

PUBLIC WORKS & PROPERTIES COMMITTEE

Tuesday, January 4, 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.

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 pond land purchase.
5. New Business
 - a. Discuss and consider directing staff to install Deaf Child Area signage near 817 St. John St.
 - b. 2022 Project Update

Documents:

[ITEM 5A PROPOSED SIGN.PDF](#)

6. Engineer's Report

Documents:

[ENGINEER REPORT JANUARY 2022.PDF](#)

7. Director's Report

Documents:

[DIRECTORS REPORT 1-4-22.PDF](#)

8. Approve The Minutes Of The December 7, 2021 Public Works & Properties Committee Meeting.

Documents:

[12.7.21 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.



**DEAF
CHILD
AREA**



Engineer's Report
Public Works Committee
Village of Cottage Grove
January 2022 Report

Shady Grove Subdivision

Sanitary sewer, water main, and storm sewer construction continued through December. RG Huston Company, Inc. (RG Huston) began installing the wet well and valve vault for the lift station at the end of December. RG Huston continues to blast for rock excavation to complete the sanitary sewer installation. Phase 2 sanitary sewer, water main, and storm sewer construction will continue to take place into January 2022, as the weather permits.

Authentix Cottage Grove

Village sanitary sewer and water main mainline was completed by Integrity Grading and Excavating in December. Testing of the sanitary sewer and water main will be completed in early January 2022. The Village storm sewer infrastructure and detention basin was also completed. The storm sewer installation along Cottage Grove Road is tentatively planned for spring 2022. The Village retaining wall construction was completed in mid-December with the Village's Geotechnical Consultant, CGC, Inc., completing testing of the backfill when required.

Fifth Addition to Westlawn Estates

Strand continues to work with Homburg Contractors, Inc. (Homburg) on its lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra Circle. Strand anticipates a formal second review in early January 2022. Homburg began Phase 3 of the Fifth Addition to Westlawn Estates near the beginning of December and have completed the mainline sanitary sewer construction. Construction of the water main, sanitary services, and storm sewer will continue into January 2022.

Quarry Ridge Estates

Quarry Ridge Phase C drawings and land disturbance permit were submitted in late December for review. The Developer's Agreement is currently in progress and once it has been finalized, Strand will complete the plan review. The developer's current schedule is to start construction in early spring.

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: Cottage Grove Commons Phase 2, Dolphin Swim, Movin Out Glen Grove Apartments, Grand Appliance, Alantis Valley Foods, Shady Grove Subdivision, Authentix, and 5th Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory or compliant.

Development Reviews

Strand attended a meeting with potential developers to discuss a development along Cottage Grove Road just south of the new elementary school. The developer will move forward with its due diligence before purchasing the property for residential development.

Upcoming Village Projects

Survey was completed in late December for the 2022 public works and parks projects including West Oak Street and Taylor Street and West Ridge Road Reconstruction, County Trunk Highway (CTH) N Urbanization, Community Park, Bakken Park, and the 2022 Parks Project. Design will begin at the beginning of 2022 with bidding occurring in late winter 2022. Updates for each project will occur in the following months.

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



Department of Public Works

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

January 4th, 2022

2022 Projects

- Main St. Bike Path Extension. MSA finalized plans and I've shared them with the County for review given the PARC Grant funding.
- Clark & Grove St. Reconstruction Project. The Village has come to an agreement with the landowner to purchase the land needed for stormwater treatment on the west side of Vilas Rd. MSA completed the survey work and drafted the CSM. Our legal team is working to have the purchase agreement signed in the coming weeks.
- E. Taylor/W. Oak/CTH N Urbanization. Strand's team has been on-site surveying and design will begin soon.

Snow

Snow finally showed up. Marty and the staff did a great job, as usual. Given we have one vacant position, our newest hire is still working towards his CDL & for the first event on Monday the 27th, we had two staff out – the team exceeded even the high bar they've set over the years.

Staffing Update

With Jake's departure, we were fortunate that we had a great "runner up candidate" from our last hiring process for the Public Works Technician position only a few months ago.

Officer Vince Jeffords, member of the Cottage Grove Police Department since 1999, will become our newest Public Works Technician, starting on January 10th. This date allows for the smoothest transition for both Departments. The timing also works out well for the Police Department; having just finished a recruitment and interview process, they are set up to fill the vacancy almost immediately.

Obviously, Vince brings a wealth of experience in public service and Village-specific knowledge. More importantly than that, we are confident he will be a great fit with our close-knit, small team. Every one of our staff knows Vince well and has worked side-by-side with him in different situations through the years.

While he will still have to earn his Class B CDL, Vince already has his Class C, and he has passed the written exam portion of the Class B so he's well on his way to helping the team out. He will be required to earn his DNR Water Certification in Groundwater and Distribution in the coming year. We're looking forward to getting him on board and showing him around to the facilities and infrastructure he may not be familiar with yet.

We are incredibly fortunate to have such a dedicated public servant who recognizes they want a change in career, but still looking to work in service to the citizens of Cottage Grove. I am very optimistic about the future of our Department and the part Vince will play in that future.

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF DECEMBER 7, 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, 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.**

None.

4. **Old Business**

a. **Update on stormwater pond land purchase.**

An agreement in principle has been established between the Village and the property owner on the west side of Vilas Road. MSA is currently drafting a CSM for the pond. Once that is complete, the Village attorneys will prepare everything for the final purchase of the property.

5. **New Business**

a. **Discuss ARPA eligible projects.**

Williams reiterated that the committee previously discussed utilizing ARPA funds for a sewer interceptor and the Thaden Pond project. Recently, Village Board Trustee Melissa Ratcliff asked committees to consider using the ARPA funds to purchase a leaf vac truck. In a memo to committee members, she explained that many residents have inquired about the Village providing a leaf pick up service. She further noted that leaves contain phosphorus and when they enter the water system through storm drains, they create unwanted algae in our area lakes, and would therefore qualify for ARPA funding. After discussing this item with Larson, it was determined that a leaf vac truck would require a chassis that could be outfitted for different functions when not in use as a leaf truck, an additional staff person to operate the leaf truck, increased yearly maintenance costs and vehicle replacement every 7 to 10 years. Committee members questioned the need for a leaf vac truck at this time based on the number of loads of leaves that are currently collected at our drop off site, along with having piles of leaves sitting by the curb, possibly creating a larger issue of leaves in the streets and gutters, as well as a lack of storage space for a new piece of equipment. After further discussion, the committee agreed that it would be best to utilize the ARPA funds for the two higher priority projects that are needed in the Village: the dredging project of Thaden Pond and a sewer interceptor. No formal action was taken.

6. **Engineers Report**

Shady Grove Subdivision

Sanitary sewer, water main, and storm sewer construction continued through November. RG Huston Company, Inc. completed the first phase of concrete curb and gutter and the first lift of asphalt in mid-November. RG Huston Company, Inc. began blasting for rock excavation at the end of November to complete the sanitary sewer installation. Phase 2 sanitary sewer, water main, and storm sewer construction will continue to take place into December 2021 and January 2022. Work on the spec home has also begun.

Authentix Cottage Grove

Horizon Construction Group, Inc. is the prime contractor for the development with Integrity Grading and Excavating as the underground subcontractor. Village sanitary sewer and water main began in November with the completion of all the mainline sewer and water main completed by the end of the month. Testing of the sanitary sewer and water main and installation of the storm sewer along Cottage Grove Road will be completed in December 2021. The Village retaining wall construction began in mid-November. There has been communication with the prime contractor, their

subcontractors as well as the Village's Geotechnical Consultant, CGC, Inc., the design engineer and geotechnical engineer of record regarding the undercut of the retaining wall as well as the Village's expectations with construction during the winter months.

5th Addition to Westlawn Estates

Strand has been answering questions regarding the first review of the lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra Circle. Strand anticipates a second review in the coming weeks. Homburg Contractors, Inc. plans to start Phase 3 of the Fifth Addition to Westlawn Estates in December 2021.

Cottage Grove Commons Phases 1 and 2

Phase 1 – The majority of the List of Items to be Completed or Corrected was completed in November. Outstanding items remaining include a few miscellaneous restoration items.

Phase 2 – Portions of the sidewalk were installed for winter occupancy in November. Stormwater basins in Outlots 1 and 2 still need to be completed along with the remaining sidewalk, lighting, and restoration occurring in spring 2022. The overall erosion control on the site continues to be lacking and Strand is discussing this with the developer each week during the weekly erosion control reviews.

Quarry Ridge Estates

The developer received a List of Items to be Completed or Corrected following the walkthrough for Phase B which occurred at the end of October. These items will be completed in spring 2022.

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 Phase 1 and Phase 2, Dolphin Swim, Movin Out Glen Grove Apartments, Grand Appliance, Atlantis Valley Foods, Quarry Ridge Development, Shady Grove Subdivision, Authentix, and 5th Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory or compliant.

Development Reviews

Strand is reviewing proposed developments as they are submitted to the Village. Listed below are the developments currently under review:

1. JEK-CRE Multitenant Building – The second submittal was finalized in early November. The developer will be asking for a variance regarding the driveway apron opening at the property line to accommodate truck traffic entering and leaving the site. Strand anticipates a final review before issuance of the Land Disturbance Permit.
2. Alliant Energy Substation – Strand and Village staff have met with Alliant Energy to discuss potential locations of a future substation in the Village. Alliant Energy will consider further options and come back to the Plan Commission in 2022 for discussions regarding new locations.
3. Jump Around Gymnastic – During this site review Strand noticed there were several parcels in Commerce Park that did not include sidewalk along their property specifically along Landmark Pass. Strand requested this development include sidewalk along the property line even though Dolphin Swim, PFS TECO, and Landmark Services do not include sidewalk along their Limestone Pass properties. The Village may want to consider installing sidewalk along these other properties in the upcoming years to complete the sidewalk gaps in the Commerce Business Park area.
4. Hydrite Chemical – Hydrite Chemical submitted its first site submittal for the construction of its groundwater remediation system east of the Hydrite Chemical facility that was reviewed in November. Hydrite will be piping groundwater influent lines from two extraction wells to their proposed treatment system building. The treated water effluent will be pumped from the treatment system building to an existing storm sewer manhole near the southeast corner of RG Huston Memorial Park.

Strand attended a meeting with potential developers to discuss the Three Oaks development along Ridge Road. Lack of a regional pumping station on the east side of the Village may limit future growth in that area.

Upcoming Village Projects

Strand met with Village staff at the end of November to discuss the 2022 Village projects and survey limits. A variety of public works and park projects are slated for 2022 construction with bidding in the late winter.

7. Directors Report

Budget Update

The public hearing for the final 2022 budget is on the Village Board agenda for December 6th. Assuming no changes, the budget includes many street improvement projects, multi-use trail extensions and additions, park improvements and much needed staffing additions.

Project Planning for 2022

Larson met with Straka and his team for a project planning meeting for the multiple projects that are slated for next year. Survey work will begin soon and as design progresses, items will be brought back to this Committee for comments prior to beginning the public information efforts on each project.

LRIP Money

The Village was once again awarded State money, through Dane County, towards our annual street repaving program. \$29,499.68 will be received and will go towards the work to repave Weald Bridge Road.

Glacial Drumlin Trail Project

The lights were installed at the crossing of CTH N/Main Street and Clark Street. The overall project is largely complete, however, due to the late installation, restoration will not be complete until spring next year.

Clark and Grove Street Reconstruction Project

The Village has an agreement in principle with the landowner on Vilas Road for the purchase of the land to install the required storm pond for the project. MSA is finishing up design of the project and drafting a CSM for the creation of the outlot for the pond. Once that is complete, the Village will finalize the sale of the property with the owner.

BB/Buss Project

Traffic signals have been operational for weeks now with no issues. There are a few small punch list items remaining.

Facility Study – Ad-Hoc Committee

The facility study completed by FGM Architects was presented to the Village Board in October. As of this writing, there is an item on the December 6 Village Board agenda on the development of an ad-hoc Committee. FGM's study ultimately recommended that the Village should form an ad-hoc committee to review options, costs, timing, and funding in greater detail.

Staffing Update

Our newest hire has been working with staff to get up to speed quickly and plans to continue working towards his CDL

The department also received some bad news last week, as one of our great young employees, Jake Kienbaum, has accepted a position with another municipality. His last day of work will be December 10 and he will be sorely missed. Jake is not only a hard worker, but willing and able to take on equipment repairs of all sizes and has saved the Village thousands, if not tens of thousands, in his brief time here. The repairs that he was able to make in-house, would have otherwise been contracted out. We plan to recruit for his replacement immediately.

8. Approve the minutes of the November 2, 2021, Public Works & Properties Committee meeting.

Motion by Elmore, seconded by Kieck, to approve the November 2, 2021, Public Works and Properties Committee meeting minutes as presented. Motion carried with a unanimous voice vote of 5-0-0.

9. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, January 4, 2022, at 6:00 pm.

10. Future Agenda Items

- Discuss timeline for upcoming projects

11. Adjournment

Motion by Kieck, seconded by Hackel, to adjourn at 7:00 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.

DRAFT