion was also had about the possibility of adding curb and gutter to the East Taylor Street reconstruction project. This work would require some road widening and curb cuts. Straka said that the curb and gutter work could possibly be added as an alternate bid with the project. **Motion** by Hackel, seconded by Elmore, to move forward with the capital projects plan as presented. Motion carried with a unanimous voice vote of 3-0-0.

5. **New Business**

a. **Discuss and consider stop sign modifications.**

After years of calls about unnecessary stop signs throughout the Village, three stop sign locations in the Village have been reviewed and determined to be unwarranted. Larson spoke with the Police Department and they are supportive of the removal of these unwarranted stop signs. The following stop signs are recommended for removal: the eastbound stop sign on Manley Lane at the intersection with Cork Crossing, the northbound sign on Landmark Drive at the intersection with Michelle Lane, and both stop signs on Killian Trail at the intersection of Donegal Drive. **Motion** by Hackel, seconded by Elmore, to approve modifying and removing the stop signs as recommended. Motion carried with a unanimous voice vote of 3-0-0.

6. **Engineers Report**

Buss Road/Cottage Grove Road Intersection Plan

The Contractor is continuing construction. MSA has been working with the Contractor on staking and construction monitoring. Pavement is planned for early August and is on schedule to be completed by the contract dates with the exception of the signals. MSA continues to monitor quantities and assist in determining the payments to the appropriate parties.

5th Addition to Westlawn Estates

MSA has been onsite when necessary during the roadwork within the Phase 2 improvements. Pavement is to be completed for the current phase.

Glacial Drumlin Path/Clark Street

Construction is continuing with the project. The project is on schedule to be completed by the contract dates. MSA has been providing construction observation and quantity verification along with construction staking as requested.

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. Due to current construction projects, the finalizing has been slowed a bit. 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. MSA is preparing a sales study report for the Widen parcel to assist in land values for the pond area.

Main Street Bike Path PARC Grant

MSA has heard good news from the County as they want to cover the assistance of the costs of the submitted projects. This may take an additional year of funding and approval within the budget. The initial recommendation is to go to the parks committee in August at which time a more formal acknowledgement is to be provided to the Village. Due to timing in 2021, it is anticipated to be a 2022 project and additional funding could come after the project is complete.

Quarry Ridge Estates Phase B

Contractor has finished the utility and paving work on Phase B. Concrete sidewalk remains as lots are constructed.

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 completed and a pay request approved.

Shady Grove

There will be a preconstruction meeting this Thursday, August 5.

Dolphin Swim

Contractors recently broke ground.

7. Directors Report

Glacial Drumlin Trail Project

As of this writing, Alliant Energy still has to get in and bury their electric lines. The grading for the bike path is done throughout and the Contractor began pouring concrete July 26.

Clark and Grove Street Reconstruction Project

The Village is continuing to work on an agreement with the property owner for the stormwater pond. The project design is being finalized by MSA; presentation of the final design will tentatively come to next month's meeting.

PARC Grant

Still waiting for official confirmation of any award; project will be a 2022 project and ideally will be bid in the early part of the year.

BB/Buss Project

Construction itself has progressed well and calls about traffic concerns have slowed. Utility crossings were completed, and paving is tentatively scheduled to begin soon.

CTH N/Main St Chip sealing

As of this writing, Fahrner has completed the chip seal and is finishing up sweeping operations. Dane County has completed most of the striping with crosswalks and railroad tracks remaining.

Sidewalk Work

All saw-cut repairs have been completed. Staff has been working on removals and prep work. The concrete contractor will begin forming and pouring as his team has availability.

Facility Study underway

Architects from FGM have continued to develop the facility study. I met with FGM and Upper90 Energy, a firm that specializes in energy analysis, and toured our existing facilities. The final report is on schedule for presentation in September.

Engineering Transition

Team from Strand continues to onboard quickly and has been very active in getting up to speed on the ongoing and planned Village projects and developments. Kevin Lord and his team at MSA have continued to be very responsive and helpful in sharing information and assisting in a seamless transition.

Department/Position Update

Work continues on the future planning of the Public Works/Utilities Department and the development of the new position in 2022.

Utility Technician and Public Works Technician Position Update

The Utility Technician position was recently filled by an internal candidate. There were five applicants and three interviews. Due to the internal candidate being hired, there is now an available Public Works Technician position. This position was posted today.

Alliant Energy Sub-Station

Alliant Energy recently reached out to the Village about the requirement of a new sub-station due to the growth in the community. The location is tentatively slated for Homburg's vacant parcel of land adjacent to the Municipal Services Building.

8. Approve the minutes of the July 6, 2021 Public Works & Properties Committee meeting.

Motion by Elmore, seconded by Hackel, to approve the July 6, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

9. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, September 7, 2021 at 6:00 pm.

10. Future Agenda Items

- Update on the Buss Rd/CTH BB project.
- Update on bike path and Clark & Grove Street project.
- Discuss budget.

11. Adjournment

Motion by Hackel, seconded by Elmore, to adjourn at 6:59 pm. Motion carried with a unanimous voice vote of 3-0-0.

Respectfully submitted Kristen Krause, Utility Clerk.

Approved on: 9/7/21

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.