

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF JUNE 12, 2019**

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 and Heidi Murphy. Joanna Williams was absent and excused. Also present were Public Works Director JJ Larson, Mike Maloney of MSA, Public Works Administrative Assistant Kristen Krause, Village Board Trustee Melissa Ratcliff and one member of the public.
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 request for a sewer credit on Account No. 6015.05.**
Resident was not present for the meeting.
5. **Presentation of the Westlawn 5th add. concept plan for the purpose of gathering Commission feedback.**
Chris Homburg presented the Westlawn 5th Addition concept plan and stated that a few items may change based on the findings from recent test holes that were dug for infiltration purposes. Due to rock being found during the test hole digs, utilities may shift how they are run through the neighborhood. The sanitary sewers will work with the grades to get a normal depth and water lines will run in their typical loops. The storm sewer and easternmost retention pond were moved slightly to work with the grade by the Town residences on the eastern side of the development. A lift station will also be placed in this neighborhood. Homburg explained that a final plat will not be presented until they are sure they know exactly what they are working with regarding the soil and rock findings.
6. **Discuss and consider 2018 Compliance Maintenance Annual Report (CMAR).**
Larson went over the annual CMAR report that is submitted to the DNR. Once again, the Village scored straight A’s on the report. Rogers thanked Larson and Public Works Foreman Marty Groskreutz for all of their hard work relating to this report. **Motion** by Hackel, seconded by Murphy, to accept and approve the 2018 Compliance Maintenance Annual Report. Motion carried with a voice vote of 4-0-0.
7. **Discuss and consider leak credit policy.**
Larson spoke with some other municipalities regarding their policies handling leak credits and came up with a process to follow if someone has an issue with their utility bill. First, an application for a leak credit would need to be completed by the resident within 10 days of their second consecutive high utility bill. Next, proof that the water caused by the leak did not go down the sanitary sewer system would be required. Staff would then review the application, review proof that water did not enter the sanitary sewer system, review proof that the leak was repaired and decide if a credit was in order. If a credit was deemed appropriate, it would be calculated using the average sewer usage charge. The sewer portion of the utility bill would then be credited at 50% of the overage above the average usage. **Motion** by Murphy, seconded by Rogers, to accept the Water Leak Credit Policy as presented. Motion carried with a voice vote of 4-0-0.
8. **Discuss and consider water tower lighting proposal.**
Larson explained that the Musco Lighting proposal came in at \$19,875.00, which is slightly over the \$15,000 that was originally approved for the water tower lighting project. Larson stated that this is not surprising given the increase in prices across the entire landscape this year. The lighting will serve two purposes, preventing vandalism and advertising the community name on the water tower. It was also noted that Musco

is a reputable company which has installed and serviced lighting structures in the Village. Since there are funds available in the Utility, Larson is recommending accepting the proposal from Musco and using \$4,875 of Utility funds in addition to the \$15,000 of TID funds that were previously approved for the project.

Motion by Murphy, seconded by Halverson, to approve the spending of \$4,875 to cover the overage for the lighting tower project. Motion carried with a voice vote of 4-0-0.

9. Discuss and consider authorizing Utility to enter into a contract with Hydrocorp for cross-connection inspection program.

Seven municipal references for Hydrocorp were recently contacted by Larson and all stated that they will be renewing their contracts with Hydrocorp for cross-connection inspections and that they have been pleased overall with their work. After meeting with the DNR rep recently, Larson explained that he was told that the Village's only deficiency is our comprehensive plan for cross-connection inspections. By contracting with Hydrocorp, the Village will have a complete plan with oversight. **Motion** by Murphy, seconded by Hackel, to accept the initial 2-year contract and to authorize spending \$13,764.00 for the contract with payment plan. Motion carried with a voice vote of 4-0-0.

10. Review of Water and Sewer Impact Fees.

Larson explained that the Water and Sewer Impact Fee Funds were originally set up for specific projects, but those projects have since been completed and/or removed. Maloney also noted that Impact Fees can only be used for promoting development and paying off debt, but not for replacing aging infrastructure. Recently, the Village was approached by a potential developer regarding the land on the western edge of the Farm Golf Course. This area would require an interceptor to come down Vilas Road from the Farm to the Vilas Road Lift Station. Impact Fees would be utilized for the installation of the interceptor. The committee was given the current balance of both the Water and Sewer Impact Fee Funds as of the end of 2018, along with the additions to the funds in 2016, 2017, and 2018. Maloney went over different scenarios for the interceptor and the impact they would have on the funds. Larson stated that the committee may need to take action on the project in the near future. No formal action was taken at this time.

11. Engineer's Report.

Design review for the Shady Grove development occurred this week. Tomas Toro from JSD spoke with Maloney and discussed the location and type of pumping station that will go in the subdivision. MSA is currently reviewing the distribution plan.

MSA reviewed the Quarry Ridge development plans. The developer has met the clean-up requirements and are in the process of building a berm. Most of the utility work will occur in phase 1 of this development.

12. Director's Report.

Utility Clerk Position

Interviews occurred this week and there were three finalists.

Sanitary Survey

Larson met with Dave Barkhahn of the DNR on Friday, May 31. Surveys are conducted every 3 years and involves all aspects of our Water Utility including an in-depth look at our facilities, maintenance, sampling, compliance, personnel, training, financials, pumpage, and water loss. Tentative schedules for the pulling of Wells # 2 and #3, along with the AMI implementation were also discussed.

AMI

Still working on finalizing contract language. Larson hopes to get the system up and running soon.

Gaston Road Water Main

Workers on the fiber optic project hit a water main on Gaston Road on May 10. The water main was not marked ahead of time. Foreman Marty Groskreutz responded to the call immediately and was able to shut it down. Crews were on site within an hour to fix the break. The high-pressure valve functioned properly during this time. There were funds in the account to absorb the cost of the repair since we have not had a main leak in quite a while. The road is expected to be patched up very soon.

Staff Update

Public Works Technician Greg Gordon recently submitted his resignation and his last day will be July 5. He and his family are moving back to Colorado. He was hired in 2016 and was a vital part of the progress we've made over the last few years in many areas, this will be a big loss for our Department. Most notably, he took a leadership role in the meter-change out program and was key to getting that infrastructure installed as quickly and efficiently as we did.

Training/Conferences

Foreman Marty Groskreutz attended the Field Day Training in Mauston on June 5. This was put on by the Wisconsin AWWA and included demos and sessions on a number of newer technologies, ice-pigging, utility-locating, GIS utilization and more.

- 13. Approve vouchers for payment.** Motion by Rogers, seconded by Halverson, to approve payment of the vouchers in the amount of \$38,767.35. Motion approved by unanimous voice vote, 4-0-0.
- 14. Approve the minutes of the May 8, 2019 meeting.** Motion by Murphy, seconded by Hackel, to approve the minutes of the May 8, 2019 meeting as presented. Motion approved by a voice vote of 3-0-1, with Halverson abstaining.
- 15. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, July 10, 2019 at 5:15 p.m. at the Municipal Services Building.
- 16. Future agenda items.**
 - Discuss and consider Westlawn 5th Addition concept plan
- 17. Adjournment.** Motion by Hackel, seconded by Halverson, to adjourn the meeting at 6:31 p.m. Motion approved by unanimous voice vote, 4-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant

Approved on: 7/10/19

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.