

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION

MEETING MINUTES OF MARCH 14, 2018

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:00 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, Jon Russell and Dave Wallace. Bruce Halverson was absent and excused. Also present were Public Works Director JJ Larson, Utility Clerk Cynthia Clay and Mike Maloney of MSA. One citizen was present.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.** None.
4. **Discuss and consider South Main Street Lift Station Reconstruction bid results and recommendation to the Village Board.** Maloney presented the bid results. R.G. Huston Company, Inc. had a base bid total of \$1,225,340.00 and Staab Construction Corporation had a base bid total of \$1,227,000.00. Motion by Wallace, seconded by Hackel, to recommend to the Village Board that the R.G. Huston Company, Inc. base bid of \$1,225,340.00 be accepted. Motion approved by unanimous voice vote, 4-0-0.
5. **Discuss and consider authorizing the Village to enter into a tower lease agreement with UpNet Wisconsin.** Larson noted that he had polled other municipalities and found out that lease amounts for internet providers was minimal compared to cell phone providers. UpNet Wisconsin would be providing, at no charge to the Village, internet connection between Village Hall and the Municipal Services Building which is valued at \$500.00 per month. The term of the lease would be for two years and when the contract expires UpNet Wisconsin would be responsible for removing all of their equipment and returning the site to its original condition. Motion by Wallace, seconded by Hackel, to authorize the Village to enter into a tower lease agreement with UpNet Wisconsin. Motion approved by unanimous voice vote, 4-0-0.
6. **Discuss and consider authorizing staff to write-off bad debt – bankruptcy.** Motion by Rogers, seconded by Wallace, to authorize staff to write-off a bad debt due to bankruptcy in Account Number 3365.02 in the amount of \$715.85. Motion approved by unanimous voice vote, 4-0-0.
7. **Engineer’s Report.**
Progress Drive Forcemain
The project is under contract with R.G Huston Company. We set the forcemain construction schedule as follows:
 1. ~~Award of contract~~ ~~February 19, 2018~~
 2. Preconstruction meeting March 12, 2018
 3. Start of construction March 19, 2018
 4. Substantial completion May 11, 2018
 5. Final completion May 25, 2018

Main Street Lift Station

We will review the bid results of March 13 with the Utility Commission.

Westlawn 4th Addition

The Village Board has conditionally released the lots of the final phase.

Sewer GIS

Sanitary sewer bulk GIS data has been completed. We now have information that we can use in engineering for capacity analysis and in public works for operation and maintenance records.

Parkside Ridge Subdivision

The development team provided more information for review of the preliminary plat. A comment we are making after input from Public Works Committee, primarily on roads, did indicate that a sanitary sewer that extends to the south plat line and extends past properties in a sewer easement should be moved to the front side of the home building sites so that the Public Works staff can access the manhole structures. The development is extending the 15-inch sewer in Vilas Road as the Utility Commission required at the last meeting. There is indication from the developer that the home starts requiring the deeper sewer may be requested to be a second phase.

8. Director's Report.

Consumer Confidence Report

Completed and ready for submission to DNR.

Water/Sewer System/SCADA Meeting

Marty and I met with representatives from LW Allen/Altronex and MSA last month and talked about water and sewer system control and data collection upgrades; should be able to make significant improvements in system control and data collection this year.

Reporting to MMSD

Madison Metropolitan Sewerage District (MMSD) now requires customer communities to submit a report annually, specifically about chloride. We now must test chloride in our wells, report on inflow/infiltration reduction in sanitary system, and submit to MMSD a copy of our Annual Report to the DNR as an MS4 community.

Meeting with Hawkins Representative

Provided a quote for the addition of digital scales and new chlorine/fluoride tanks and talked through other upgrades and improvements we could consider in our wells' chemical feed systems. He also provided pricing for chemical delivery.

AMI

Staff met to coordinate a plan to close out meter upgrades neighborhood by neighborhood as we near complete conversion. Reached out to PSC for clarification on a few key points.

Conferences/Education

I attended the WCMA Winter Conference.

- 9. Approve vouchers for payment.** Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$78,494.33. Motion approved by unanimous voice vote, 4-0-0.
- 10. Approve the minutes of the February 14, 2018 meeting.** Motion by Hackel, seconded by Rogers, to approve the minutes of the February 14, 2018 meeting as presented. Motion approved by voice vote, 3-0-1, with Russell abstaining.
- 11. Set next meeting date.** The next meeting of the Utility Commission will take place on Wednesday, April 11, 2018 at 5:00 p.m. at the Municipal Services Building, 210 Progress Drive.
- 12. Adjournment.** Motion by Wallace, seconded by Hackel, to adjourn the meeting. Motion approved by unanimous voice vote, 4-0-0. The meeting was adjourned at 5:35 p.m.

Submitted by Cynthia Clay, Utility Clerk

Approved on April 11, 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.