

**VILLAGE OF COTTAGE GROVE
MEETING**

NOTICE OF PUBLIC

**PUBLIC WORKS &
PROPERTIES COMMITTEE**

Tuesday, February 2, 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.

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 road salt reduction.
5. New Business
 - a. Discuss and consider infrastructure modifications to Shady Grove.

Documents:

[MEMO ON SHADY GROVE MODIFICATIONS.PDF](#)
[SHADY GROVE - REQUEST FOR CHANGES TO APPROVED PLANS
01.25.21.PDF](#)

6. Engineer's Report

Documents:

[2 FEB 2021 ENGINEER REPORT.PDF](#)

7. Director's Report

Documents:

[DIRECTORS REPORT 2-2-21.PDF](#)

8. Approve The Minutes Of The January 5, 2021 Public Works & Properties Committee Meeting.

Documents:

[1.5.21 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

MEMO DATE:	January 29, 202
MTG. DATE:	February 2, 2021
TO:	Public Works & Properties Committee
FROM:	JJ Larson – Village Director of Public Works & Utilities
RE:	Shady Grove infrastructure modifications

OVERVIEW

The Shady Grove development was approved years ago, and the developer is now looking to get the project moving. They have been working with staff and looking to do some value engineering in order to cut some of the anticipated costs so they can provide their contribution to the improvements at the BB/Buss Rd. intersection and still have a feasible project.

RECOMMENDATION

Staff met with the developer and discussed their requests, which are laid out in the submission in your packet. The only items we would not recommend as staff are #4, the request to reduce the engineered soil in the bio pond to 6" and #8 the request to change the bike path to 5' sidewalk. We would however recommend reduction of the bike path width to 8' since it is in a residential area and the Village already has 8' path in other areas of the community.

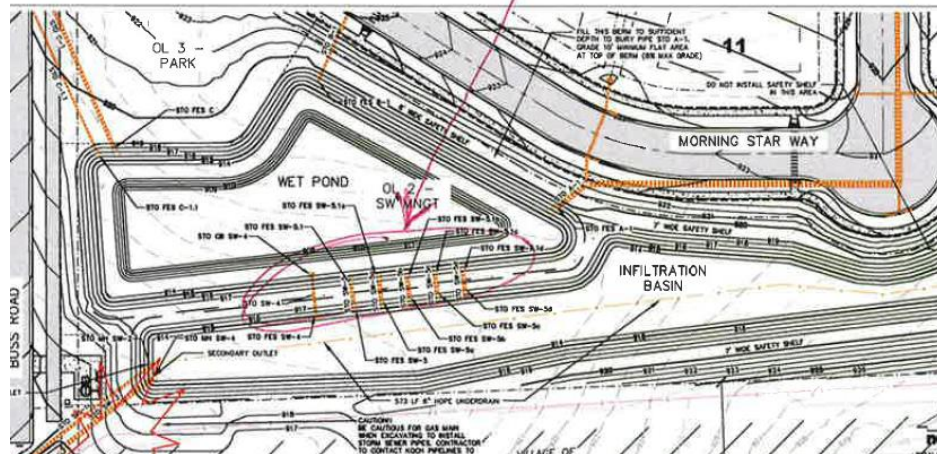
1.25.21

Shady Grove

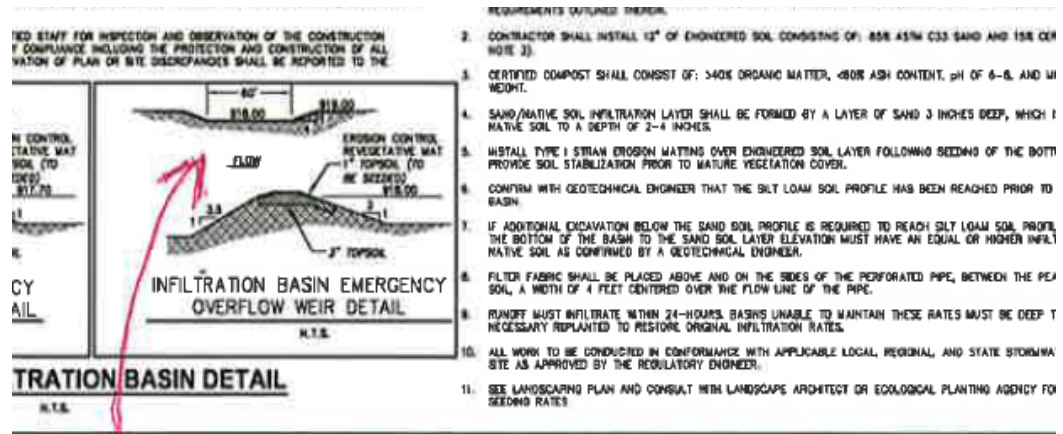
Request for changes to the approved development plans

1. Change from 4" to 3.5" asphalt on side streets.
 - Drumlin, Shady Street, Fundamental Way, Morning star Way, Max Kolbe Circle are side streets with minimal traffic as they are not arterial roads.
 - We understand there is precedence for this existing in the Village.
 - Buss Road to remain 4"
2. Reduce gravel depth from 12" to 10" on side streets
 - Drumlin, Shady Street, Fundamental Way, Morning star Way, Max Kolbe Circle are side streets with minimal traffic as they are not arterial roads.
 - We understand there is precedence for this existing in the Village and proof rolls are required to assure a stable base.
 - Buss Road to remain at 12"
3. Eliminate pond pipe overflows
 - Remove these pipes

Remove these pipes

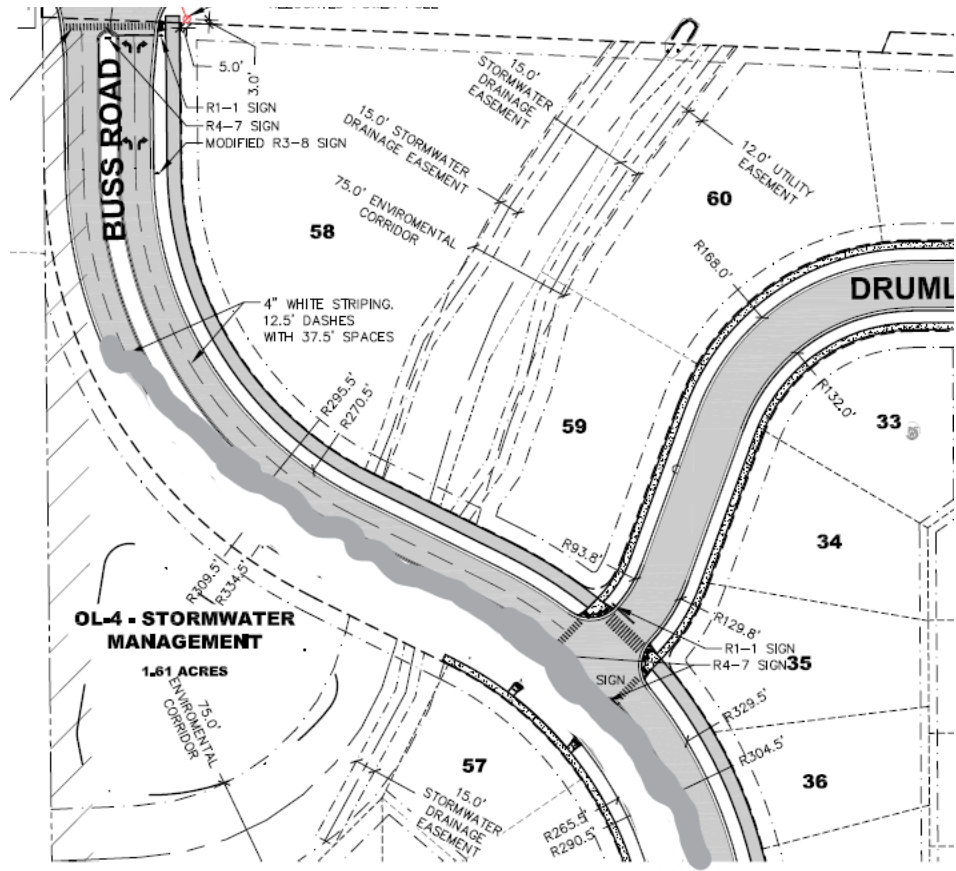


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- Replace with overflow similar to this

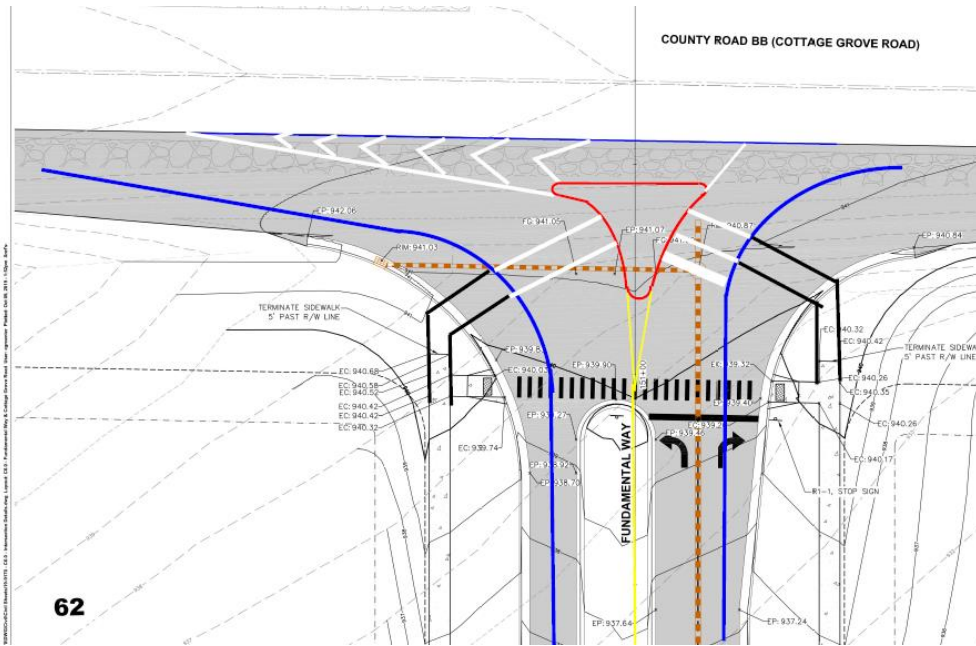


Replace with overflow similar to this

- Reduce engineered soil in the Bio Pond to 6"
- Change water services from 1.5" to 1".
 - We understand this was over specified in the development plans and that 1" is acceptable.
- Reduce Buss Road to single lane at 200' south of the north property line
 - The right of way would remain in place, we are not asking for any changes to the plat, only to not install improvements that will not be used for years or any identified length of time.
 - We would recommend installing permanent improvements along 1 side of the right of way as to not waste money and environment on installing and ripping out at a later date. This will allow the curb and sidewalk to stay intact along 1 of the road and just replace asphalt, which might need replacing by the time this road becomes a thorough fare.



- Rework East entrance to development to be right in, right out to deter traffic to use the lighted intersection. See sketch below.



- Change bike path to 5' sidewalk.

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS

DATE: February 2021 Report

klord@msa-ps.com

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA is working to complete the plans for the intersection of Buss Road and CTH BB based on the approved drawings from Public Works and the Village Board. The school has been updated and MSA has reached out to the school on the bus traffic to associate with turning lanes and the turning lane on Buss Road is being extended to match those on CTH BB. MSA is working with the Village on conversations with Shady Grove but currently the turning lanes are being included in the design. The intersection plans will be combined with the temporary school improvements along Buss Road. The intent is to complete this bid package as soon as possible to have the project bid by early spring of 2021

5TH ADDITION TO WESTLAWN ESTATES – Utility work has been completed for the Phase 2 improvements which includes the extension of Damascus Trail.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA has submitted the plans and specifications for the grant funded portion of the path project and Clark Street in order to keep that portion of the project moving on the WisDOT timeline. MSA is in the process of completing the land acquisition easements along the corridor.

MSA is evaluating the drainage areas for the proposed pond on the west side of Vilas Road within the Reed Widen property and looking at the required property needs. The intent is to determine the extent that it benefits the private property as well as the Village for negotiating on the land costs. MSA has developed a cost estimate for the utility improvements and pond to determine the plan for moving forward and start negotiations with the property owners once this information is known.

MAIN STREET BIKE PATH PARC GRANT – The Dane County Parc Grant application material is now available. MSA was instructed to apply for the grant funding for the Phase 2 portion of the path by the Public Works Committee. Ideally the additional improvements along CTH N of urbanizing the remainder of the roadway between School Road and Limestone Pass may be included with the project dependent on funding. Discussions with the timing was started based on the anticipated grant timing and the time of the year as to whether this project would be 2021 or 2022.

QUARRY RIDGE ESTATES – Review of documents including storm sewer calculations submitted for Phase B of Quarry Ridge Estates is ongoing. Contractor is beginning to start the permitting to begin Phase B.

EROSION CONTROL CHECKS – MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons, the Comfort Suites Hotel, and Farris Auto.

DEVELOPMENT REVIEWS – MSA has been reviewing the development submittals for new developments. Current review sites include Movin' Out on Windsor Avenue, Metcalf Condo Development between Cork Crossing and Sandpiper, and Cottage Grove Commons Phase 2. MSA has been involved with discussions regarding both the Farm Development and Shady Grove on some anticipated construction costs as requested.

COMMERCE PARK INFILTRATION ANALYSIS – MSA has completed a draft of the soil analysis completed at the Commerce Park within the vacant Village lots and are preparing the document to submit to DNR for review and comment.

PROJECT UPDATE

MAIN STREET (CTH N) URBANIZATION – MSA prepared a cost estimate to extend the right turn lane heading south on Main Street to School Road per the traffic recommendations and providing curb and gutter to the remainder of the west side of Main Street to the extent of curb and gutter planned by Cottage Grove Commons Phase 2. Curb and Gutter on the east side is planned currently with the bike path project. MSA also included costs to mill and relay the center portion of the roadway. The County did affirm this could be completed with the bike path project as ineligible items for the grant but completed as one project.



Village of Cottage Grove

Department of Public Works

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

February 2, 2021

Clark & Grove St. Reconstruction Project

Legal team working on agreement with property owner for stormwater pond.

Main Street Bike Path – Phase 2

Grant documents just became available for PARC grant funding. Grant applications aren't due until June, MSA will be submitting for the Village.

Village Hall Sign

Sign is complete

Snow

Crew has handled a number of varied events this month very well, while I receive the typical phone calls after/during each event, none have been significant.

Equipment – re-use

PD was kind enough to offer me the usage of the old squad they replaced. This frees up the pickup I used pre-pandemic to continue to allow our guys to keep using separate vehicles as much as possible. It also frees that truck up to help when we have seasonal staff in the summer – when even in normal times we are often short on vehicles.

Street Maintenance/Repaving plan for 2021

Talking with Marty, assessing and finalizing our recommended work for the year.

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JANUARY 5, 2021**

1. **Call to Order.** The 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 (chair), Larry Kieck, Andy Eberhardt, Mike Hackel and Scott Schuerman. Also present were Public Works Director JJ Larson and Village Engineer Kevin Lord of MSA.
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.** MSA will submit grant portion to DOT in January. Still working on planning and land acquisition for the pond on the west side of Vilas.
 - b. **Update on the Buss Road/CTH BB project.** Board approved the Committee recommendation and design is underway.
 - c. **Discuss potential improvements along CTH N.** Lord discussed the plan to urbanize the west side of CTH N in the area and provided costs estimates. The design to continue the bike path to the north includes curb and gutter along the east side; the asphalt in between these areas is in need of repair as well and Lord provided an estimate for that cost as well. Lord explained that the County PARC grant funding would be available, and that the application deadline would be June, with award late July. Larson indicated that the urbanization of N and the bike path are both TID 5 eligible projects based on the approved project plan. Committee members all indicated the Village should seek the PARC grant and wait for that awarding before moving forward with the project.
 - d. **Update on road salt reduction.** Larson said he hadn’t received any calls related to salt, but that he had spoken with the driver about using less and keeping it to the intersections only.
5. **New Business.** No new business.
6. **Engineers Report**

Buss Road/Cottage Grove Road Intersection Plan

MSA is beginning the work on the intersection of Buss Road and CTH BB base on the approved drawings from Public Works and the Village Board. The school has been updated and MSA will reach out to the school on the bus traffic to associate with turning lanes. MSA will work with the Village Attorney on inclusion of the Shady Grove turning lanes in the project depending on the agree costs moving forward. The intersection plans will be combined with the temporary school improvements along Buss Road. The intent is to complete this bid package as soon as possible to have the project bid by early spring of 2021.

5th Addition to Westlawn Estates

Utility work is continuing for the Phase 2 improvements which includes the extension of Damascus Trail.

Glacial Drumlin Path/Clark Street

MSA is finalizing the plans for the grant funded portion in order to keep that portion of the project moving on the WisDOT timeline. MSA received final direction from the Bike/Ped Committee and addressed utility questions with JJ and Marty. MSA is in the process of getting the environmental documents and design study report approved by WisDOT as they have changed their contact person. The land acquisition for the temporary easements are in progress. The crosswalk is planned as a normal crosswalk with white ladder bars and overhead RRFB flashers.

MSA is evaluating the drainage areas for the proposed pond on the west side of Vilas Road within the Reed Widen property. The intent is to determine the extent that it benefits the private property as well as the Village for negotiating on the land costs. MSA has developed a cost estimate for the utility improvements and pond to determine the plan for moving forward and start negotiations with the property owners.

Main Street Bike Path PARC Grant

MSA is awaiting answer on the funding within the County budget and hopefully will apply to a grant for this project in 2021. MSA is revising the estimate for the second phase of the project based on the previous bids and work completed.

Quarry Ridge Estates

Review of documents submitted for Phase B of Quarry Ridge Estates is ongoing. Contractor is beginning to start the permitting to begin Phase B.

Erosion Control Checks

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons, the Storage Buildings, the Comfort Suites Hotel, and Farris Auto.

Development Reviews

MSA has been reviewing the development submittals for new developments. Current review sites include the Atwell Hotel on CTH TT, Movin' Out on Windsor Avenue, Metcalf Condo Development between Cork Crossing and Sandpiper, Dolphin Swim in the Commerce Park, and Cottage Grove Commons Phase 2.

Commerce Park Infiltration Analysis

MSA is working to analyze the soil samples completed during the digging of test pits at the Commerce Park. The MSA field staff that did the field work are working to prepare a submittal to the DNR on the remainder of the lots.

Main Street (CTH N) Urbanization

MSA met with JJ on the site and reviewed the existing area between School Road and Limestone Pass. MSA prepared a cost estimate to extend the right turn lane heading south on Main Street to School Road per the traffic recommendations and providing curb and gutter to the remainder of the west side of Main Street to the extent of curb and gutter planned by Cottage Grove Commons Phase 2. Curb and Gutter on the east side is planned currently with the bike path project. MSA also included costs to mill and relay the center portion of the roadway.

7. Directors Report

Clark & Grove St. Reconstruction Project - Legal team working on agreement with property owner for stormwater pond.

Village Hall Sign - Sign is still a work in progress; letters were not able to be matched, so new ones are on order. Contractor finished painting background

Wildlife signs - Installed signs along Cottage Grove Rd. to warn drivers of cranes, deer, ducks and geese that regularly cross.

Winter Equipment - Had a few issues during recent snow events; requiring use of back-up plow truck. Had planned to auction plow truck in the fall but held off due to repairs needed on another at the time & now it's been used twice as a stop-gap during snow removal. We may look to keep a backup moving forward as a part of equipment replacement program (essentially do the sale/trade in one truck behind replacement).

Snow - As always, typical hiccups and equipment failures – but crew has handled it all in stride. No calls or concerns with the salt reduction area as of this writing

8. Approve the minutes of the December 1, 2020 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Schuerman, to approve the December 1, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

9. Approve the minutes of the December 14, 2020 Public Works & Properties Committee meeting.

Motion by Schuerman, seconded by Kieck, to approve the December 14, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

10. Set tentative date for next meeting.

The next virtual Zoom meeting is tentatively scheduled for Tuesday, February 2, 2021 at 6:00 pm.

11. Future Agenda Items

- Update on salt reduction data.
- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.

12. Adjournment

Motion by Schuerman, seconded by Kieck, to adjourn at 6:48 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

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.