

**PUBLIC WORKS &  
PROPERTIES COMMITTEE**

**Tuesday, August 4, 2020**

**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 #.

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](mailto:jjlarson@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. Discuss and consider recommendation on Clark St. and Grove St. reconstruction.
  - b. Update on Glacial Drumlin Bike Path project.
  - c. Update on the Buss Road/CTH BB project.
- 5) **New Business**
  - a. Discuss and consider recommendation on projects in the Financial Management Plan.
- 6) **Engineer’s report**
- 7) **Director’s report**
- 8) **Approve the minutes of the July 7, 2020 Public Works & Properties Committee meeting.**
- 9) **Set tentative date for 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

# ITEM 5a

Glacial Drumlin Bike Path (Connection from western Village limits to trailhead of Glacial Drumlin State Trail)		Village/TAP Grant		Connection thru Village to trailhead of Glacial Drumlin State Trail
Engineering & Design			\$ 115,000	TAP (\$554,000) reimbursed
Construction			\$ 700,000	
TAP Grant			\$ (554,000)	
<b>TOTAL</b>			<b>\$ 261,000</b>	
<b>Clark St. Reconstruction (west portion)</b>		Village	\$ 600,000	In conjunction with bike path; urbanize, intersection improvements
Engineering & Design			\$ 98,000	
Construction			\$ 980,000	
<b>TOTAL</b>			<b>\$ 1,078,000</b>	
<b>Grove St. Reconstruction</b>				Potentially add water main extension
Engineering & Design			\$ 95,000	
Construction			\$ 950,000	
<b>TOTAL</b>			<b>\$ 1,045,000</b>	
<b>Grove St. Pulverization (parking lot south up hill)</b>				
Engineering & Design			\$ 9,500	culvert replacement(s)/additions
Construction			\$ 95,000	
<b>TOTAL</b>			<b>\$ 104,500</b>	

<b>TOTAL</b>	<b>\$ 3,042,500</b>
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Projects	Est. Cost	How funded in plan	2021	2022	2023	2024	2025
BB West Urbanization, Buss intersection. <sup>1</sup>	\$ 4,000,000	Village	X				
Glacial Drumlin Bike Path/Clark St/Grove St Reconstruction project(s) <sup>2</sup>	\$ 3,050,000	Village/TAP grant	X				
Bike path extension north (Phase 2: Northlawn to I-94) <sup>3</sup>	\$ 450,000	Village/TID 5	X				
W. Oak St Re-paving & traffic calming improvements	\$ 415,000	Village		X			
Thaden Pond <sup>4</sup>	\$ 660,000	Village/WPDES grant			X		
CTH N/Main St. Recon (Reynolds to south Village limits)	\$ 390,000	Village				X	
Reconstruct E. Taylor/Ridge E to Village limits	\$ 770,000	Village				X	
CTH N Conversion to Urban X-Section	\$ 675,000	Village					X
CTH N (From TT to 3400' north) <sup>5</sup>	\$ 2,310,000	TID 10					
CTH TT (From CTH N to 1450' west) <sup>5</sup>	\$ 770,000	TID 10					
Lift Station (north of I-94) <sup>5</sup>	\$ 500,000	TID 10					

NOTES:

- <sup>1</sup>Determine funding, timing and scope
- <sup>2</sup>Combination of bike path project, Clark St reconstruction and newly added reconstruction of Grove St.
- <sup>3</sup>PARC Grant funding (Dane County) no longer likely
- <sup>4</sup>WPDES grant awarded in 2022, moved construction to 2023
- <sup>5</sup>Timing & Village costs unclear; improvements will be developer driven in TID 10

# Engineer's Report

A Review of Projects in the Community

## Village of Cottage Grove, WI

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

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

**DATE:** Auguts 2020 Report

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA is working on the plan development for the site including a concept for the complete improvements of Buss Road in order to plan for overall stormwater and right-of-way needs. Future discussions will occur with respect to pedestrian crossings and site improvements within the corridor. The design is to be completed during the fall/winter of 2020 for 2021 construction.

5<sup>TH</sup> ADDITION TO WESTLAWN ESTATES – Concrete curb and gutter and sidewalk has mainly been completed. Contractor currently working on curb ramps and then will finish with street paving and restoration.

COTTAGE GROVE COMMONS – Miscellaneous concrete and restoration work being completed to obtain occupancy for a portion of the site. MSA obtained the field GIS information to update the Village utility mapping.

VILAS ROAD BIKE PATH CREEK CROSSING – Project is progressing. Pavement is completed and restoration is ongoing.

VILAS ROAD SEWER AND WATER – Preconstruction meeting planned for July 30<sup>th</sup> where a schedule will be discussed.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the WisDOT timeline. MSA has been preparing for the Public Informational Meeting on July 30<sup>th</sup> with recommendations on the route from the Bike/Ped Committee. Plans and exhibits will be created for the PIM meeting which will be online. MSA has looked at crossing alternatives for the crossing of CTH N and has a recommendation from the Bike/Ped Committee. MSA is working to internally schedule the required test pits for stormwater evaluation of the site. Stormwater is being considered for the overall project with potential of public improvements. Utility estimates (overhead power) have yet to be received and may be included with the project and will be discussed with Public Works.

MAIN STREET BIKE PATH PARC GRANT – MSA checked in with Dane County on the PARC Grant funding. Due to the current economic hardship of Covid 19, they said it was doubtful this will be included in next year's budget. They told me to check in later this summer as they start preparing budgets for next year.

QUARRY RIDGE ESTATES – MSA has been working on the necessary sidewalk pours with the Contractor.

CONSTRUCTION STANDARDS – MSA began working on completing some construction standards for the public infrastructure for Contractors in the Village. The final specifications will be shared with Public Works along with some finalizing questions specific to the Village.

NORTH SIDE BUSINESS PARK – MSA has been working with the Village on the USA amendment on the North side of the Interstate. Upon completion of a developer's agreement design requests may be necessary for utility extensions and roadway improvements along the County roads. A portion of the area is included in the MMSD Annexation area.

MGSD UTILITY AND ROADWAY EXTENSIONS – MSA received information from the engineer of the school property including utility extensions and possible future roadway locations. MSA will review and report if anything is necessary for Public Works. MSA went over comments with JJ Larson and provided to the school district.

## PROJECT UPDATE

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EROSION CONTROL CHECKS – MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons and the Storage Buildings.

FINANCIAL MANAGEMENT PLAN – MSA has been working with JJ Larson to verify some potential costs of roadways in the 5-year capital plan to start preparing budgetary numbers. MSA to review CTH N urbanization from Oak Street to Limestone Pass, West Ridge Road, and Oak Street traffic control.

WIDEN-OLSEN DEVELOPMENT – MSA discussed the desires of the Developer with Village staff and will assist in determining the development needs for the utilities and roadways along Vilas Road to access the property.

DEVELOPMENT REVIEWS – MSA has been reviewing the development submittals for new development. Current review sites include the Comfort Suites Hotel on Landmark Drive, Atwell Hotel on CTH TT, and the 1855 Saloon and Grill Patio expansion.

COMMERCE PARK INFILTRATION ANALYSIS – MSA has called in Diggers Hotline for the properties where the soil samples are to be completed.



# Village of Cottage Grove

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Department of Public Works

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

August 4<sup>th</sup>, 2020

## **Vilas Rd. Creek Crossing**

- Project complete, aside from a few cleanup items.

## **Street maintenance for 2020**

- All street work completed for the year.
- Only remaining work is crack filling on bike paths

## **Sidewalk maintenance**

- Work has been completed for another year; invoices sent out
- Plan to have work for next year to plan early spring start if possible.

## **Camera at Public Works Shop**

- Contractor will be coming back to move the camera for us (time & material cost)
- Two attempts to get license plates were out of focus.

## **Stormwater Intern**

- Coordinated artists to develop/paint a mural around a storm inlet.

## ITEM 8

### VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE MEETING MINUTES OF JULY 7, 2020

1. **Call to Order at the Former Public Works Building.** The meeting was called to order at 6:02 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 Andy Eberhardt, Mike Hackel, Larry Kieck, Scott Schuerman and John Williams (chair). Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Village Engineer Kevin Lord of MSA and one member of the public.
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 Management Intern progress.**

Larson stated that a lot of progress has been made this summer in regard to the Village’s outfalls. The Stormwater Management Interns have been working on inspecting, cleaning and documenting the outfalls and has ranked them in order of priority maintenance in a spreadsheet. After the dry weather inspections were completed, they were entered in the GIS. The interns have also been working on education and outreach with Facebook posts, since in person outreach is limited due to the Covid-19 situation.
  - b. **Update on Glacial Drumlin Bike Path project.**

Not much new to update at this time. There will be a bike path committee meeting this Thursday. Lord stated that path alignment is currently being looked at. More information will be brought to the meeting next month.
  - c. **Update on Clark Street Reconstruction project.**

Nothing new to report at this time.
  - d. **Update on the Buss Road/CTH BB project.**

There a not a lot of updates at this time. Lord said that the Village is currently working to figure out future plans for the road, which need to take into account the burying of utilities and future right-of-way. The MG School District is requesting power at the new school site within the next couple of weeks, which is precipitating the urgency for Alliant Energy utility placement. Larson also commented that the plans for burying utilities need to be done correctly the first time so that we don’t have to move the them later.
5. **New Business**
  - a. **Discuss and consider adding No Parking signs on Corporate Court.**

Clasen Quality Coatings, located on Corporate Court, has requested that the Village post no parking signs on Corporate Court. The truck drivers for Clasen are having a difficult time getting out of their parking lot when other semis/vehicles are parked on Corporate Court. **Motion** by Hackel, seconded by Kieck, to approve posting No Parking signs to the entirety of Corporate Court. Motion carried with a unanimous voice vote of 5-0-0.
  - b. **Discuss and consider approval of task order for the infiltration analysis of the vacant Commerce Park lots.**

Lord went over the proposed task order and noted that some items had recently changed. He first pointed out that lots C and G on the map included with the task order, are already developed lots. Secondly, he noted that the amount of soil borings that need to be collected decreased from 36 to 24. Lastly, due to the other changes, the engineering costs would now only be \$10,000 instead of the original \$13,000. Williams explained that the analysis of these lots would make them more marketable to potential developers. Funds for this analysis will come out of the TIF and committee members agreed that this is a good investment. **Motion** by Eberhardt, seconded by Schuerman, to proceed with the infiltration analysis of the vacant Commerce Park lots with the stipulations under the scope of work: to decrease soil borings from 36 to 24,

removing C & G from the maps presented and decreasing the engineering cost to \$10,000. Motion carried with a unanimous voice vote of 5-0-0.

**c. Discuss potholes on Taylor Street.**

Larson and Public Works Foreman Marty Groskreutz recently discussed the road issues on Taylor Street and agreed that they are beyond just potholes. The areas of concern more closely resemble trenches. Public Works staff will continue to use oily material to fill and spread into the ruts/trenches. Larson explained that this is the best option right now for the cost. Williams suggested possibly adding funds into the budget to grind out and replace the edges of the streets next year. Larson stated that an overlay may be the best option. No formal action was taken at this time.

**6. Engineers Report**

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

MSA is working on the plan development for the site, including a concept for the complete improvements of Buss Road, in order to plan for overall stormwater and right-of-way needs. Future discussions will occur with respect to pedestrian crossings and site improvements within the corridor. The design is to be completed during the fall/winter of 2020 for 2021 construction.

**5<sup>th</sup> Addition to Westlawn Estates**

Concrete curb and gutter and sidewalk have mainly been completed. The Contractor is currently working on curb ramps and then will finish with street paving and restoration. The Contractor also made changes to the outfall in the southeast corner of the development based on recommendations from the Town Engineer.

**Cottage Grove Commons**

Miscellaneous concrete and restoration work is being completed to obtain occupancy for a portion of the site.

**Vilas Road Bike Path Creek Crossing**

Project is progressing and looks good. Pavement is planned for the first days of July followed by restoration.

**Vilas Road Sewer and Water**

The project has been contracted, and Lord has talked with the Contractor. The tentative time frame for work to begin is sometime in August. The main objective is to complete the work and get the road restored before cold weather begins. Substantial completion is listed as 90 days from the start of the project.

**West Parkview LRIP**

The project is complete and the LRIP request for funding was completed by JJ.

**Glacial Drumlin Path/Clark Street**

MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the WISDOT timeline. MSA has been reviewing alternative routes near the intersection of Clark Street and Grove Street for the meeting on July 9. Plans and exhibits will be created for the PIM in late July. MSA has looked at crossing alternatives for the crossing of CTH N. MSA is also working to internally schedule the required test pits for the stormwater evaluation of the site. Utility estimates have yet to be received, and may be included with the project, and will be discussed with Public Works.

**Main Street Bike Path PARC Grant**

MSA checked in with Dane County on the PARC Grant funding. Due to the current economic hardship related to Covid-19, they said it was doubtful that this will be included in next year's budget. They told Lord to check in later this summer as they start preparing budgets for next year.

**Quarry Ridge Estates**

MSA has been working on the necessary sidewalk pours with the Contractor and coordinating the relocation of a light pole.

### **Construction Standards**

MSA began working on completing some construction standards for the public infrastructure for Contractors in the Village. The final specifications will be shared with Public Works along with some finalizing questions specific to the Village

### **North Side Business Park**

MSA has been working with the Village on the USA amendment on the north side of the interstate. Upon completion of a developer's agreement, design requests may be necessary for utility extensions and roadway improvements along the County roads.

### **MGSD Utility and Roadway Extensions**

MSA received information from the engineer of the school property including utility extensions and possible future roadway locations. MSA will review and report if anything is necessary for Public Works.

### **Erosion Control Checks**

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons and the Storage Buildings.

## **7. Directors Report**

### **Vilas Road Creek Crossing**

RG Huston Company is making good progress. As of this writing, grading was being done on the path portion.

### **Street Maintenance for 2020**

The street crack fill work has been completed. Chip seal work is tentatively set for mid-July and patching is scheduled for July 17 and July 20. We were also able to fit the crack filling of the bike paths into the budget, and the work will occur this summer. Larson is already working on a plan for 2021. Larson also reached out to Dane County and was told that they can do the striping on Main Street after the chips seal work is complete.

### **Sidewalk Maintenance**

Saw-cut work has been completed. Removal and replacement are over half complete as of this writing.

### **Camera at Public Works Shop**

The camera and new signage have been installed at the old Public Works shop. Larson has been in contact with LaForce to get some tips on how to increase video frames for a clearer picture of violators.

### **Stormwater Intern position**

Intern began work on June 1st. Every outfall in the Village has been inspected and maintenance work is being completed. The intern is also working on education and outreach information.

## **8. Approve the minutes of the June 2, 2020 Public Works & Properties Committee meeting.**

**Motion** by Hackel, seconded by Kieck, to approve the June 2, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

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

The next virtual Zoom meeting is tentatively scheduled for Tuesday, August 4, 2020 at 6:00 pm.

## **10. Future Agenda Items**

- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.
- Update on Clark Street project.

## **11. Adjournment**

**Motion** by Hackel, seconded by Eberhardt, to adjourn at 7:00 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on:     /     / 20

*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.*