

**PUBLIC WORKS & PROPERTIES COMMITTEE**

**Tuesday, July 6, 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 [jl Larson@village.cottage-grove.wi.us](mailto:jl Larson@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; final report on 2021 rain barrel sale.
  - d. Update on Construction Specs.
5. Engineer's Report

Documents:

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

Documents:

[DIRECTOR REPORT JULY 2021.PDF](#)
7. Approve The Minutes Of The June 1, 2021 Public Works & Properties Committee Meeting.

Documents:

[6.1.21 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:** July 2021 Report

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

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – The Contractor has started construction and currently ahead of schedule with the weather. MSA has been working with the Contractor and utility companies on conflicts and removal of existing equipment. Roadway widening areas have been proof rolled and the existing roadway pulverized. MSA has been working with the Village and the Town with the assistance of Dane County on traffic control. MSA has addressed questions from the public as the project progresses.

5<sup>TH</sup> ADDITION TO WESTLAWN ESTATES – MSA has been onsite during the roadwork within the Phase 2 improvements. Current work is associated with the concrete sidewalks.

GLACIAL DRUMLIN PATH/CLARK STREET – Construction has just begun on this project within the last two weeks. MSA help a public informational meeting on the project along with a preconstruction meeting with the Contractor and utility companies. Due to utility conflicts the Contractor is starting with the westerly portion and will leave the Clark Street section between Bass Street and CTH N to begin the roadway closure following the utility construction.

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. 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.

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 has finished the utility work on Phase B and is currently working on the roadway work. Curb and gutter was installed and pavement is being completed.

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 contracted and currently construction is planned for the week of July 12<sup>th</sup> and surface pavement on July 19<sup>th</sup> pending weather. The Village has sent out letters to folks along the corridor.



# Village of Cottage Grove

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## Department of Public Works

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

July 6, 2021

#### **Glacial Drumlin Trail Project**

There was a pre-construction meeting on June 18<sup>th</sup>. Contractor plans to begin work on the western path portion first, with less street work. Alliant still has to get in and bury their electric lines & plans to do so prior to Huston's crews working on the street portion between Main St. and Bass.

#### **Clark & Grove St. Reconstruction Project**

Village Engineer and legal team continue working on agreement with property owner for stormwater pond. Soil borings were completed, and preliminary information shared with the property owner for the borings taken on their site where the future stormwater pond will be.

#### **BB/Buss Project**

Construction itself has progressed well. The closure has created some concerns, particularly from Town residents, as traffic has increased on particular streets as drivers take other routes around the project. Staff met with representatives from the Town and Dane County to talk about the concerns.

#### **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.

#### **CTH N/Main St. Chipsealing**

Fahrner Asphalt is planning to coordinate our chipseal work with other work they have in the area. Tentatively it's looking like the second or third week in July. Dane County will handle re-striping for us.

#### **Sidewalk Work**

Sawcut repairs are completed for the year and staff will be coordinating replacement work with our local contractor as schedules allow.

#### **Facility Study underway**

Architects from FGM have continued to develop the facility study. Staff met with their team last week and saw initial layouts of our Village facilities; Village Hall, the Municipal Services Building and the Public Works Shop and how they fit now and with anticipated space needs as the community continues to grow.

#### **Engineering Firm Update**

The Village will be transitioning to a new firm for engineering services. Moving forward Strand Associates will be taking over duties as the Village's engineering services provider. MSA will continue through completion of all ongoing projects. So, for the foreseeable future there will be times when representatives from Strand and MSA may be in attendance at these meetings.

#### **Position Update**

The Village Board approved adding the title of Deputy Administrator to my Director of Public Works responsibilities at the June 21<sup>st</sup> meeting. As a part of this transition the Village will look to add a new management level position to the Public Works Department in 2022 with more specific discussion and details to come during budget meetings.

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF JUNE 1, 2021**

1. **Call to Order.** This virtual meeting was called to order at 6:09 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), Mike Hackel and Larry Kieck. Andy Eberhardt was absent and excused. 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.**

The bike path portion of the project is currently being contracted. A public information meeting will be held on June 10, 2021 at 6:00 pm. Letters for the meeting were sent out to the residents of the affected area. The pre-construction meeting will happen in the near future and construction is anticipated to begin after the Fireman’s Festival.

For the Clark and Grove Street portion of the project, Lord is continuing to work on the final design. Soil borings have been collected, but the results are not yet available. He also stated that the Village continues to work with the property owners of the land on the west side of Vilas Road. At this time, it is unlikely that this portion of the project will occur this year.

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

Work in the field officially began today and is currently on schedule. Last Tuesday, a public information meeting was held and was both well attended and appreciated. The Police Department is working with the Contractor to enforce the road closure. Monona Grove School District has received permission from the Contractor to allow use of the closed road through the end of the school year, since there are two students in the affected area. Larson and Lord investigated the concerns related to the crosswalk at Lane Street and Buss Road. Both concluded that there was no cause for concern since the crosswalk will be visible and have flashing beacons to alert drivers. Advanced notice signage on Lane Street is probably not needed, but Lord and Larson can revisit the issue in the future.

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

Larson reported that 76 barrels have been sold so far and he considers this a success for a first-time sale. He will coordinate with Village Board Trustee Heidi Murphy on distribution day details.

5. **Engineers Report**

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

The Contractor is setting up for Construction to begin on June 1. MSA has prepared a construction notice and held an informational meeting on the project. A preconstruction meeting was held on May 26 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.

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

Roadway work with the curb and gutter, sidewalk and pavement are beginning to complete the Phase 2 improvements which includes the extension of Damascus 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 10 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 Fireman'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**

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. MSA is hoping to hear on the PARC Grant by July.

### **Quarry Ridge Estates**

Contractor is finishing the installation of water services and will be starting on the storm sewer. The 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.

### **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 Larson due to past performance of this type of construction. The project extends from the intersection of North Parkview Street to North Clover Lane. The project will be completed this summer.

## **6. Directors Report**

### **Glacial Drumlin Trail Project**

Contracts are signed and we'll be looking to set up a pre-con meeting soon.

### **Clark and Grove Street Reconstruction Project**

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

### **BB/Buss Project**

Contractor will begin work on June 1, 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 that 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**

The sidewalk assessments were completed and as Larson anticipated, we are going to be able to get through both the 2021 and 2022 areas with this year's budget. Larson met with the saw-cut contractor today who was able to give us costs. Also, our concrete contractor agreed to do the work for the same rate as last year. 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 of Village staff. At the conclusion of the study, they will provide a recommendation for future facility needs.

#### **7. Approve the minutes of the May 11, 2021 Public Works & Properties Committee meeting.**

**Motion** by Hackel, seconded by Kieck, to approve the May 11, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

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

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

#### **9. Future Agenda Items**

- Main Street Bike Path (dependent on PARC Grant notification)
- Update on the Buss Rd/CTH BB project.
- Update on bike path and Clark & Grove Street project.
- Construction specifications.

#### **10. Adjournment**

**Motion** by Kieck, seconded by Hackel, to adjourn at 6:39 pm. Motion carried with a unanimous voice vote of 3-0-0.

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.*