

PUBLIC WORKS & PROPERTIES COMMITTEE

Tuesday, June 1, 2021

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/92615180685>. You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 926 1518 0685 #. When asked for your Participant ID, just press #. **Passcode: 221**

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.

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 Glacial Drumlin Bike Path/Clark/Grove Street Project.
 - b. Update on the Buss Road/CTH BB Project.
 - c. Update on sustainability programs; rain barrel sale.
5. Engineer's Report

Documents:

[ENGINEER REPORT JUNE 2021.PDF](#)
6. Director's Report

Documents:

[DIRECTOR REPORT JUNE 2021.PDF](#)
[SIDEWALK MAP.PDF](#)
7. Approve The Minutes Of The May 11, 2021 Public Works & Properties Committee Meeting.

Documents:

[5.11.21 PW MINUTES.PDF](#)
8. Set Tentative Date For The Next Meeting

9. Future Agenda Items

10. 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.

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS

DATE: June 2021 Report

klord@msa-ps.com

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – The Contractor is setting up for Construction to begin on June 1st. MSA has prepared a construction notice and held an informational meeting on the project. A preconstruction meeting was held on May 26th with the Contractor and utilities. MSA is working with the Contractor on staking needs and reviewing of shop drawings. Coordination with the school and the required improvements is taking place. MSA has coordinated the anticipated project costs with Dane County, the School District and Shady Grove.

5TH ADDITION TO WESTLAWN ESTATES – Roadway work with the curb and gutter, sidewalk, and pavement is beginning to complete the Phase 2 improvements which includes the extension of Demascus Trail. MSA has been onsite when public infrastructure is being constructed.

GLACIAL DRUMLIN PATH/CLARK STREET – The grant portion of the project has been bid and awarded by the Village Board. MSA has set up a public meeting for the project on June 10th and is in the process of contracting the project. An official start date of construction has not been determined however is anticipated to be the second part of June after the Firemen's Fest at the earliest.

MSA has begun the final design of the Clark and Grove Street projects with the additional parking. MSA is coordinating soil borings throughout the project. MSA is working with staff on the pond details and property owner however designing the pond to be located on the westerly side of Vilas Road. The project timing is becoming critical if the project is still to be done in 2021 or pending negotiations the work would be bid over the winter for a spring of 2022 construction. MSA has reached out to the Rugby Club for consultation on the parking along with the Public Works on specific utility connections and removals.

MAIN STREET BIKE PATH PARC GRANT/CTH N URBANIZATION – MSA has submitted the PARC Grant and associated documents to Dane County and have confirmed the receipt of the application from the County contact. MSA will hold on the final plans until we hear on the PARC Grant and depending on the timing and success of the grant will determine the timeline of the project along with potential additional improvements along CTH N.

QUARRY RIDGE ESTATES PHASE B – Contractor is finishing the installation of water services and will be beginning the storm sewer. Sanitary sewer has been completed. MSA has been onsite for public utility construction.

COTTAGE GROVE COMMONS PHASE 2 – The utility work has been completed and the binder asphalt has been installed for the public roadways. Sidewalks are yet to be constructed throughout and anticipated to begin in the near future. MSA has been onsite for the public infrastructure improvements.

EROSION CONTROL CHECKS – MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons Phase 1 or 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, Grand Appliance on Lot 14 of the Commerce Park, the Metcalf Condo Development between Cork Crossing and Sandpiper, Atlantis Building site in the Commerce Park, and the Biodome facility in the Commerce Park.

PROJECT UPDATE

W. CLOVER LANE STREET RECONSTRUCTION – MSA advertised and bid the Clover Lane resurfacing project in the Village. Three bids were received and the project fell within the project budget to include the Alternate bid of a full pulverize and relay of the roadway as desired by JJ Larson due to past performance of this type of construction. The project extends from the intersection of N. Parkview Street to N. Clover Street.



Village of Cottage Grove

Department of Public Works

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

June 1, 2021

Glacial Drumlin Trail Project

Contracts are signed and we'll be looking to set up a precon soon.

Clark & Grove St. Reconstruction Project

Village Engineer and legal team working on agreement with property owner for stormwater pond.

BB/Buss Project

Contractor will begin work on June 1st, with substantial completion by August 20. There is still no clear timeline on delivery of traffic signals, so it's likely the road will be opened back up as a three-way stop initially.

Storm Sewer Work

Staff has been working on cleaning a number of stormwater outfalls and making various repairs. Many of these are in difficult-to-access backyards; making the work challenging for staff.

Stormwater Intern

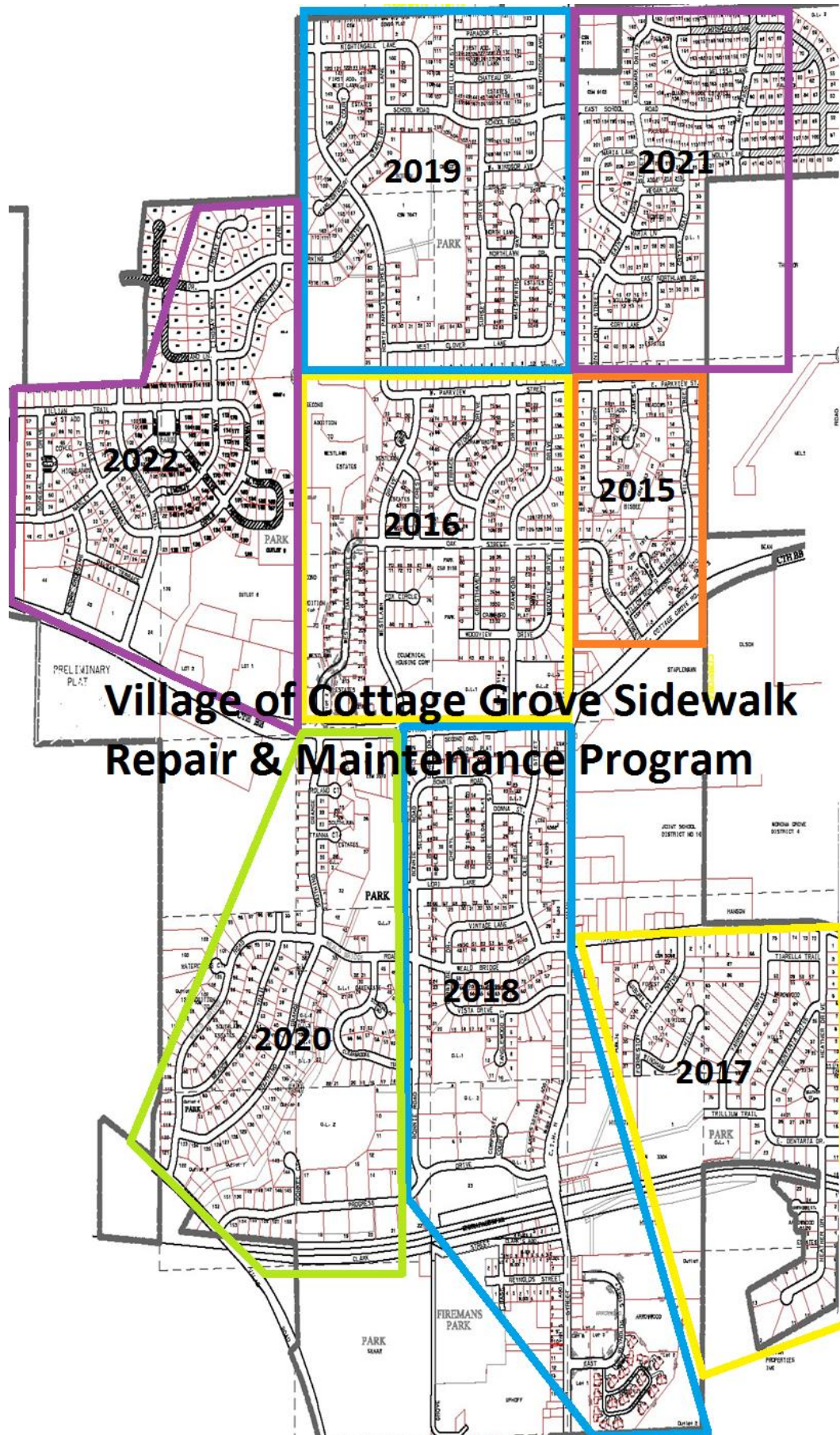
Alex is back again as of last week, and we are looking to continue all the good inspection and compliance work he did last year. We are also hoping that with the County opening up more, we are able to put on some educational water quality events this year.

Sidewalk Work

Assessment were completed; as I anticipated we are going to be able to get through both the 2021 and 2022 areas with this year's budget. Our saw-cut contractor was in the Village last week to get us a cost and our concrete contractor agreed to do the work for us again this year at the same rate. Letters have gone out to all impacted property owners.

Facility Study underway

Architects from FGM have been meeting with staff and collecting information and assessments of our existing operations at Village Hall, the Municipal Services Building and how we utilize the old Public Works Shop. Their work will account for planned growth in the community and as well as Village staff and provide a recommendation for future facility needs.



Village of Cottage Grove Sidewalk Repair & Maintenance Program

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF MAY 11, 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, Mike Hackel and Larry Kieck. Staff present were Public Works Director JJ Larson, Village Engineer Kevin Lord 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.**

Lord reported that soil borings will be collected along Clark and Grove Streets, the eastern edge of Bakken Park and also near the site of the proposed wet pond on the west side of Vilas. He also stated that the Village is working with the property owners of the land on the west side of Vilas Road, and as of yesterday, the pond placement moved slightly due to some easements. Costs for the soil borings will be included with the project costs.

Another issue Lord wanted input from the committee on related to the sanitary storm sewer that currently runs along the east side of Grove Street. In the master plan for Bakken Park, a restroom facility or shelter is planned on the east side of the park and Lord wanted to know if the committee would like to put a stub across the road into the existing sanitary sewer on Grove Street while the road is getting resurfaced. Committee members agreed that it would be good time to put the stub in while the improvements are made to Grove Street. Discussion was also had on the project timeline, moving/burying other utility lines and some tree disturbance along Grove Street.

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

The project was awarded to R.G. Huston. An exact start date and timeline are yet to be determined. Residents within 400 feet of the project area have been notified of the pending construction and will be invited to the virtual public informational meeting on the project on May 25, 2021.

c. **Update on sustainability programs; rain barrel sale.**

Larson reported that over 50 barrels have been sold so far and he is pleased with the response for this first sale. He also noted that there are 3 ½ weeks left of the sale.

d. **Discuss and consider West Oak Street project.**

Larson explained that Lord came up with some plans that would tighten up the width of West Oak Street and provide a multi-use bike/pedestrian path. The costs/estimates for the plan will soon be submitted to Ehlers for review. Committee members agreed that by tightening the street width and adding an off-street bike/ped path, safety will improve on this stretch of the road. Pedestrian crossings at CTH N could also be combined with this project in the Financial Management Plan. **Motion** by Hackel, seconded by Kieck, to move forward with the West Oak Street Project plans as presented. Motion carried with a unanimous voice vote of 4-0-0.

e. **Discuss and consider recommendation on Public Works Capital Projects for the Financial Management Plan.**

Lord and his team looked at E. Taylor Street/Ridge Road. To put new pavement down with no extra urbanization, the cost estimate is \$550,000 (\$850,000 total cost, with \$300,000 paid for by the Water Utility for water main replacement). Larson explained that this roadwork is slated for 2024, but he is open to

moving it up to an earlier date after hearing support for this. Committee members agreed that moving up the date to 2022 is a good idea based on public concerns and from both the road and water main standpoints. Larson also stated that the Clark and Grove Street reconstruction project will now be spread over two years (2021 & 2022). The bike path extension and CTH N urbanization will also spread into 2022. The West Oak Street project will be combined with pedestrian crossing. Improvements on the north side of the Village in TID 10 are development driven and could even possibly be removed from the financial plan. Urbanization of north CTH N on the west side is also not a current high priority, will be a significant cost and should be considered a longer-term project as far as financial planning goes. Larson will leave it on the plan to keep it on the minds of committee members. **Motion** by Eberhardt, seconded by Kieck, to approve the Public Works Capital Projects for the Financial Management Plan with the changes noted and pending Ehlers review. Motion carried with a unanimous voice vote of 4-0-0.

5. New Business

a. Discuss and consider award recommendation for the Glacial Drumlin Path Project.

Lord reported that there were four bidders for the project, and the low bid was R.G. Huston. Everything came in under budget. Lord has some additional DOT paperwork to complete for the project. **Motion** by Eberhardt, seconded by Kieck, to approve awarding the bid to R.G. Huston. Motion carried with a voice vote of 4-0-0.

b. Discuss sidewalk ordinance.

Larson is looking for some feedback on the possibility of having the Village absorb future costs for sidewalk installation and repairs. The costs for larger sidewalk projects, such as adding sidewalks, could then be included in the Financial Management Plan, while regular maintenance and repairs would remain a part of the operating budget. At a recent training conference, Larson heard a speaker refer to sidewalks as a transportation network, as important as roads, bike paths, etc. that are utilized by all residents and visitors. By absorbing the costs, there would be an opportunity to make more neighborhood connections throughout the Village, that would otherwise be difficult to make. Only modest inflationary increases would be needed to keep on track with necessary annual repairs. He also indicated that he would finish his initial sidewalk assessment plan for the Village where costs were split between the Village and property owners, 50/50, according to the current ordinance. If committee members agree with this proposal, a modification of the current ordinance would be required, and Larson would be looking to make that change in the next year or two. Discussion was had on safety, making connections, the two plats in the Village without sidewalks, maintenance and costs. No formal action was taken.

6. Engineers Report

Buss Road/Cottage Grove Road Intersection Plan

Bid opening was held on April 23 with one submitted bid for the project. The bid was recommended by Public Works and then approved by the Village Board on May 3. MSA will begin the contracting process with the recommended contractor. MSA is working through a couple of permit questions and will be setting up a virtual public meeting on the project. MSA addressed one question from a property owner based on the letters sent to the adjoining properties. MSA is working with staff on the cost breakouts of the project for the different entities attributing to the project and providing costs to Dane County for the portion anticipated by the County.

5th Addition to Westlawn Estates

Utility work has been completed for the Phase 2 improvements which includes the extension of Damascus Trail. Roadwork will continue when weather cooperates.

Glacial Drumlin Path/Clark Street

The grant portion of the project is out for bids with a bid opening scheduled for May 7th. Easements have been secured and permits submitted for the project. MSA will work with the Village and WisDOT to award the project based on the bids received.

MSA has begun the final design of the Clark and Grove Street projects with the additional parking. MSA is working with staff on the pond details and property owner, however designing the pond to be located on the westerly side of Vilas Road. The project is still hoping to be bid for a later 2021 construction pending the negotiations go well.

Main Street Bike Path PARC Grant

MSA has submitted the PARC Grant and associated documents to Dane County and have confirmed the receipt of the application from the County contract. MSA will hold on the final plans until we hear on the PARC Grant and depending on the timing and success of the grant, will determine the timeline of the project along with potential additional improvements along CTH N.

Quarry Ridge Estates

Contractor has begun installing utilities for Phase B portion of the project and MSA has been onsite for the installation of the utilities. The Contractor is making some revisions to the roadway profile to better accommodate exposure on a few lots. The change did not impact the overall utility plan.

Erosion Control Checks

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons Phase 1 or 2 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, Grand Appliance on Lot 14 of the Commerce Park, the Metcalf Condo Development between Cork Crossing and Sandpiper, Atlantis Building site in the Commerce Park, and the Biodome facility in the Commerce Park.

Main Street (CTH N) Urbanization

MSA will be waiting until we hear on the PARC Grant application prior to determining the full limits of the project and how it relates to the bike path project.

W. Clover Lane Street Reconstruction

MSA is advertising for bids on the Clover Lane resurfacing project in the Village. The project has a base bid as a mill and relay with an alternate bid for a pulverize and relay project. The project extends from the intersection of N. Parkview Street to N. Clover Lane.

Capital Project Planning

MSA worked with JJ Larson and submitted the Dane County CIP plan detailing the projected projects along with the projected costs for the Buss Road and BB intersection. MSA also worked with JJ Larson to update the costs on planned upcoming Village projects.

7. Directors Report

Clark and Grove Streets

The Village Engineer and legal team are working on an agreement with the property owner for placement of a stormwater pond.

Main Street Bike Path – Phase 2

MSA submitted the PARC Grant Application for the Village of Cottage Grove to Dane County. Award of the grant should be announced sometime in July.

Storm Sewer Work

Staff has been working on cleaning a number of stormwater outfalls and making various repairs. Many of these are in difficult-to-access backyards, making the work challenging for staff.

Sidewalk Work

The sidewalk assessment should be complete this week. Larson will be finalizing the plan, sending notification letters to residents and reaching out to our contractors for timing.

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

Motion by Eberhardt, seconded by Hackel, to approve the April 6, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

9. Approve the minutes of the April 27, 2021 Special Public Works & Properties Committee meeting.

Motion by Eberhardt, seconded by Williams, to approve the March 2, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-1 with Hackel abstaining.

10. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, June 1, 2021 at 6:00 pm.

11. Future Agenda Items

- Update on the Buss Rd/CTH BB project.
- Oak Street and East Taylor Street.
- Update on Clark & Grove Street project.

12. Adjournment

Motion by Kieck, seconded by Hackel, to adjourn at 7:08 pm. Motion carried with a unanimous voice vote of 4-0-0.

Respectfully submitted Kristen Krause, Utility Clerk.

Approved on:

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.