**VILLAGE OF COTTAGE GROVE** ***NOTICE OF PUBLIC MEETING***

# UTILITY COMMISSION

**Wednesday, July 8, 2020** **5:00 PM**

# AGENDA

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/95542739179. You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 955 4273 9179 #. 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 jlarson@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 water and sewer extension along Vilas Rd.
   - **b.** Update on lead and copper testing.
   - **c.** Update on MMSD charges and sampling.
5) **New Business**
   - **a.** Discuss and consider Utility Easement Agreement for 1002 Crysta Trl.
   - **b.** Discuss and consider writing off utility charges from 4/1/20 to 4/14/20 for account 2415.00.
   - **c.** Discuss utility connections for Vilas Rd.
6) **Engineer's report.**
7) **Director's report.**
8) **Approve vouchers for payment.**
9) **Approve the minutes of the June 10, 2020 Utility Commission meeting.**
10) **Set date for next meeting.**
11) **Future Agenda Items**
12) **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

# PUBLIC WORKS STAFF REPORT

| | |
|---|---|
| **MEMO DATE:** | June 30th, 2020 |
| **MEETING DATE:** | July 8th, 2020 |
| **TO:** | Utility Commission |
| **FROM:** | JJ Larson, Director of Public Works & Utilities |
| **RE:** | **Easement Agreement** |

## BACKGROUND

The owners of 1002 Crysta Trl. were proactive in reaching out to private utility companies and the Village in preparing to put an addition on their home. There is an existing sanitary sewer main running through the backyards of this block of Crysta Trl. and this planned addition will encroach on the Village's easement for this sewer line.

## OVERVIEW

This unique main and easement are likely be abandoned at some point in the future when the Village develops further. The main is made of PVC, relatively new, and it is unlikely to suffer the type of failure requiring excavation to repair. The property owners attended a Utility Commission meeting last year, at which time the Commission determined that granting permission would be acceptable given an agreement could be drafted and agreed to that protected the Village from any additional costs related to private property repairs and/or damage.

The property owners agreed to pay the associated costs to have our Attorney draft the agreement language.

Our Village Attorney drafted language that protects the Village from extra costs in the event a repair does become necessary. Also, the agreement will be filed with the Dane County Register of Deeds to run with the property, until such time that the Village abandons the sewer and easement.

## STAFF RECOMMENDATION

I recommend approval of the Utility Easement Agreement for the property located at 1002 Crysta Trl.

ITEM 5a

# Utility Easement Agreement

This agreement ("Agreement") between the Village of Cottage Grove ("Village"), a municipal corporation, and Kristine and Michael Kreuger ("Kreugers") is entered into this ___ day of _____, 2020.

In consideration of the mutual promises, obligations, and benefits provided hereunder, the receipt and adequacy of which are hereby acknowledged, the Village and the Kreugers agree as follows:

1. The Village grants the Kreugers permission to construct, at the Kreugers' expense, a deck and enclosed porch (the "Encroachments") that extend into the sanitary sewer utility easement located at 1002 Crysta Trail, Cottage Grove, WI 53527 (the "Easement").

2. The Village does not anticipate the need for and will make all reasonable efforts to avoid disturbance to the Encroachments in the future.

3. If the Village determines, in its sole discretion, that removal of the Encroachments is necessary for work to be performed in the Easement, the Encroachments shall be removed at the Kreugers' expense upon receipt of notice by the Kreugers from the Village, and such removal shall be completed by the date contained in the notice. If the Kreugers do not remove the Encroachments by the date specified in the notice, the Village may cause the Encroachments to be removed. Should the Village exercise its right to remove the Encroachments, the Kreugers shall reimburse the Village for the reasonable costs of removal. If the Kreugers do not reimburse the Village for removal costs upon request, the Village may collect these costs from the Kreugers as provided by law and may record a lien against the Kreugers' property for said costs until paid.

4. If the Village determines that removal of the Encroachments is necessary, as provided in paragraph 3, the Village will make all reasonable efforts to give the Kreugers a reasonable time frame within which to remove the Encroachments, unless the Village determines, in its sole discretion, that specific or exigent circumstances require otherwise.

5. The Kreugers release, covenant not to sue, discharge, and hold harmless the Village and its employees, agents, or representatives, of and from any and all claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of or relating to placing the Encroachments in the Easement or removal of the Encroachments, whether conducted by the Kreugers or the Village. This release includes any claims based on the actions, omissions, or negligence of the Village and its employees, agents, or representatives. This release does not include any claims based on the intentional actions of the Village and its employees, agents, or representatives.

6. This Agreement shall run with the land and shall be binding upon the heirs, successors, transferees, and assigns of the Kreugers. The Village shall, at the Kreugers' expense, record this Agreement with the Dane County Register of Deeds. This agreement is voided if the Village abandons the Easement

The parties hereto have executed this Agreement as of the year and date first set forth above, and by so signing this Agreement, certify that they have been duly authorized to execute this Agreement.

**Signature Page to Follow**

**VILLAGE:**

VILLAGE OF COTTAGE GROVE
Dane County, Wisconsin

By_____
John Williams, Village President

ATTEST:

_____
Lisa Kalata, Village Clerk

**KRISTINE KREUGER:**

_____
Kristine Kreuger

**MICHAEL KREUGER:**

_____
Michael Kreuger

ITEM 5b

# *Village of Cottage Grove*

Jun 29, 2020

210 Progress Drive Suite 2
Cottage Grove WI 53527
608-839-5813

Customer Number: 2415.00

FINAL BILLING
**DUE DATE: 5/5/2020**

Disconnect Date: Apr 15, 2020
Service Address:

| Previous Date | Previous Reading | Current Date | Current Reading | Multiplier | Usage | Amount | |
|---|---|---|---|---|---|---|---|
| | | | | | | 102.65 | Previous Balance |
| | | | | | | 102.65 - | Current Payments/Adjustments |
| 03/31/2020 | 7,161 | 04/15/2020 | 7,197 | .0100 | 0 | .00 | Water 1 Usage |
| | | | | | | 4.18 | Water Fixed Charge |
| | | | | | | .00 | Sewer Usage Charge |
| | | | | | | 6.71 | Sewer Fixed Charge |
| | | | | | | 5.54 | Public Fire Protect |
| | | | | | | .00 | Water Penalty |
| | | | | | | .00 | Sewer Penalty |

16.43 Balance Due

A penalty of 1% per month will be added to bills not paid within 20 days from date of issuance.

ITEM 6

# 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

**DATE:** July 2020 Report

MGSD SITE PLAN – MSA received information from the engineer of the school property including utility extensions and possible future roadway locations on the northeast side of the site. MSA will review and report if anything is necessary for Utility Commission.

5TH 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. The Contractor did make 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 being completed to obtain occupancy for a portion of the site.

VILAS ROAD SEWER AND WATER – Project has been awarded. Awaiting anticipated schedule from Contractor however have been told a July/August start timeframe.

SANITARY SYSTEM FLOWS – The flow monitoring equipment has been removed. MSA is analyzing the information with respect to flows to determine pipe capacity and also with respect to I&I (inflow and infiltration) to determine specific sanitary sheds that should be targeted for future reviews. MSA completed a preliminary report to the Village identifying that the farm interceptor is not an immediate need. (See Attached.)

GLACIAL DRUMLIN PATH/CLARK STREET – MSA will discuss water system utility extensions if Grove Street is included within the Village portion of the project. Costs are being prepared by the utilities to bury the overhead along Clark Street.

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 the Utility Commission 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/lift station and roadway improvements along the County roads.

ITEM 7

# Village of Cottage Grove

## Department of Public Works
## Director's Monthly Report to the Utility Commission
July 8th, 2020

**AMI**

- Some in-person training on software took place last week.
- Most issues have been worked out in the last month, of the dozen or so meters not reading initially, only a problem with one as of this writing.

**MMSD charges up in Q1**

- MMSD did additional testing for us on the influent line at the Vilas Rd. Lift Station
- Results showed the same increasing numbers (CBOD, TSS, TKN, TP)
- As of this writing, I have reached out to their team to see if they'd help with additional testing out in the system. Also, shared the data with MSA for any thoughts they may have.
- The Sewer Utility is healthy financially and can handle the increased treatment costs for this year, but as we get into budget discussions this will need to be addressed.

**Lead & Copper testing**

- DNR moved sampling timeframe back.
- Initial letters mailed to sampling sites last week.

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.
[Report].GL Account and Title = "60000000000"-"60199999999"

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|---|---|---|---|---|---|---|---|---|
| **600-39508** | | | | | | | | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | WATER UTILITY - ENGINEERIN | 06/16/2020 | 2,893.55 | 2,893.55 | 06/16/2020 | |
| Total 600-39508: | | | | | 2,893.55 | 2,893.55 | | |
| **600-60630-210** | | | | | | | | |
| 6373 | WI STATE LABORATORY OF HY | 635951 | FLUORIDE | 06/16/2020 | 26.00 | 26.00 | 06/16/2020 | |
| Total 600-60630-210: | | | | | 26.00 | 26.00 | | |
| **600-60651-340** | | | | | | | | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | WATER UTILITY - GIS MAPPING | 06/16/2020 | 225.00 | 225.00 | 06/16/2020 | |
| Total 600-60651-340: | | | | | 225.00 | 225.00 | | |
| **600-60652-340** | | | | | | | | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | WATER UTILITY - GIS MAPPING | 06/16/2020 | 37.50 | 37.50 | 06/16/2020 | |
| Total 600-60652-340: | | | | | 37.50 | 37.50 | | |
| **600-60653-340** | | | | | | | | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | WATER UTILITY - GIS MAPPING | 06/16/2020 | 15.00 | 15.00 | 06/16/2020 | |
| Total 600-60653-340: | | | | | 15.00 | 15.00 | | |
| **600-60654-340** | | | | | | | | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | WATER UTILITY - GIS MAPPING | 06/16/2020 | 22.50 | 22.50 | 06/16/2020 | |
| Total 600-60654-340: | | | | | 22.50 | 22.50 | | |
| **600-60902-311** | | | | | | | | |
| 111 | POSTMASTER | 111-052920 | POSTAGE - WATER & SEWER BI | 06/16/2020 | 49.74 | 49.74 | 06/16/2020 | |
| 6410 | QUADIENT | INV57626487 | METER RENTAL | 06/16/2020 | 8.53 | 8.53 | 06/16/2020 | |
| Total 600-60902-311: | | | | | 58.27 | 58.27 | | |
| **600-60920-225** | | | | | | | | |
| 2421 | CHARTER COMMUNICATIONS | 57023060120 | BUSINESS TV @ MUNICIPAL SE | 06/16/2020 | 2.69 | 2.69 | 06/16/2020 | |
| 594 | US CELLULAR | 37533395 | CELL PHONE CHARGES - PUBL | 06/16/2020 | 30.78 | 30.78 | 06/16/2020 | |
| 594 | US CELLULAR | 37533395 | TABLET DATA CHARGES | 06/16/2020 | 45.74 | 45.74 | 06/16/2020 | |
| Total 600-60920-225: | | | | | 79.21 | 79.21 | | |
| **600-60920-320** | | | | | | | | |
| 6458 | WISCONSIN RURAL WATER AS | W1920 | MEMBERSHIP RENEWAL | 06/16/2020 | 22.50 | 22.50 | 06/16/2020 | |
| Total 600-60920-320: | | | | | 22.50 | 22.50 | | |
| **600-60920-340** | | | | | | | | |
| 1462 | ALSCO | IMIL1573708 | MATS AT MUNICIPAL SERVICES | 06/16/2020 | 10.71 | 10.71 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1573709 | MATS & UNIFORMS | 06/16/2020 | 12.92 | 12.92 | 06/16/2020 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|---|---|---|---|---|---|---|---|---|
| 1462 | ALSCO | IMIL1573710 | MATS AT VILLAGE HALL | 06/16/2020 | 7.99 | 7.99 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1575949 | MATS AT MUNICIPAL SERVICES | 06/16/2020 | 10.71 | 10.71 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1575950 | MATS & UNIFORMS | 06/16/2020 | 12.92 | 12.92 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1575951 | MATS AT VILLAGE HALL | 06/16/2020 | 7.99 | 7.99 | 06/16/2020 | |
| 2421 | CHARTER COMMUNICATIONS | 17282060520 | MONTHLY BASIC BUSINESS TV | 06/16/2020 | 33.15 | 33.15 | 06/16/2020 | |
| 2421 | CHARTER COMMUNICATIONS | 73715060520 | MONTHLY PHONE CHARGE - 6/ | 06/16/2020 | 29.53 | 29.53 | 06/16/2020 | |
| 930 | COMPUTER MAGIC INC | 5000 | SERVICE AGREEMENT - COTTA | 06/16/2020 | 184.89 | 184.89 | 06/16/2020 | |
| 626 | DIGGERS HOTLINE INC | 200 5 13551 | DUPLICATE/COPY EMAILS & PR | 06/16/2020 | 296.10 | 296.10 | 06/16/2020 | |
| 5 | GFC LEASING CO | I00587421 | LEASE #M107469 & M111367 - 6/ | 06/16/2020 | 55.25 | 55.25 | 06/16/2020 | |
| 12 | QUILL CORP | 4599347 | CHAIRMAT | 06/16/2020 | 18.00 | 18.00 | 06/16/2020 | |
| 12 | QUILL CORP | 7374540 | LABELS, HIGHLIGHTERS, CARD | 06/16/2020 | 24.36 | 24.36 | 06/16/2020 | |
| 4987 | TOTAL WATER TREATMENT SY | 862810 | BOTTLED WATER - MAY 2020 - | 06/16/2020 | 1.70 | 1.70 | 06/16/2020 | |
| | Total 600-60920-340: | | | | 706.22 | 706.22 | | |
| **600-60923-210** | | | | | | | | |
| 15 | BAKER TILLY VIRCHOW KRAUS | BT1629280 | PROF SERVICES - AUDIT | 06/16/2020 | 854.00 | 854.00 | 06/16/2020 | |
| 6454 | HYDROCORP | 0057383-IN | CROSS CONNECTION CONTRO | 06/16/2020 | 1,147.00 | 1,147.00 | 06/16/2020 | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | WATER UTILITY - GENERAL EN | 06/16/2020 | 25.00 | 25.00 | 06/16/2020 | |
| | Total 600-60923-210: | | | | 2,026.00 | 2,026.00 | | |
| **600-60924-510** | | | | | | | | |
| 1062 | BAER INSURANCE SERVICES L | 3357 | LIABILITY - 3RD QUARTER 2020 | 06/16/2020 | 1,880.02 | 1,880.02 | 06/16/2020 | |
| | Total 600-60924-510: | | | | 1,880.02 | 1,880.02 | | |
| **600-60925-511** | | | | | | | | |
| 1062 | BAER INSURANCE SERVICES L | 3357 | WORKERS COMP - 3RD QUART | 06/16/2020 | 1,042.72 | 1,042.72 | 06/16/2020 | |
| | Total 600-60925-511: | | | | 1,042.72 | 1,042.72 | | |
| **600-60933-385** | | | | | | | | |
| 3 | LANDMARK SERVICES COOPE | 03-061620PW | PW FUELS - MAY 2020 | 06/16/2020 | 283.51 | 283.51 | 06/16/2020 | |
| 4458 | O'REILLY AUTO PARTS | 4331-336558 | FUEL | 06/16/2020 | 11.19 | 11.19 | 06/16/2020 | |
| | Total 600-60933-385: | | | | 294.70 | 294.70 | | |
| **600-60935-340** | | | | | | | | |
| 3912 | FRONTIER | 3912-061620 | 608-839-1603 FAX & SCADA SY | 06/16/2020 | 55.30 | 55.30 | 06/16/2020 | |
| 2813 | POMP'S TIRE SERVICE INC | 80215406 | FLAT REPAIR | 06/16/2020 | 5.30 | 5.30 | 06/16/2020 | |
| 4447 | REINDERS INC | 1832234-00 | RIM & VALVE STEM | 06/16/2020 | 31.78 | 31.78 | 06/16/2020 | |
| 371 | RG HUSTON COMPANY INC | 44154 | TOPSOIL | 06/16/2020 | 64.32 | 64.32 | 06/16/2020 | |
| | Total 600-60935-340: | | | | 156.70 | 156.70 | | |
| **601-60827-340** | | | | | | | | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | SEWER UTILITY - GIS MAPPING | 06/16/2020 | 75.00 | 75.00 | 06/16/2020 | |
| | Total 601-60827-340: | | | | 75.00 | 75.00 | | |
| **601-60828-385** | | | | | | | | |
| 3 | LANDMARK SERVICES COOPE | 03-061620PW | PW FUELS - MAY 2020 | 06/16/2020 | 283.51 | 283.51 | 06/16/2020 | |
| 4458 | O'REILLY AUTO PARTS | 4331-336558 | FUEL | 06/16/2020 | 11.19 | 11.19 | 06/16/2020 | |
| | Total 601-60828-385: | | | | 294.70 | 294.70 | | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|---|---|---|---|---|---|---|---|---|
| 601-60831-240 | | | | | | | | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | SEWER UTILITY - GIS MAPPING | 06/16/2020 | 225.00 | 225.00 | 06/16/2020 | |
| Total 601-60831-240: | | | | | 225.00 | 225.00 | | |
| **601-60831-350** | | | | | | | | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | SEWER UTILITY - GIS MAPPING | 06/16/2020 | 112.50 | 112.50 | 06/16/2020 | |
| Total 601-60831-350: | | | | | 112.50 | 112.50 | | |
| **601-60832-340** | | | | | | | | |
| 3912 | FRONTIER | 3912-061620 | 608-839-1603 FAX & SCADA SY | 06/16/2020 | 55.30 | 55.30 | 06/16/2020 | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | SEWER UTILITY - GIS MAPPING | 06/16/2020 | 37.50 | 37.50 | 06/16/2020 | |
| Total 601-60832-340: | | | | | 92.80 | 92.80 | | |
| **601-60834-340** | | | | | | | | |
| 2813 | POMP'S TIRE SERVICE INC | 80215406 | FLAT REPAIR | 06/16/2020 | 5.30 | 5.30 | 06/16/2020 | |
| 4447 | REINDERS INC | 1832234-00 | RIM & VALVE STEM | 06/16/2020 | 31.77 | 31.77 | 06/16/2020 | |
| 371 | RG HUSTON COMPANY INC | 44154 | TOPSOIL | 06/16/2020 | 64.32 | 64.32 | 06/16/2020 | |
| Total 601-60834-340: | | | | | 101.39 | 101.39 | | |
| **601-60840-311** | | | | | | | | |
| 111 | POSTMASTER | 111-052920 | POSTAGE - WATER & SEWER BI | 06/16/2020 | 49.73 | 49.73 | 06/16/2020 | |
| 6410 | QUADIENT | INV57626487 | METER RENTAL | 06/16/2020 | 8.52 | 8.52 | 06/16/2020 | |
| Total 601-60840-311: | | | | | 58.25 | 58.25 | | |
| **601-60850-225** | | | | | | | | |
| 2421 | CHARTER COMMUNICATIONS | 57023060120 | BUSINESS TV @ MUNICIPAL SE | 06/16/2020 | 2.69 | 2.69 | 06/16/2020 | |
| 594 | US CELLULAR | 37533395 | CELL PHONE CHARGES - PUBL | 06/16/2020 | 30.78 | 30.78 | 06/16/2020 | |
| 594 | US CELLULAR | 37533395 | TABLET DATA CHARGES | 06/16/2020 | 45.74 | 45.74 | 06/16/2020 | |
| Total 601-60850-225: | | | | | 79.21 | 79.21 | | |
| **601-60850-320** | | | | | | | | |
| 6458 | WISCONSIN RURAL WATER AS | W1920 | MEMBERSHIP RENEWAL | 06/16/2020 | 22.50 | 22.50 | 06/16/2020 | |
| Total 601-60850-320: | | | | | 22.50 | 22.50 | | |
| **601-60850-340** | | | | | | | | |
| 1462 | ALSCO | IMIL1573708 | MATS AT MUNICIPAL SERVICES | 06/16/2020 | 10.71 | 10.71 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1573709 | MATS & UNIFORMS | 06/16/2020 | 12.92 | 12.92 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1573710 | MATS AT VILLAGE HALL | 06/16/2020 | 7.99 | 7.99 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1575949 | MATS AT MUNICIPAL SERVICES | 06/16/2020 | 10.71 | 10.71 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1575950 | MATS & UNIFORMS | 06/16/2020 | 12.92 | 12.92 | 06/16/2020 | |
| 1462 | ALSCO | IMIL1575951 | MATS AT VILLAGE HALL | 06/16/2020 | 7.99 | 7.99 | 06/16/2020 | |
| 2421 | CHARTER COMMUNICATIONS | 17282060520 | MONTHLY BASIC BUSINESS TV | 06/16/2020 | 33.15 | 33.15 | 06/16/2020 | |
| 2421 | CHARTER COMMUNICATIONS | 73715060520 | MONTHLY PHONE CHARGE - 6/ | 06/16/2020 | 29.53 | 29.53 | 06/16/2020 | |
| 930 | COMPUTER MAGIC INC | 5000 | SERVICE AGREEMENT - COTTA | 06/16/2020 | 184.89 | 184.89 | 06/16/2020 | |
| 626 | DIGGERS HOTLINE INC | 200 5 13551 | DUPLICATE/COPY EMAILS & PR | 06/16/2020 | 296.10 | 296.10 | 06/16/2020 | |
| 5 | GFC LEASING CO | I00587421 | LEASE #M107469 & M111367 - 6/ | 06/16/2020 | 55.25 | 55.25 | 06/16/2020 | |
| 12 | QUILL CORP | 4599347 | CHAIRMAT | 06/16/2020 | 18.00 | 18.00 | 06/16/2020 | |
| 12 | QUILL CORP | 7374540 | LABELS, HIGHLIGHTERS, CARD | 06/16/2020 | 24.36 | 24.36 | 06/16/2020 | |
| 4987 | TOTAL WATER TREATMENT SY | 862810 | BOTTLED WATER - MAY 2020 - | 06/16/2020 | 1.70 | 1.70 | 06/16/2020 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|---|---|---|---|---|---|---|---|---|
| Total 601-60850-340: | | | | | 706.22 | 706.22 | | |
| **601-60852-210** | | | | | | | | |
| 15 | BAKER TILLY VIRCHOW KRAUS | BT1629280 | PROF SERVICES - AUDIT | 06/16/2020 | 854.00 | 854.00 | 06/16/2020 | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | SEWER UTILITY - GENERAL EN | 06/16/2020 | 25.00 | 25.00 | 06/16/2020 | |
| 99 | MSA PROFESSIONAL SERVICE | 99-061620 | COLLECTION SYSTEM FLOW M | 06/16/2020 | 3,340.50 | 3,340.50 | 06/16/2020 | |
| Total 601-60852-210: | | | | | 4,219.50 | 4,219.50 | | |
| **601-60853-510** | | | | | | | | |
| 1062 | BAER INSURANCE SERVICES L | 3357 | LIABILITY - 3RD QUARTER 2020 | 06/16/2020 | 4,488.93 | 4,488.93 | 06/16/2020 | |
| Total 601-60853-510: | | | | | 4,488.93 | 4,488.93 | | |
| **601-60853-511** | | | | | | | | |
| 1062 | BAER INSURANCE SERVICES L | 3357 | WORKERS COMP - 3RD QUART | 06/16/2020 | 861.12 | 861.12 | 06/16/2020 | |
| Total 601-60853-511: | | | | | 861.12 | 861.12 | | |
| Grand Totals: | | | | | 20,823.01 | 20,823.01 | | |

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above $0.00 included.

Paid and unpaid invoices included.

[Report].GL Account and Title = "60000000000"-"60199999999"

ITEM 9

# VILLAGE OF COTTAGE GROVE UTILITY COMMISSION

## MEETING MINUTES OF JUNE 10, 2020

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:03 p.m. This meeting was held on Zoom.

2. **Determine that a quorum was present and that the agenda was properly posted**. Roll call was taken, and it was determined that a quorum was present and that the agenda had been properly posted. Present were Charlie Rogers (chair), Bruce Halverson, Heidi Murphy, Mike Hackel, Village Engineer Kevin Lord, Public Works Director JJ Larson and one (1) member of the public. Absent and excused was Joanna Williams.

3. **Public Appearances – Public's opportunity to speak about any subject that is not a specific agenda item**. None.
4. **Old Business**
   a. **Update on water and sewer extension along Vilas Rd.**
   Lord gave an update on the status of the project. Contracts are signed, contractor is looking at a July or August start on that project. They have 90 days to substantial completion so it will be a fall completion.
   b. **Update on lead and copper testing.**
   Larson said the plan is to begin reaching out to residents in July to get the samples collected.
   c. **Update on MMSD charges and sampling.**
   Larson stated that first quarter costs for sewage treatment were up significantly and that MMSD staff reported it was due to higher numbers of solids, phosphorus, and other measurables in the wastewater samples. There was an issue with a pump in the wet well at Vilas being out of service for a period of time, the pump is located right where the sampler pulls for testing, Larson stated his theory is that is impacting the sample results because there is no obvious change in what's going to the system. MMSD staff will be installing a sampler in another location to see if the issue is related to the wet well sampler location or there is something changing in our wastewater.
5. **New Business**
   a. **Discuss and consider 2019 Compliance Maintenance Annual Report (CMAR).**
   Larson presented the report and explained that it's an annual report to the DNR on our Sanitary Sewer Utility's financials and maintenance activities. **Motion** by Murphy, seconded by Hackel to approve the 2019 Compliance Maintenance Annual Report. Motion carried with a unanimous voice vote 4-0-0.
   b. **Discuss and consider the continuation of PSN fee absorption for online utility bill payments.**
   Larson explained how the Utility opted to absorb the online payment fees when the Safer at Home order was issued; in order to encourage customers to pay online versus mailing or dropping off payments. Larson discussed how utilities are now allowed under PSC rules to absorb the fees for online bill payment outside of a rate case. In the packet was a summary of the cost so far and an estimate for costs moving forward to continue to absorb these fees. Larson stated that in order for a Utility to capture that revenue it does have to be a part of a full rate case, but that the Utility's operating budget would easily absorb the fees for the next year and that the plan had been to seek a full rate case at some point in 2021 at which time these costs could be accounted for in the rates. **Motion** by Hackel,

seconded by Halverson, to continue absorbing fees for online payment. Motion carried with a unanimous voice vote of 4-0-0.

6. **Engineer's report.**

MGSD Site Plan – MSA was working with the Village on verifying the public utility extensions required for the school district property for the Developers Agreement that was recently signed and approved. Nothing new on the development portion northeast of the school site.

Miracle Field – MSA was working with the site engineer to verify the site utilities in order for the Village to maintain these in the future. Engineer working on revising the site plan to allow the water extension at a later time.

5th Addition to Westlawn Estates – Utility work was completed and progress is being made on the roadway work. MSA is working with MMSD on deed restrictions for future phases at this time.

Cottage Grove Commons – Public utility work completed and also working on roadway work as weather permits.

Vilas Road Sewer and Water – Project has been awarded. Awaiting anticipated schedule from Contractor.

Sanitary System Flows – The flow monitoring equipment has been taken out of the system as of June 1st. MSA will analyze the information with respect to flows to determine pipe capacity and also with respect to I&I (inflow and infiltration) to determine specific sanitary sheds that should be targeted for future reviews. MSA completed a preliminary report to the Village identifying that the Farm Interceptor is not an immediate need.

Glacial Drumlin Path/Clark Street – MSA will discuss water system utility extensions if Grove Street is included within the Village portion of the project. Costs are being prepared by the utilities to bury the overhead along Clark Street.

7. **Director's report.**

COVID-19
Still no two in a vehicle and staff staying with same vehicle as much as possible. The Municipal Services Building re-opened with limited capacity and plexiglass at the counter.

AMI
Final in-person training still on hold.

MMSD charges up in Q1
Possible aberration in their test results; or the Village wastewater composition is changing. Larson reached out to their Collection System Team to discuss and troubleshoot. MMSD staff got back to Larson and will be doing some increased and varied sampling in the coming weeks.

Lead & Copper
DNR moved sampling timeframe back; will be mailing letters to approved sites.

Vilas Water/Sewer

Agreement reached between Village and land-owners, contract awarded, no word as of this writing on timing of construction.

8. **Approve vouchers for payment. Motion** by Rogers, seconded by Halverson, to approve payment of the vouchers in the amount of $69,182.56. Motion carried by a unanimous voice vote of 4-0-0.

9. **Approve the minutes of the May 13, 2020 Utility Commission meeting. Motion** by Hackel, seconded by Murphy, to approve the minutes of the May 13, 2020 meeting as presented. Motion carried by a unanimous voice vote of 4-0-0.

10. **Set date for next meeting.** The next meeting of the Utility Commission will be held on Wednesday, July 8, 2020 at 5:00 p.m.

11. **Future Agenda Items**

    - Sanitary system flows
    - Services along Vilas Rd.
    - MMSD charges
    - Lead and copper testing
    - UCMR results

12. **Adjournment. Motion** by Rogers, seconded by Hackel, to adjourn the meeting at 5:30 p.m. Motion approved by unanimous voice vote, 4-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: _____/_____/_____

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