

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION

MEETING MINUTES OF JANUARY 10, 2018

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:05 p.m.
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. Present were Charlie Rogers, Mike Hackel, Bruce Halverson, Jack Henrich and Dave Wallace. Also present were Public Works Director JJ Larson, Utility Clerk Cynthia Clay, Village Administrator Matt Giese, and Mike Maloney of MSA. One citizen was present.
3. **Public Appearances.** None.
4. **Discuss and consider sewer rate increase.** Larson reported that the Sewer Utility has not increased rates in nearly a decade, aside from passing along increased treatment costs from the Madison Metropolitan Sewerage District (MMSD). Annual operation and maintenance costs have increased slowly over the year and two long overdue projects got off the ground in 2017. These two projects, the Seldal neighborhood reconstruction which was completed in the fall of 2017 and forcemain replacement and upgrades to the South Main Street lift station, increases in operating costs over the years, and an estimated increase of seven percent (7%) for treatment from MMSD in 2018 are the reasons an increase is needed. Staff worked with Baker Tilly Virchow Krause and Ehlers and it was determined that an increase of eighteen percent (18%) to the sewer rates is needed. Motion by Rogers, seconded by Henrich, to recommend to the Village Board a sewer rate increase of eighteen percent (18%) to be effective January 1, 2018. Motion approved by unanimous voice vote, 5-0-0.
5. **Engineer's Report.**

Main Street Lift Station and Progress Drive Forcemain

1. We are preparing the forcemain plans for bidding with the four alternatives directed by the Utility Commission.
2. We will be discussing sewer rates that relate to the project and operational costs.

Shady Grove Lift Station and Forcemain

Currently on hold as the developer plans the zoning.

MMSD Rules

As properties subdivide or alter their property lines by CSM or deed, MMSD is requiring the properties pay current fees for their interceptor and treatment plant. This will affect properties that may have paid fees in the past but have not developed or properties like the lumber yard that are splitting into a new lot formation.

6. Director's Report.

Cathodic Protection

- Corpro came back on December 18 to restart the newly repaired cathodic protection on Reservoir #2.
- Their technician also inspected cathodic protection on the North Tower.
- They also conduct an annual 15-point tank inspection for us on both; one minor recommendation this year.

Winter

Staff took water temperatures from dead-end hydrants in a few locations the first week of January due to the lengthy frigid temperatures and are trickling some hydrants now to keep mains from freezing.

Public Works Annual Report

This is the first annual Village of Cottage Grove Public Works & Utilities Annual Report.

- 7. Approve vouchers for payment.** Motion by Rogers, seconded by Wallace, to approve payment of the vouchers in the amount of \$47,149.45. Motion approved by unanimous voice vote, 5-0-0.
- 8. Approve the minutes of the December 13, 2017 meeting.** Motion by Hackel, seconded by Halverson, to approve the minutes of the December 13, 2017 meeting as presented. Motion approved by voice vote, 3-0-2, with Rogers and Henrich abstaining.
- 9. Set next meeting date.** The next meeting of the Utility Commission will take place on Wednesday, February 14, 2018, at 5:00 p.m. at the Municipal Services Building, 210 Progress Drive.
- 10. Adjournment.** Motion by Hackel, seconded by Wallace, to adjourn the meeting. Motion approved by unanimous voice vote, 5-0-0. The meeting was adjourned at 5:30 p.m.

Submitted by Cynthia Clay, Utility Clerk

Approved on February 14, 2018.

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.