

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF SEPTEMBER 13, 2022**

1. **Call to Order.** The hybrid meeting was called to order at 6:01 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, Mike Hackel, Nicholas Hess, and Larry Kieck. Andy Eberhardt 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. Six members 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.**

Kris Hampton, Town of Cottage Grove Board Chair, was present to voice his concerns over the erosion control issues affecting Nightingale Lane in the township. He explained that the erosion is coming from the Westlawn development in the Village of Cottage Grove and ending up in the ditch lines on Nightingale. Better erosion control was requested.

4. **Old Business**

a. **Update on Sidewalk Maintenance Plan and Ordinance.**

The Village Board approved the recommendation to remove property owner responsibility for sidewalk maintenance and new sidewalk installation. Moving forward, all maintenance and installation will be covered by the Village through the General Fund. The ordinance was also updated.

b. **Bike and Pedestrian Comprehensive Plan update.**

Larson is working with Village Communications Manager Gabe Altenbernd on adding some items and formatting the document. Ideally, Larson would like to have the plan ready to take to the Parks, Recreation and Forestry Committee in a couple of weeks for input. The plan will come back to this committee for a final review within the next two months. Murphy also mentioned the Bike the Grove event that will be promoting the existing trails in the Village.

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

Installation is still anticipated either later winter or early spring of 2023. Straka stated that the project will need to be completed by April 2023.

5. **New Business**

a. **Discuss and consider plan for the Commerce Park clock.**

The clock is located in front of the Summit Credit Union building in the Commerce Park and has not worked for several years. **Motion** by Kieck, seconded by Elmore, to remove the clock in front of the Summit Credit Union in the Commerce Park. Motion carried with a unanimous voice vote of 5-0-0.

b. **Discuss and consider modifications to Village Hall and the Municipal Services Building.**

Larson explained that there is a need for more office space with the recent addition of new staff. The new Communications Manager has taken over the former supply room at Village Hall and the Parks and Rec staff will be moving into the office space where the former cheer program was run. While these moves are not considered a long-term fix, they will need to be functional for the next few years. Two items being proposed to make these offices function better are an interior window to the office in the supply room at Village Hall and an interior door placed between the current Parks and Rec office at the Municipal Services Building to the new office in the former cheer space. Peterson also explained that Larson is currently working out of the conference room at the Municipal Services Building and will transition to the office of the recreation supervisor once she moves to the former cheer space. Hess

inquired about the facility study that was done recently and asked about the timing of major facility work. Murphy explained that the facility work will likely be talked about when the Village Board discusses the Financial Management Plan in the next few weeks. It is not anticipated that any major facility work will occur in the next few years. **Motion** by Kieck, seconded by Hess, to approve the recommendations for the modifications to Village Hall and the Municipal Services Building as presented by Larson. Motion carried with a unanimous voice vote of 5-0-0.

c. Discuss direction on Forest Ridge Green Space/Donkel.

Larson explained that he received communication from a concerned citizen about someone cutting down trees in the Village owned lot behind the Forest Ridge neighborhood (Arbury Court, Forreston). This green space is designated as an environmental corridor. For many years residents of Forest Ridge have utilized the area as an extension of their backyards and have mowed/maintained the green space, especially since the Village has difficulty maintaining the area due to the inadequate access point to the green space. Jeff Hanson, 104 Arbury Court, is frustrated with the recent clearing of trees by a private property owner and would like the area to remain as a designated green space. Larson is looking for directions from the committee and how to handle the green space. Some ideas that were mentioned to help with the issue are changing the land from an environmental corridor and selling the greenspace to residents, allowing residents to plant trees in the green space that would be maintained by residents, or stopping residents from utilizing/maintaining the area. Another idea was public education about the repercussions of removing trees on Village owned land. Larson will discuss the issues and possible solutions with the Village's legal team to see what can or cannot be done in the Village owned green spaces. No formal action was taken.

6. Engineers Report

Shady Grove Subdivision

Strand is currently working with the developer and RG Huston Company, Inc. (RG Huston) regarding site runoff to private properties west and south of this development. Strand has proposed the developer contact the property owner south of the development to allow for positive stormwater drainage to the south.

The lift station for the development has been hooked up on the Village's SCADA system and is communicating and operating appropriately. Over the next month Strand will review the pumping and electrical components of the station now that it is online. In further investigation, the infiltration of the lift station is under the Wisconsin NR Code infiltration limits; however, RG Huston found infiltration happening at some of the manhole castings and is looking into a remedy for these castings.

Authentix Cottage Grove

After the large rain event in mid-August, runoff and erosion occurred along the Village's retaining wall just east of the future dog park. Strand and Village staff are working with the developer's engineer and construction team to redirect the overland drainage to the stormwater basins as well as repair the eroded retaining wall. In late August, the concrete driveway apron, sidewalk, and curb and gutter along CTH N were constructed. The sidewalk along this entrance will remain closed this fall because it is the primary entrance for the development construction traffic. The school pedestrian traffic will be directed to use the midblock crossing along Main Street in front of the school to avoid use of the sidewalk near the development. Remaining public works improvements at this development include paving of the parking lot for the Village dog park, asphaltic path in the park, and restoration within the rights-of-way and along the large east retaining wall.

5th Addition to Westlawn Estates

No work was completed for the development in August; however, two properties have begun home building. Homburg Contractors, Inc. (Homburg) anticipates asphalt binder pavement will be placed in fall 2022.

Quarry Ridge Estates

Snyder Excavating (Snyder) completed the storm sewer installation in August and began grading operations for the road infrastructure. Snyder anticipates curb installation in early September, with asphalt binder paving in late September.

Other Development Projects

HeyDay Development team is working to resubmit its development plan along Buss Road and Cottage Grove Road. The Village's initial review comments recommended this development urbanize both Buss Road and Cottage Grove Road as part of this development.

The Mini Storage Units additional building was completed with restoration in early August and its Land Disturbance Permit should be closed out in September. Additionally, Atlantis Valley Foods completed its restoration in mid-August and will be submitting final record drawings before close out of the Land Disturbance Permit.

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, 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 Contractors, Inc. (Homburg) completed all the water main and services on Taylor Street including the additional 200 feet of water main and the associated water services to replace additional existing 6-inch water main found during construction. Asphalt binder and surface were completed for Taylor Street and Ridge Road at the end of August. Homburg paved the binder asphalt course on West Oak Street in August and is slated to pave the surface in early September. Weald Bridge Road will be milled in early September followed by grading and paving operations to meet substantial completion on September 30, 2022. At this point, with minimal base course and EBS used, the project is within budget and may even be under budget by the end of the project, even with some of the additional added construction items during construction.

The CTH N Urbanization construction project continued through the first three phases of construction in August with Phases 4 and 5 to be completed in September. Both the east and west side of CTH N has been binder paved and Raymond P. Cattell Inc. (Cattell) is starting the median work in early September near Limestone Pass. The bike path construction started in August and Cattell came across poor subgrade material north of Limestone Pass. At this time, EBS has exceeded the original estimate for the bike path portion of the project, but EBS is still less than the bid quantity for the CTH N road construction based on the low amount used in the roadway. Currently the Village is waiting on for a change order proposal for additional asphalt binder patching in the existing asphalt roadway north of Limestone Pass. Some of the existing asphalt is in poor condition and the binder should be removed in lieu of just surface asphalt repair.

The Clark and Grove Streets project continued with completing all utility work and road grading in August. In late August, concrete curb and gutter was placed through the project limits. The Town of Cottage Grove (Town) agreed to have RG Huston fully reconstruct its portion of Clark Street, which completely deteriorated from all the construction traffic and a change order was processed for this work to be invoiced to the Town. Asphalt paving is slated for mid-September followed by pavement markings and restoration work for substantial completion on September 30, 2022. A change order was processed in August for an additional storm sewer manhole at Vilas Road and Clark Street to avoid an existing 12-inch water main conflict. Grove Street excavation included a fair amount of EBS because of the poor fill material used under that roadway in the past. This will result in the EBS quantity exceeding the bid amount. Grove Street, south of the park, will not be fully pulverized as suggested in the drawings; instead, it will be overlaid with 3.5 inches of asphalt in accordance with

conversations and recommendations from Payne & Dolan. This should help reduce the amount of potential undercut on that section of the roadway.

The 2022 Parks Improvement Project continued work in Community and Redhawk Parks with grading for the pickleball courts, playground equipment, and trail. Most concrete work was completed in late August and the asphalt trails and pickleball courts will be completed in early September 2022. The benches for the parks in the Westlawn subdivision have a longer lead time and are anticipated to be delivered in late October.

Spohn Ranch and the Village signed the Bakken Skate Park and Pump Track contracts in late August 2022 and a preconstruction meeting was held. The project is slated to begin in mid-September 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 was less than 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 it is budget season, and he is currently evaluating programs. He also noted that he has been in water training for the last two weeks.

8. Approve the minutes of the August 2, 2022, Public Works & Properties Committee meeting.

Motion by Elmore, seconded by Hess, to approve the August 2, 2022 Public Works and Properties Committee meeting minutes as presented. Motion carried with a unanimous voice vote of 5-0-0.

9. Set tentative date for next meeting.

The next meeting will be in-person/hybrid and scheduled for **Tuesday, October 4, 2022**, at 6:00 pm at Village Hall.

10. Future Agenda Items

- Update on erosion control from Westlawn
- Discuss green space at Forest Ridge
- Discuss budget

11. Adjournment

Motion by Elmore, seconded by Hess, to adjourn at 7:20 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 10/4/22

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.