

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF JULY 10, 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), Bruce Halverson, Heidi Murphy and Joanna Williams. Mike Hackel 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. **Presentation of the Westlawn 5th add. concept plan for the purpose of gathering Commission feedback.** Andrew Homburg presented the revised Westlawn 5th Addition concept plan and explained that it was modified due to their findings of shallow rock during test digs/borings. Very little changed in regard to the utilities. Homburg did note that the parkland area had to be moved over to the 6th Addition plat based on the shallow rock that was detected and now the large pipe will no longer run through the parkland area. He was also pleased to have found very good soil in the plat during their test digs. Overall, the 5th Addition is now a little smaller in scope since roads had to be reconfigured.
5. **Discuss Sanitary Survey Report.**

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. Larson briefed the committee on the report and stated that the only significant deficiency found was that the Village is not implementing a comprehensive Cross-Connection Control Plan. Larson explained that this has been taken care of with the contracting of HydroCorp to conduct cross-connections for the Village starting this year. Some other items in the report that were discussed were the pulling of Wells # 2 and #3 for inspection and/or replacement/repair, providing separate rooms for chemicals at both wells, replacing faucets at both wells, adding more sufficient backup power at both wells, lead and copper monitoring, and the AWIA requirements for an updated emergency response plan. Rogers asked if we can pull Wells #2 and #3 in separate years, to which JJ replied yes. Larson is planning on having Well #2 inspected in 2020 and #3 in 2021.
6. **Engineer’s Report.**

Maloney is recommending that the developer interested in the land adjacent to the Farm Golf Course come to the next Utility Commission meeting and explain what they are wanting in terms of utility connections and what type of schedule they anticipate having. There is currently a gap in utility service for that area.
7. **Director’s Report.**

Utility Clerk Position
Had a very good pool of candidates for the Utility Clerk position which ultimately went to our own Kristen Krause. She officially began in the role on July 8th.

Sanitary Survey
Larson met with Dave Barkhahn from the DNR on Friday, May 31st. The survey report is included in this meeting’s packet (see item #5).

AMI

The contract is signed and has been sent. Larson reached out to our vendor to get things started but was told our new contact is in training and it may be a while before they get back to us. The next steps will involve installation of antenna and meeting with staff and vendor for training on the software/hardware that will be required.

Staff Update

Public Works Technician Greg Gordon's last day was July 5. Timm Taylor, our second longest tenured Public Works Technician has accepted the newly created position with the Parks Department and officially began in the new role on July 8th. While he will work cooperatively and still have snow removal responsibilities, this is still another very significant loss for our department. The Public Works Technician positions were posted two weeks ago and will remain open for a month. As of tonight, we have received 21 resumes.

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.

- 8. Approve vouchers for payment.** Motion by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of \$70,342.13. Motion approved by unanimous voice vote, 4-0-0.
- 9. Approve the minutes of the June 12, 2019 meeting.** Motion by Murphy, seconded by Halverson, to approve the minutes of the June 12, 2019 meeting as presented. Motion approved by a voice vote of 4-0-0.
- 10. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, August 14, 2019 at 5:15 p.m. at the Municipal Services Building.
- 11. Future agenda items.**
 - No specific items
- 12. Adjournment.** Motion by Halverson, seconded by Murphy, to adjourn the meeting at 6:14 p.m. Motion approved by unanimous voice vote, 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 8 / 14 / 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.