

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF JULY 8, 2020**

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:10 p.m. This meeting was held online via Zoom.
2. **Determine that a quorum is 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), Heidi Murphy and Joanna Williams. Mike Hackel was absent and excused. Also present were Public Works Director JJ Larson, Kevin Lord of MSA, Utility Clerk Kristen Krause, Village Attorney Larry Konopacki, and three (3) 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.** None.
4. **Old Business**
 - a. **Update on water and sewer extension along Vilas Road.**

The only update is that the Contractor is looking to start the extension project in mid-August.
 - b. **Update on lead and copper testing.**

We have heard from 10 out of the 28 approved lead and copper sampling sites so far. The next step is collecting the samples. Fortunately, the DNR has extended the deadline for reporting this year.
 - c. **Update on MMSD charges and sampling.**

After MMSD finished the sampling, it was found that the numbers are accurate and rising. MMSD has shared all of their findings with MSA. Unfortunately, MMSD is currently short-staffed, so they won’t be able to come back and do further sampling within our system to help find the issue for these increases. Larson explained that despite this, the sewer utility fund is in good shape financially. Next year, he will increase the treatment budget. He also said that we will continue to investigate this to find out what is causing the issue.
5. **New Business**
 - a. **Discuss and consider Utility Easement Agreement for 1002 Crysta Trail.**

Larson gave a brief overview of the property owner’s request to build an addition on their home and how the addition would encroach on the Village’s sewer line easement. He explained that the sanitary sewer main runs along the backyards of this particular block of homes. It was noted that it is very unlikely that the Village would ever have to do any work on this sewer main. The Village Attorney drafted the Utility Easement Agreement, included in this packet, to protect the Village from future expenses should maintenance or repair be performed on the sewer main. This utility easement will be filed with the Dane County Register of Deeds and will be attached to this property for the life of the property or until the Village abandons the sewer main. **Motion** by Williams, seconded by Murphy, to approve the Utility Easement Agreement for 1002 Crysta Trail. Motion carried with a unanimous voice vote of 3-0-0.
 - b. **Discuss and consider writing off utility charges from 4/1/20 to 4/14/20 for account 2415.00.**

Larson stated that account 2415.00 had filed for bankruptcy and that the charges that we could no longer seek from the property owners was quite small. Atty Konopacki explained that the Utility Commission does not need to vote to write-off these charges since we legally cannot collect them. In the future, Atty Konopacki noted that Larson will update the commission on any future charges that can no longer be collected.

c. Discuss utility connections for Vilas Road.

The Village will be extending water and sewer service down and along Vilas Road starting in August. Currently, there are two homes across from the Farm Golf Course that have been annexed into the Village but are utilizing private wells and septic. Originally, when the lots for these two homes were split, it was with the understanding that they would have to hook up to Village services. Larson looked into this and found that the Village does not require them to be brought into our service because they are currently not part of the urban service area. Atty Konopacki said that the Village should reach out to the homeowners to see if they would be interested in hooking up to Village water and sewer when the lines are being put in this fall. If the homeowners decide against hooking up right now, and instead wait for their private services to fail, it could take longer to add them to the service. In the future, if the lots split again, they may be required to join Village services. Rogers feels that the Village shouldn't force the homeowners to add Village services, but he does want to make sure that the homeowners are aware that this is an opportunity to hook into our service if they want to. Larson will reach out to both homeowners.

6. Engineer's 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. The contractor is 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 is being completed to obtain occupancy for a portion of the site.

Vilas Road Sewer and Water – The project has been awarded. MSA is currently awaiting the anticipated schedule from the contractor, however they have been tentatively informed that the start date will occur in either July or August. .

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.

7. Director's Report.

AMI

There was some in-person training from Core and Main on software that took place last week. Most of the issues have been worked out in the last month, in regard to the dozen or so meters not reading initially. There

is only one issue with one meter as of this writing.

MMSD charges up in Q1

MMSD conducted additional testing for the Village on the influent line at the Vilas Road Lift Station. Results showed the same increasing numbers (CBOD, TSS, TKN, TP). As of this writing, Larson has reached out to the MMSD team to see if they would help with additional testing out in the system. He also shared the data with MSA for any thoughts that they might have on the increased numbers. The Sewer Utility is healthy financially and can handle the increased treatment costs for this year, but as we get into 2021 budget discussions, this will need to be addressed.

Lead and Copper

The DNR has recently extended the sampling timeframe. Initial letters were mailed to the sampling sites last week.

Late Fees for Utility Bills

The PSC is lifting the moratorium on late fees for utility accounts as of 7/15/20. As of today, we are planning on assessing late fees after July 15.

- 8. Approve vouchers for payment. Motion** by Rogers, seconded by Williams, to approve payment of the vouchers in the amount of \$20,823.01. Motion carried by a unanimous voice vote of 3-0-0.
- 9. Approve the minutes of the June 10, 2020 meeting. Motion** by Murphy, seconded by Williams, to approve the minutes of the June 10, 2020 meeting as presented. Motion carried by a unanimous voice vote of 3-0-0.
- 10. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, August 19, 2020 at 5:00 p.m.
- 11. Future agenda items.**
 - MMSD sampling and charges
 - 2021 Budget
- 12. Adjournment. Motion** by Rogers, seconded by Williams, to adjourn the meeting at 5:52 p.m. Motion approved by unanimous voice vote, 3-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 8 / 19 / 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.