

**PUBLIC WORKS & PROPERTIES COMMITTEE**

**Tuesday, September 7, 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.
5. New Business
  - a. Discuss landscaping at CTH N/I-94/CTH TT roundabouts.
6. Engineer's Report  
Documents:  
[ENGINEER REPORT SEPTEMBER 2021.PDF](#)
7. Director's Report  
Documents:  
[DIRECTOR REPORT SEPTEMBER 2021.PDF](#)
8. Approve The Minutes Of The August 3, 2021 Public Works & Properties Committee Meeting.

Documents:

[8.3.21 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.



**Engineer's Report**  
**Public Works Committee**  
Village of Cottage Grove  
September 2021 Report

Shady Grove Subdivision

R. G. Huston has been clearing and grubbing and mass grading the project area. Existing trees outside of roadway disturbance limits for the project and future home footprints are being protected, where possible. Strand is currently reviewing shop drawings for the utilities and lift station. Manhole production has delayed the start of utility construction. Sanitary sewer construction is slated to begin the week of September 6, 2021.

Authentix Cottage Grove

Correspondence between Developer, Strand, and MSA has continued prior to approval of the development drawings. The only issues remaining on the drawings include sanitary sewer bury depth, control of the 100-year storm event at the site, and the design of the large retaining wall along the east side of the development at the dog park. The Developer is still hoping to start construction in fall 2021.

5th Addition to Westlawn Estates

The final surface layer of asphalt was placed on London Avenue, Paris Lane, and Damascus Trail for completion of the previous phase. Asphalt binder was placed on Damascus Trail for the portion of the work completed this year. Grading of Outlots 11 and 12 has begun for the stormwater facilities. Stormwater pipe construction on Canberra Circle and the piping to connect the two outlots is planned to begin in mid-September.

Cottage Grove Commons Phases 1 and 2

Phases 1 and 2 walk throughs were completed with JJ. Phase 2's stormwater basins in Outlots 1 and 2 need to be completed along with sidewalks, lighting, and restoration. Phase 1's final asphalt surface needs to be completed along with a punchlist of items, including sidewalk, driveway aprons, restorations, and a new asphalt patch on Gaston Road where the turn lane asphalt is failing.

Quarry Ridge Estates

Contractor poured sidewalk for the Phase B improvements and has begun restoration in the lots and terrace areas.

Erosion Control Checks

Strand has provided weekly erosion control checks as well as erosion control checks following rainfalls more than 0.5 inches on development sites in the Village including: Comfort Suites Hotel, Cottage Grove Commons, Dolphin Swim, Movin Out Glen Grove Apartments, Grand Appliance, Quarry Ridge Development, Shady Grove Subdivision, and 5th Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory. It should be noted that Cottage Grove Commons has been in violation of several erosion control measures and Strand is working with Developer to have those corrected.

Development Reviews

Strand is reviewing proposed developments as they are submitted to the Village. Grand Appliance and Alliant Energy Bonnie Road Substation were recently reviewed. Atlantis Valley and JEK-CRE Mutli-Tenant Building submittals are currently under review.



Upcoming Public Works Projects

Strand has been working with JJ to update the budget for the Village of Cottage Grove's 2022 and 2023 projects. Some of those budget reviews have included West Oak Street, Taylor Street, and Main Street Reconstruction and bike path, and the second part of Clark Street and Grove Street. Strand has also met with JJ to discuss a solar array roof mounted unit at the Public Works building. Strand plans to hold a meeting with WDNR to discuss the feasibility of Thaden Pond in late September or early October 2021.

**MSA is still working on the Buss Road and Cottage Grove Road intersection and Glacial Drumlin Path and Clark Street project and will provide a separate report for those projects, as needed.**

Prepared and respectfully submitted by Joshua J. Straka, P.E., Strand Associates, Inc.®.



# Department of Public Works

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Director's Monthly Report to the Public  
Works & Properties Committee  
September 7<sup>th</sup>, 2021

## **Glacial Drumlin Trail Project**

As of this writing Alliant has just started to bury their electric lines. Contractor has installed all the asphalt and concrete they are able to around Alliant's existing poles.

## **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 will come to Committee at the next meeting.

## **PARC Grant**

Dane County officially awarded the Village \$213,087 for Phase 2 of the Main Street Bike Path project.

## **BB/Buss Project**

Road was reopened to traffic on August 20<sup>th</sup>. The most recent update has the signals arriving in late September, so the intersection will remain as a three-way stop for the time being.

## **Sidewalk Work**

As of this writing, there are only a small number of sidewalks left to be completed for the year. Invoices will be sent once all the work is complete for the year.

## **Facility Study underway**

Architects from FGM have continued to develop the facility study. Final report is anticipated very soon.

## **Engineering Transition**

The transition continues to go very smoothly. Strand has taken over most duties as Village Engineer and MSA is completing current projects.

## **Public Works Technician position vacancy**

We recently filled our Utility Technician position with one of our own, leaving a vacant PW Tech position. We've gotten a number of quality applicants and interviews are scheduled for September 14<sup>th</sup> and 15<sup>th</sup>.

## **Public Works Operations Manager Position Update**

Planning continues on the position description, duties & responsibilities and salary range for the new position in the 2022.

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF AUGUST 3, 2021**

1. **Call to Order.** This virtual meeting was called to order at 6:03 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), Jim Elmore and Mike Hackel. Andy Eberhardt and Larry Kieck were absent and excused. 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.**

None.

4. **Old Business**

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

Crews are still waiting for Alliant Energy to bury their lines, but it is anticipated that this will happen soon as Larson recently heard that Alliant will be getting the necessary equipment soon to complete the work . Huston has been working around the Alliant work areas.

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

Paving will likely occur very soon, with striping to follow shortly thereafter. Huston’s contractor will be doing the striping work. Larson reported that there are still a few traffic concerns and violations throughout the work area.

c. **Discuss and consider recommendations on capital projects for the Financial Management Plan.**

Larson presented updated cost estimates for the three capital project updates to the Financial Management Plan. Those updates include moving up the reconstruction of East Taylor Street/Ridge Road to 2022, expanding the CTH N/Main Street Bike Path Project to include additional urbanization of CTH N and adding an off-street bike path to the repaving project of Oak Street. Discussion was also had about the possibility of adding curb and gutter to the East Taylor Street reconstruction project. This work would require some road widening and curb cuts. Straka said that the curb and gutter work could possibly be added as an alternate bid with the project. **Motion** by Hackel, seconded by Elmore, to move forward with the capital projects plan as presented. Motion carried with a unanimous voice vote of 3-0-0.

5. **New Business**

a. **Discuss and consider stop sign modifications.**

After years of calls about unnecessary stop signs throughout the Village, three stop sign locations in the Village have been reviewed and determined to be unwarranted. Larson spoke with the Police Department and they are supportive of the removal of these unwarranted stop signs. The following stop signs are recommended for removal: the eastbound stop sign on Manley Lane at the intersection with Cork Crossing, the northbound sign on Landmark Drive at the intersection with Michelle Lane, and both stop signs on Killian Trail at the intersection of Donegal Drive. **Motion** by Hackel, seconded by Elmore, to approve modifying and removing the stop signs as recommended. Motion carried with a unanimous voice vote of 3-0-0.

6. **Engineers Report**

**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**

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.

#### **Shady Grove**

There will be a preconstruction meeting this Thursday, August 5.

#### **Dolphin Swim**

Contractors recently broke ground.

### **7. Directors Report**

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

As of this writing, Alliant Energy still has to get in and bury their electric lines. The grading for the bike path is done throughout and the Contractor began pouring concrete July 26.

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

The Village is continuing to work on an agreement with the property owner for the stormwater pond. The project design is being finalized by MSA; presentation of the final design will tentatively come to next month's meeting.

### **PARC Grant**

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

### **BB/Buss Project**

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

### **CTH N/Main St Chip sealing**

As of this writing, Fahrner has completed the chip seal and is finishing up sweeping operations. Dane County has completed most of the striping with crosswalks and railroad tracks remaining.

### **Sidewalk Work**

All saw-cut repairs have been completed. Staff has been working on removals and prep work. 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**

Team from Strand continues to onboard quickly and has been very active in getting up to speed on the ongoing and planned Village projects and developments. Kevin Lord 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 the development of the new position in 2022.

### **Utility Technician and Public Works Technician Position Update**

The Utility Technician position was recently filled by an internal candidate. There were five applicants and three interviews. Due to the internal candidate being hired, there is now an available Public Works Technician position. This position was posted today.

### **Alliant Energy Sub-Station**

Alliant Energy recently reached out to the Village about the requirement of a new sub-station due to the growth in the community. The location is tentatively slated for Homburg's vacant parcel of land adjacent to the Municipal Services Building.

## **8. Approve the minutes of the July 6, 2021 Public Works & Properties Committee meeting.**

**Motion** by Elmore, seconded by Hackel, to approve the July 6, 2021 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

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

The next virtual Zoom meeting is tentatively scheduled for Tuesday, September 7, 2021 at 6:00 pm.

## **10. Future Agenda Items**

- Update on the Buss Rd/CTH BB project.
- Update on bike path and Clark & Grove Street project.
- Discuss budget.

## **11. Adjournment**

**Motion** by Hackel, seconded by Kieck, to adjourn at 6:59 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.*

DRAFT