

**PUBLIC WORKS &  
PROPERTIES COMMITTEE**

**Tuesday, July 7, 2020**

**6:00 PM**

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/93125346236>. You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 931 2534 6236 # When asked for your Participant ID, just press #.

You may also choose to participate by providing public comment prior to the meeting via email to the Director of Public Works & Utilities, JJ Larson at [jjlarson@village.cottage-grove.wi.us](mailto:jjlarson@village.cottage-grove.wi.us).

**AGENDA**

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.
- 4) **Old Business**
  - a. Update on Stormwater Management Intern progress.
  - b. Update on Glacial Drumlin Bike Path project.
  - c. Update on Clark St. reconstruction project.
  - d. Update on the Buss Road/CTH BB project.
- 5) **New Business**
  - a. Discuss and consider adding No Parking signs on Corporate Ct.
  - b. Discuss and consider approval of task order for the infiltration analysis of the vacant Commerce Park lots.
  - c. Discuss potholes on Taylor Street.
- 6) **Engineer’s report**
- 7) **Director’s report**
- 8) **Approve the minutes of the June 2, 2020 Public Works & Properties Committee meeting.**
- 9) **Set tentative date for next meeting**
- 10) **Future Agenda Items**
- 11) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action

# Engineer's Report

A Review of Projects in the Community

## Village of Cottage Grove, WI

**PREPARED BY:** Kevin Lord PE/PLS

**DATE:** July 2020 Report

[klord@msa-ps.com](mailto:klord@msa-ps.com)

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA is working on the plan development for the site including a concept for the complete improvements of Buss Road in order to plan for overall stormwater and right-of-way needs. Future discussions will occur with respect to pedestrian crossings and site improvements within the corridor. The design is to be completed during the fall/winter of 2020 for 2021 construction.

5<sup>TH</sup> ADDITION TO WESTLAWN ESTATES – Concrete curb and gutter and sidewalk has mainly been completed. Contractor currently working on curb ramps and then will finish with street paving and restoration. The Contractor did make changes to the outfall in the southeast corner of the development based on recommendations from the Town Engineer.

COTTAGE GROVE COMMONS – Miscellaneous concrete and restoration work being completed to obtain occupancy for a portion of the site.

VILAS ROAD BIKE PATH CREEK CROSSING – Project is progressing. Pavement is planned for the first days of July followed by restoration.

VILAS ROAD SEWER AND WATER – Project is contracted and start dates have not been determined.

WEST PARKVIEW LRIP – Project is complete and LRIP request for funding was completed by JJ.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the WisDOT timeline. MSA has been reviewing alternative routes near the intersection of Clark Street and Grove Street for the meeting on July 9<sup>th</sup>. Plans and exhibits will be created for the PIM in late July. MSA has looked at crossing alternatives for the crossing of CTH N. MSA is working to internally schedule the required test pits for stormwater evaluation of the site. Utility estimates have yet to be received and may be included with the project and will be discussed with Public Works.

MAIN STREET BIKE PATH PARC GRANT – MSA checked in with Dane County on the PARC Grant funding. Due to the current economic hardship of Covid 19, they said it was doubtful this will be included in next year's budget. They told me to check in later this summer as they start preparing budgets for next year.

QUARRY RIDGE ESTATES – MSA has been working on the necessary sidewalk pours with the Contractor and coordinating the relocation of a light pole.

CONSTRUCTION STANDARDS – MSA began working on completing some construction standards for the public infrastructure for Contractors in the Village. The final specifications will be shared with Public Works along with some finalizing questions specific to the Village.

NORTH SIDE BUSINESS PARK – MSA has been working with the Village on the USA amendment on the North side of the Interstate. Upon completion of a developer's agreement design requests may be necessary for utility extensions and roadway improvements along the County roads.

## PROJECT UPDATE

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MGSD UTILITY AND ROADWAY EXTENSIONS – MSA received information from the engineer of the school property including utility extensions and possible future roadway locations. MSA will review and report if anything is necessary for Public Works.

EROSION CONTROL CHECKS – MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons and the Storage Buildings.



# Village of Cottage Grove

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Department of Public Works

Director's Monthly Report to the Public Works & Properties Committee

July 7<sup>th</sup>, 2020

## **Vilas Rd. Creek Crossing**

- RG Huston making good progress as of this writing grading was being done on path portion.

## **Street maintenance for 2020**

- Street crack fill work completed
- Chipseal tentatively set for mid-July
- Patching work scheduled for July 17<sup>th</sup> and 20<sup>th</sup>
- Crack filling of bike paths was able to fit in the budget & will happen this summer as well
- Working on plan for 2021.

## **Sidewalk maintenance**

- Saw cut work completed
- Removal and replacement over half completed as of this writing

## **Camera at Public Works Shop**

- Camera and signage installed

## **Stormwater Intern position**

- Began work June 1<sup>st</sup>
- Every outfall in the Village has been inspected
- Maintenance work being completed
- Education/Outreach/Information

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF JUNE 2, 2020**

1. **Call to Order at the Former Public Works Building.** The meeting was called to order at 6:02 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 Andy Eberhardt, Mike Hackel, Larry Kieck, and John Williams (chair). Scott Schuerman was absent and excused. Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Village Engineer Kevin Lord of MSA and one member of the public.
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 project.**  
Larson stated that the Ad Hoc Bike Path Committee would be meeting this week to discuss the next steps in the project, which include reaching out to the community and gathering input from residents, especially those that reside along the path. Lord stated that the Hazmat document had been signed by Larson and that the public involvement meeting is planned for July. This grant-required public involvement meeting could occur through various means such as a Zoom meeting, a pre-recorded message soliciting comments, in-person or through mailings. Committee members felt that this would be a good opportunity to get the community engaged in the project and possibly have the meeting held in-person (or through video) starting at the park and walking along the bike path. The meeting would promote the path as a connection to Madison. Lord has ordered documents to share at the public meeting. No formal action was taken.
  - b. **Update on Clark Street reconstruction project.**  
The reconstruction project would involve rebuilding Clark Street from CTH N to the west, just short of Vilas Road and rebuilding Grove Street to the park entrance and grading and pulverizing the remainder of the street up the hill. Some initial cost estimates for this work are: approximately \$1 million to urbanize Grove Street through the park entrance area and add parking on both sides; approximately \$100,000 to pulverize and relay Grove Street from the park up the hill; and approximately \$1 million for improvements on Clark Street from Bass Street west to the Village limits. Larson commented that the estimated costs presented are in line with the financial management plan. Lord will continue to work with Larson to update preliminary costs. Larson also contacted the Town of Cottage Grove about the possibility of working with them to complete the last, small stretch of Clark Street between the Village and Vilas Road. The grant-funded portion of the bike path along Clark Street will move forward as there are set deadlines and funding.
5. **New Business**
  - a. **Discuss and consider Task Order Contract with MSA for work related to the Buss Road/CTH BB project.**  
The task order would include work on CTH BB from Damascus Trail to Buss Road, and on Buss Road from CTH BB up to the new school. Many entities will be involved in this project and the Village’s portion is currently estimated at around 15% of the total cost. Lord explained that if the Shady Grove development does not move forward, the Village’s cost portion may increase. Hackel is concerned about the upgrades on CTH BB if Shady Grove isn’t a part of the funding for improvements. Williams explained that the Village is still awaiting an approved agreement from the Shady Grove developers. **Motion** by Hackel, seconded by Kieck, to approve the Task Order Contract with MSA for work related to the Buss Road/CTH BB project. Motion carried with a unanimous voice vote of 4-0-0.

**b. Discuss and consider format for next month's meeting.**

Larson explained that if the committee decides to go to in-person meetings, the only venue available for appropriate spacing would be Village Hall. After a brief discussion, committee members agreed that continuing Zoom meetings would be fine. Lord said the only reason an in-person meeting would be preferred is if plans needed to be reviewed. **Motion** by Hackel, seconded by Kieck, to approve continuing the monthly committee meetings via Zoom unless Williams, Larson or Lord have items that need to be shared and/or reviewed in person. Motion carried with a unanimous voice vote of 4-0-0.

**6. Engineers Report**

**Buss Road/Cottage Grove Road Intersection Plan**

MSA has prepared a task order outlining the proposed work for the design to be completed during the fall of 2020 for 2021 construction. MSA has completed a majority of the survey starting back in 2019 along CTH BB along with conceptual drawings.

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

Reviewed the site with JJ following a rainfall and observed some flooding. Homburg is working with the homeowners affected to clean up and fix the problem. Working on roadway work as weather allows.

**Cottage Grove Commons**

Curb and gutter and the binder pavement have been installed. Sidewalk, the final asphalt, storm sewer improvements and restoration are being finished to finalize the public improvements.

**Vilas Road Bike Path Creek Crossing**

Project has begun and the Contractor has installed the stream diversion for the project. Recent wet weather had slowed the beginning of the project, but it is now underway.

**Vilas Road Sewer and Water**

The project is being contracted but start and end dates have not yet been determined.

**Sanitary System Flows**

The flow monitoring equipment will be taken out on June 1<sup>st</sup>. MSA will analyze the information with respect to the flows to determine pipe capacity and also with respect to I&I (inflow and infiltration) to determine specific sanitary sheds that should be targeted for future reviews of I&I.

**West Parkview LRIP**

Project is complete.

**Glacial Drumlin Path/Clark Street**

MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the Vis DOT timeline. MSA has been reviewing the environmental areas of the project and developing a public involvement plan for July. MSA has done preliminary cost estimates for the additional Village portions of the project and will be looking for feedback on timing and extents of these improvements. Utility estimates have yet to be received and may be included with the project and will be discussed with Public Works. Larson has set up a meeting with the Bike Path committee for June 4<sup>th</sup> to discuss the public involvement plan and to provide an update on the project. Due to the funding, the project is on a tight timeframe to meet the planned bid letting but can be achieved if reviews are completed timely (which is a bit unknown considering the current situation).

**Main Street Bike Path PARC Grant**

MSA is awaiting the next round of PARC Grant funding in order to apply for the additional funds to extend the path from Northlawn Drive to the interstate.

**Quarry Ridge Estates**

MSA has been working on the necessary sidewalk pours with the Contractor.

### **Erosion Control Checks**

MSA has provided erosion control checks following rainfalls on specific sites in the Village. The Madison Window Cleaners is waiting for grass establishment where the storage buildings and the school site are in different stages of construction.

### **Business Park Soil Report**

The soil report is done and available for viewing. A lot of the soil was found to be in need of excavation before lots would be developed.

## **7. Directors Report**

### **COVID-19**

The Municipal Services Building (MSB) and Village Hall re-opened their doors to the public on May 27<sup>th</sup>. Capacity limits, social distancing, the use of plexiglass at the MSB and the vestibule window at Village Hall are being utilized.

### **Vilas Road Creek Crossing**

R.G. Huston crews began work last week. Rain in the forecast has been slowing the progress a bit.

### **Street Maintenance for 2020**

The street crack fill work has been completed. Chip seal and patching contracts are signed, and we are awaiting schedule confirmation. Currently working on getting pricing on crack fill for sections of the bike path, which will be covered by any leftover funds.

### **Sidewalk Maintenance**

Saw-cut work was postponed due to rain but should be happening this week. Removal and replacement are set for early June as the schedule allows. Public Works staff will assist with the removal process.

### **Camera at Public Works Shop**

A camera was installed last week at the Public Works Shop compost drop off site to help identify violators. New signage has also been installed at the compost site to clearly outline what is and isn't accepted at the site.

### **Stormwater Intern position**

Intern began work on June 1st. With this position, we will be far ahead of where we were last year in regard to meeting stormwater reporting requirements. Updates from the intern will be shared with the committee.

## **8. Approve the minutes of the May 5, 2020 Public Works & Properties Committee meeting.**

**Motion** by Kieck, seconded by Eberhardt, to approve the May 5, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

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

The next virtual Zoom meeting is tentatively scheduled for Tuesday, July 7, 2020 at 6:00 pm.

## **10. Future Agenda Items**

- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.
- Discuss Taylor Street potholes.

## **11. Adjournment**

**Motion** by Eberhardt, seconded by Kieck, to adjourn at 7:01 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on:   /  /20  

*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.*