

**PUBLIC WORKS & PROPERTIES COMMITTEE**

**Tuesday, August 3, 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. Discuss and consider recommendation on capital projects for the Financial Management Plan.

Documents:

[MEMO ON UPDATED CAPITAL PROJECT COSTS.PDF](#)

5. New Business
  - a. Discuss and consider stop sign modifications..

Documents:

[MEMO ON STOP SIGN MODIFICATIONS 8.3.21.PDF](#)

6. Engineer's Report

Documents:

[ENGINEER REPORT AUGUST 2021.PDF](#)

7. Director's Report

Documents:

[DIRECTOR REPORT AUGUST 2021.PDF](#)

8. Approve The Minutes Of The July 6, 2021 Public Works & Properties Committee Meeting.

Documents:

[7.6.21 PW MINUTES.PDF](#)

9. Set Tentative Date For The 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.

# PUBLIC WORKS STAFF REPORT

<b>MEMO DATE:</b>	July 29, 2021
<b>MTG. DATE:</b>	<b>August 3, 2021</b>
<b>TO:</b>	Public Works & Properties Committee
<b>FROM:</b>	JJ Larson – Village Director of Public Works & Utilities
<b>RE:</b>	<b>Updated project costs – Financial Management Plan recommendation</b>

## BACKGROUND

At the May 11<sup>th</sup> meeting, this Committee recommended to the Village Board an updated capital project plan for the Village's Financial Management Plan update. This recommendation included moving E. Taylor/Ridge reconstruction up to 2022, expanding the scope of the Main St. Bike Path project to significantly improve CTH N and to add an off-street bike path to the planned repaving of W. Oak St.

## OVERVIEW

Since then, the Village has begun working with Strand Associates as our Consulting Village Engineer. As a part of the transition, I asked their team to take a look at the most immediate projects we have in the plan and provide their own cost estimate. These updated cost estimates are shown in the table below.

Project	Original Est.	Updated Est.	Notes
Main St. Bike Path Phase 2/CTH N Improvements	\$ 1,000,000.00	\$ 1,250,000.00	Funded with \$450K TID 5 cash, \$213K from PARC Grant, Village financing, potential turn lane addition would be Developer funded (\$50K); chance for add'l \$84K in PARC in '22 as well.
w. Oak St. Improvements (Main St. to Westlawn)	\$ 700,000.00	\$ 840,000.00	Project includes bike path addition, asphalt replacement and RRFB crossing added to CTH N.
E. Taylor/Ridge Rd.	\$ 850,000.00	\$ 1,200,000.00	Project includes replacement of 1200' of water main on E. Taylor (\$450K of Water Utility funds) and \$750K to replace asphalt to Village limits.

## FINANCIAL IMPACT

The projects' estimates are higher, but given the timing, Ehlers can still model the funding scenarios for Village Board consideration in the coming weeks and months as we work through the Financial Management Plan and overall budgeting process.

## RECOMMENDATION

I would recommend keeping the initial capital project recommendation.

# PUBLIC WORKS STAFF REPORT

<b>MEMO DATE:</b>	July 30, 2021
<b>MTG. DATE:</b>	<b>August 3, 2021</b>
<b>TO:</b>	Public Works & Properties Committee
<b>FROM:</b>	JJ Larson – Village Director of Public Works & Utilities
<b>RE:</b>	<b>Stop sign</b>

## **BACKGROUND**

For years this Department has received calls about placement of some seemingly unnecessary stop signs in the Village. In researching over the years, I have never found any justification, traffic study, or documentation of any kind related to these sign placements.

For a brief background, stop signs are not recommended as a speed control measure and placing stop signs in locations where they are unwarranted ultimately makes those intersections more dangerous. I have spoken with our Police Department, and they are well aware of the hazards created by unwarranted stop signs and would partner with us in making the necessary corrections in the safest possible manner.

## **OVERVIEW**

While there are likely many more locations throughout the Village, I asked our Village Engineer to take a look at three particularly egregious examples and recommend corrective measures. A 3-way stop at the intersection of Killian and Donegal, a 2-way stop at Manley and Cork Crossing and a 2-way stop at Landmark and Michelle. Village Engineer, Josh Straka's, recommendation and the MUTCD (Manual on Uniform Traffic Control Devices) guidance follow this memo.

## **RECOMMENDATION**

I recommend we take the corrective measures outlined for each of these three locations.

Hi JJ,

Multiple stop signs in residential areas are typically installed to control speed situations and not always warranted. Below is the MUTCD standards for multi-way stop applications:

The two intersections listed below with only two stop signs is a little unusual and can be confusing to drivers.

Assuming there is not heavy traffic on any of these roadways and that they do not have high crash rates, I would suggest the following options based on traffic standards (which are similar to your thoughts below).

- Manley/Cork Intersection - Eliminate the eastbound stop sign on Manley
- Landmark/Michelle Intersection - Eliminate the northbound stop sign on Landmark
- Killian/Donegal - Eliminate both stop signs on Killian.

Law enforcement may want to monitor these intersections after the signs are removed to get a feel if the removals are adequate.

Josh



**Josh Straka, P.E. | Director of Practice-Municipal**

Strand Associates, Inc.®

608.251.2129 ext.1127

[josh.straka@strand.com](mailto:josh.straka@strand.com) | [www.strand.com](http://www.strand.com)

P.E. (IA, WI)

*Excellence in Engineering Since 1946.*

## Section 2B.06 STOP Sign Applications

### Guidance:

01 At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see [Sections 2B.08](#) and [2B.09](#)).

02 The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:

- A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
- B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
- C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.

### Support:

03 The use of STOP signs at grade crossings is described in [Sections 8B.04](#) and [8B.05](#).

## Section 2B.07 Multi-Way Stop Applications

### Support:

01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02 The restrictions on the use of STOP signs described in [Section 2B.04](#) also apply to multi-way stop applications.

### Guidance:

03 The decision to install multi-way stop control should be based on an engineering study.

04 The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
  - 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
  - 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
  - 3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.

*D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Option:

05 Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

## Village of Cottage Grove, WI

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

**DATE:** August 2021 Report

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

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – The Contractor is continuing construction. MSA has been working with the Contractor on staking and construction monitoring. Pavement is planned for early August and is on schedule to be completed by the contract dates with the exception of the signals. MSA continues to monitor quantities and assist in determining the payments to the appropriate parties.

5<sup>TH</sup> ADDITION TO WESTLAWN ESTATES – MSA has been onsite when necessary during the roadwork within the Phase 2 improvements. Pavement is to be completed for the current phase.

GLACIAL DRUMLIN PATH/CLARK STREET – Construction is continuing with the project. The project is on schedule to be completed by the contract dates. MSA has been providing construction observation and quantity verification along with construction staking as requested.

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. Due to current construction projects, the finalizing has been slowed a bit. 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. MSA is preparing a sales study report for the Widen parcel to assist in land values for the pond area.

MAIN STREET BIKE PATH PARC GRANT/CTH N URBANIZATION – MSA has heard good news from the County as they want to cover the assistance of the costs of the submitted projects. This may take an additional year of funding and approval within the budget. The initial recommendation is to go to the parks committee in August at which time a more formal acknowledgement is to be provided to the Village. Due to timing in 2021, it is anticipated to be a 2022 project and additional funding could come after the project is complete.

QUARRY RIDGE ESTATES PHASE B – Contractor has finished the utility and paving work on Phase B. Concrete sidewalk remains as lots are constructed.

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 completed and a pay request approved.



# Department of Public Works

---

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

August 3, 2021

### **Glacial Drumlin Trail Project**

As of this writing Alliant still has to bury their electric lines. The grading for the path is done throughout. Contractor began pouring concrete on the 26<sup>th</sup>.

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

Continuing to work on agreement with property owner for stormwater pond. Project design is being finalized by MSA; presentation of final design tentatively will come to Committee at next meeting.

### **PARC Grant**

Still waiting for official confirmation of any award; project will be a 2022 project, ideally bid early in the year.

### **BB/Buss Project**

Construction itself has progressed well, calls about traffic concerns have slowed. Utility crossings were completed and paving tentatively scheduled to begin soon.

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

As of this writing Fahrner has completed the chipseal and is finishing up sweeping operations. Dane County should be in later this week to re-stripe.

### **Sidewalk Work**

All saw-cut repairs have been completed. Staff has been working on removals and prep work and the concrete contractor will begin forming and pouring as his team has availability.

### **Facility Study underway**

Architects from FGM have continued to develop the facility study. I met with FGM and Upper90 Energy, a firm that specializes in energy analysis, and toured our existing facilities. The final report is on schedule for presentation in September.

### **Engineering Transition**

The team from Strand continues to onboard quickly and has been very active in getting up to speed on on-going and planned Village projects and developments. Kevin and his team at MSA have continued to be very responsive and helpful in sharing information and assisting in a seamless transition.

### **Department/Position Update**

Work continues on the future planning of the Public Works/Utilities Department and development of the new position in the 2022.

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF JULY 6, 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), Andy Eberhardt, Jim Elmore, Mike Hackel and Larry Kieck. 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.**

New Village Engineer Josh Straka of Strand Associates introduced himself to the committee.

4. **Old Business**

a. **Update on Glacial Drumlin Bike Path/Clark/Grove Street Project.**

Work has begun on the west end of the bike path portion of the project. Currently waiting for Alliant Energy to bury their lines before work can commence on the east end of the project. Temporary culverts have been placed until the storm water system is put in place next year. The project will be done in two phases due to landowner negotiations; the grant funded bike path portion will be done this year and the Clark and Grove Street improvements next year. Larson assured the committee that supplies will not affect this project as the contractors were well prepared. There is no new update on the Dane County portion of the bike trail at this time.

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

The project is on schedule as of today, Alliant Energy utilities are still needing to be moved and traffic issues remain a concern. Recently, the Village met with both the Town of Cottage Grove and Dane County to discuss the traffic issues. Traffic signals will likely be arriving late, so a 3-way stop will be put into place temporarily.

c. **Update on sustainability programs; final report on 2021 Rain Barrel Sale.**

Larson reported that 88 barrels were sold this year and expects to expand and improve on the program next year. In addition to rain barrels, Larson is hoping to be able to offer compost bins next year.

d. **Update on Construction Specs.**

With the engineering transition, Larson reported a delay in the updating of the construction specs. He will be working with Strand on the updates moving forward. He can bring any changes/highlights to the committee for review.

5. **Engineers Report**

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

The Contractor has started Construction and is 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 held 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**

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

## **6. Directors Report**

### **Glacial Drumlin Trail Project**

There was a pre-construction meeting on June 18<sup>th</sup>. The 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 and plans to do so prior to Huston's crew working on the street portion between Main Street and Bass Street.

### **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. Soil borings were completed, and preliminary information was 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 Street Chip sealing**

Fahrner Asphalt is planning to coordinate our chip seal 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. Work will hopefully be done within a month. Overall, there is less to be replaced than last year.

### **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**

On June 21<sup>st</sup>, the Village Board approved adding the title of Deputy Administrator to my Director of Public Works responsibilities. 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.

#### **7. Approve the minutes of the June 1, 2021 Public Works & Properties Committee meeting.**

**Motion** by Kieck, seconded by Hackel, to approve the June 1, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-1, with Elmore abstaining.

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

The next virtual Zoom meeting is tentatively scheduled for Tuesday, August 3, 2021 at 6:00 pm.

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

- Update on the Buss Rd/CTH BB project.
- Update on bike path and Clark & Grove Street project.
- Construction specifications.
- Update on street maintenance.

#### **10. Adjournment**

**Motion** by Hackel, seconded by Kieck, to adjourn at 6:26 pm. Motion carried with a unanimous voice vote of 5-0-0.

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.*