

**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: 7/6/21

*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.*