

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION  
MEETING MINUTES OF FEBRUARY 12, 2020**

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:15 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 (chair), Mike Hackel, Bruce Halverson, Heidi Murphy and Joanna Williams. Also present were Public Works Director JJ Larson, Kevin Lord of MSA, Utility Clerk Kristen Krause, and two (2) members of the public.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.** Nancy Hacker was present to confirm that the Utility Commission had received her application for a zero-lot line for her property on Saint James Street and that everything was in order to proceed. Committee said the application looked complete.
4. **Old Business**
  - a. **Update on request by property owners to build over sanitary sewer easement.**

When speaking with the new Village attorney, Larson was told that it is the property owner’s responsibility to draft the language for building over the sanitary sewer easement.
  - b. **Update on water and sewer extension along Vilas Road.**

Lord and Larson have been working on the plans for this project, however, they are not yet finalized. They will be talking with a contractor soon to go over some details. This Friday, they will meet with the developer to go over the plans, as the Village plans to put the project out for bid soon. Work will occur outside of the roadway on this project. Lord asked the committee if they prefer to see the plans again before putting them out for bid, but the committee felt that they did not need to see them until after the bids were received. After some discussion, it was decided to get quotes for both ductile iron and C900 PVC piping for the project. Larson recently spoke with Baker Tilly and was told that the Utility can utilize the impact fee funds for the project; \$300,000.00 for the water portion and \$250,000.00 for the sewer portion.
5. **New Business**
  - a. **Discuss and consider waiving late payment charges to water/sewer accounts.**

**Motion** by Hackel, seconded by Halverson, to approve waiving late payment charges in the amount of \$584.02 for the water/sewer accounts that were presented. Motion carried with a unanimous voice vote of 5-0-0.
6. **Engineer’s Report.**

Buss Road/Cottage Grove Road Intersection Plan  
Lord will contact the landowners to prepare the improved geometry plans for the intersection. The watermain extension within this project was also discussed. Lord proposed the idea of extending the water main west on Cottage Grove and north up Buss Road for future developments (not specifically the school). This extension is not currently in the plans but could be added as an alternate in the bid for the project.

5<sup>th</sup> Addition to Westlawn Estates  
Sanitary utility construction is almost complete and water utility construction should be done by the end of next week. MSA has provided a review of the lift station documents to the Developer.

### Cottage Grove Commons

Preconstruction meeting was held and public construction is set to begin the end of February, starting with utilities.

### Vilas Road Sewer and Water

The soils report was completed and nothing out of the ordinary was noted. MSA completed the survey of the area and discussed alignments of the path to utilize the existing gravel path and work with the culvert extension along with minimizing wetland impacts. Preliminary plans have been completed and MSA is developing a bidding schedule.

### Global Information System

MSA is near completion of the structure measurements of the sanitary and storm system for mapping and capacity calculations. MSA is working on the mapping in order to verify the information from the field. MSA ordered flow meters to install in key sanitary sewer locations to determine the existing flows in Village interceptor sewers. These work items will help determine the level of development whether in the west or north that trigger the need for the farm interceptor.

### Gaston Road Hookup Extension

MSA is worked with staff on determining the feasibility of extending water and sewer for a private hookup within the Town of Cottage Grove. Once owners received the cost estimate for extending the service, they decided not to proceed.

### Other

MSA recently received the Madison Metropolitan Sewerage District annexation request for the MG School District which needs to be signed by the Village.

Lord also wanted the committee to know that the proposed Miracle Field at Bakken Park had shifted its location recently, which brought up the concern of extending the water main approximately 200 feet to the east to go past the Miracle Field. This extension would allow for water to be ready and accessible for future development in the park.

## **7. Director's Report.**

### AMI

Big steps have been taken with AMI. Utility Clerk Kristen Krause can now do most meter reads right at her computer, which has been a timesaver. There is still some cleanup of information that requires field work on our end but should be taken care in the next month or so. Core and Main will be providing training on the new software in the coming weeks/month. We are hoping to process the 1<sup>st</sup> Quarter meter reads utilizing only AMI, and as of present, we are on track to meet this goal.

### Well Maintenance Plan

Larson did some research and found that Well 2 was serviced more recently than originally thought. Well 3 is planned to be pulled, inspected and maintained in 2020. Larson also met with the contractor to discuss our generator options. Since the DNR is currently not requiring replacement, we can keep our old generator, which will require some maintenance.

### PSC Report

Larson worked with Baker Tilly on the recent annual audit and compiling information for the PSC report.

### Lead and Copper

2020 is another year of lead and copper testing, which occurs every three years. This year the DNR has added new requirements; visual verification of the water line material is now required and must be submitted

to the DNR by the end of February. Letters were sent out to all monitoring sites and as of this writing, Larson has been in and verified eleven sites (all copper lines), along with gathering photos to document.

#### UCMR4

The Village of Cottage Grove was randomly selected as a “small system” to conduct additional unregulated contaminants testing this year. Kits and testing are paid for by the EPA. We will be collecting our first round (of 2) in the coming weeks.

#### Work with MSA

Larson met with Lord and James Bongard of MSA to ensure that the Village and MSA are on the same page with ongoing/upcoming projects. They are also planning on looking at and updating the Village’s construction specs. The water/sewer extension along Vilas Road is also progressing with the help of MSA; soil samples have been completed.

- 8. Approve vouchers for payment. Motion** by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of \$275,648.84. Motion carried by a unanimous voice vote of 5-0-0.
- 9. Approve the minutes of the December 11, 2019 meeting. Motion** by Halverson, seconded by Hackel, to approve the minutes of the December 11, 2019 meeting as presented. Motion carried by a unanimous voice vote of 5-0-0.
- 10. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, March 11, 2020 at 5:00 p.m. at the Municipal Services Building.
- 11. Future agenda items.**
  - No specific items listed.
- 12. Adjournment. Motion** by Murphy, seconded by Hackel, to adjourn the meeting at 5:58 p.m. Motion approved by unanimous voice vote, 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 5/13/20

*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.*