

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF SEPTEMBER 7, 2021**

1. **Call to Order.** This virtual meeting was called to order at 6:00 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 (arrived at 6:20pm). 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.**

Alliant Energy has been on site burying their electrical lines and has made some good progress. Once they are done, Huston will wrap up their portion of the project. Larson also reported difficulty in contacting Frontier about their lines on Alliant’s poles but said that it won’t slow the project down.

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

Larson reported that the traffic signals are still a couple of weeks out for delivery, with no set date for installation. The project is mostly complete, aside from the traffic signals and a few punch list items. Larson had heard some complaints about the intersection and backups on the first day of school but said it has improved since then.

5. **New Business**

a. **Discuss landscaping at CTH N/I-94/CTH TT roundabouts.**

Hackel requested that the committee revisit the maintenance of the roundabouts now that it is known that the Village maintains at least the two southernmost roundabouts at CTH N and I-94. Since that area is considered a front door into the community by many, Hackel believes the roundabouts should be better maintained and improved from their current state. Larson recommended adding funds to the beautification account in the budget for next year. At this time, the Village has a lawn service that comes and cleans the roundabouts up, but this process is complaint driven and not for routine maintenance. Eberhardt suggested looking at the roundabout in Deforest as an example of a well-maintained roundabout. Elmore also recommended a retired area gardener that could possibly help improve the look of the current roundabouts. Williams suggested having staff spend at least a ½ day cleaning up the roundabouts and planting maintenance free vegetation. At next month’s meeting, Larson will bring back some budget numbers for beautification to help improve the roundabouts. No formal action was taken.

6. **Engineers Report**

Shady Grove Subdivision

R.G Huston has been clearing and grubbing, and mass grading the project area. Existing trees outside of the roadway disturbance limits for the project and future home footprints are being protected, where possible. Strand is currently reviewing shop drawings for the utilities and lift station. Manhole production has delayed the start of utility construction. Sanitary sewer construction is slated to begin the week of September 6, 2021.

Authentix Cottage Grove

Correspondence between the Developer, Strand and MSA has continued prior to approval of the development drawings. The only issues remaining on the drawings include sanitary sewer bury depth, control of the 100-year

storm event at the site, and the design of the large retaining wall along the east side of the development at the dog park. The Developer is still hoping to start construction in the fall of 2021.

5th Addition to Westlawn Estates

The final surface layer of asphalt was placed on London Avenue, Paris Lane and Damascus Trail for completion of the previous phase. Asphalt binder was placed on Damascus Trail for the portion of the work completed this year. Grading of Outlots 11 and 12 has begun for the stormwater facilities. Stormwater pipe construction on Canberra Circle and the piping to connect the two outlots is planned to begin in mid-September.

Cottage Grove Commons Phases 1 and 2

Phase 1 and 2 walk throughs were completed with JJ Larson. Phase 2's stormwater basins in Outlots 1 and 2 need to be completed along with sidewalks, lighting and restoration. Phase 1's final asphalt surface needs to be completed along with a punch list of items, including sidewalk, driveway aprons, restorations and a new asphalt patch on Gaston Road where the turn lane asphalt is failing.

Quarry Ridge Estates

Contractor poured sidewalk for the Phase B improvements and has begun restoration in the lots and terrace areas.

Erosion Control Checks

Strand has provided weekly erosion control checks as well as erosion control checks following rainfalls more than 0.5 inches on development sites in the Village: Comfort Suites Hotel, Cottage Grove Commons, Dolphin Swim, Movin' Out – Glen Grove Apartments, Grand Appliance, Quarry Ridge Development, Shady Grove Subdivision, and the 5th Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory. It should be noted that the Cottage Grove Commons has been in violation of several erosion control measures and Strand is working with the Developer to have those corrected.

Development Reviews

Strand is reviewing proposed developments as they are submitted to the Village. Grand Appliance and the Alliant Energy Bonnie Road Substation were recently reviewed. Atlantis Valley and JEK-CRE Multi-Tenant Building submittals are currently under review.

Upcoming Public Works Projects

Strand has been working with JJ Larson to update the budget for the Village of Cottage Grove's 2022 and 2023 projects. Some of those budget reviews have included West Oak Street, Taylor Street, the Main Street Reconstruction and bike path, and the second part of Clark and Grove Streets. Strand has also met with Larson to discuss a solar array roof mounted unit at the Municipal Services Building. Strand plans to hold a meeting with the WDNR to discuss the feasibility of Thaden Pond in late September or early October 2021.

MSA is still working on the Buss Road and Cottage Grove Road intersection and Glacial Drumlin Path/Clark Street project, and will provide a separate report for those projects, as needed.

7. Directors Report

Glacial Drumlin Trail Project

As of this writing, Alliant Energy has just started to bury their electric lines. Contractor has installed all of the asphalt and concrete that they are able to around Alliant's existing poles.

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 come to the Committee at the next meeting.

PARC Grant

Dane County has officially awarded the Village \$213,087 for Phase 2 of the Main Street Bike Path project.

BB/Buss Project

The road was reopened to traffic on August 20th. The most recent update has the traffic signals arriving in late September, so the intersection will remain as a three-way stop for the time being.

Sidewalk Work

As of this writing, there are only a small number of sidewalks left to be completed for the year. Invoices will be sent out once all of the work is complete for the year.

Facility Study underway

Architects from FGM have continued to develop the facility study and a final report is anticipated very soon.

Engineering Transition

The transition continues to go very smoothly. Strand has taken over most duties as Village Engineer and MSA is completing current projects, which include the intersection at CTH BB and Buss Road, the Glacial Drumlin Path along with the final design for the Clark and Grove Street project next year.

Public Works Technician position vacancy

We recently filled our Utility Technician position with one of our own, leaving a vacant Public Works Technician position. We've gotten a number of quality applicants, and interviews are scheduled for September 14th and 15th.

Public Works Operations Manager Position update

Planning continues on the position description, duties and responsibilities, and salary range for the new position in 2022.

8. Approve the minutes of the August 3, 2021 Public Works & Properties Committee meeting.

Motion by Elmore, seconded by Kieck, to approve the August 3, 2021 Public Works and Properties Committee with edit mentioned. Motion carried with a unanimous voice vote of 5-0-0.

9. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, October 5, 2021 at 6:00 pm.

10. Future Agenda Items

- Discuss extending 25mph speed limit to Village limits on East Taylor Street.
- Discuss budget.

11. Adjournment

Motion by Kieck, seconded by Hackel, to adjourn at 6:40 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted Kristen Krause, Utility Clerk.

Approved on: 10/5/21

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.