

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION  
MEETING MINUTES OF SEPTEMBER 11, 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, Heidi Murphy and Joanna Williams. Also present were Public Works Director JJ Larson, Mike Maloney of MSA and Utility Clerk Kristen Krause.
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 solar panels on the Municipal Services Building.**

Currently awaiting an assessment of the current roof and where the solar panels will be placed in the capital budget. Rogers gathered some information about the weight of the solar panels and snow drifting to take into consideration when evaluating the roof.
  - b. **Update on water tower lighting project.**

Both lights have been installed but may need to have their aim readjusted. Aside from the breaker that is yet to be delivered and the possible aim readjustment, everything else seems complete.
5. **New Business**
  - a. **Discuss and consider approval of Cross Connection Control Program Plan.**

Larson explained that HydroCorp, the company that is contracted to conduct the cross connection inspections for the Village, needs to have the plan officially approved by the Commission. Larson and Krause recently attended the start-up meeting with a representative from HydroCorp, where the plan was presented. Any updates to the plan going forward, can be made at the Commission level. **Motion** by Hackel, seconded by Williams, to approve the Cross Connection Control Program Plan as presented. Motion unanimously carried with a voice vote of 5-0-0.
  - b. **Discuss and consider 2020 Water Operating Budget.**

A few items to note include: main maintenance, hydrant replacements and repairs, training for two (2) new Public Works technicians, HydroCorp professional services and sample lab tests. The sample lab tests are needed because the Village was randomly selected by the EPA to test for unregulated contaminants per the UCMR (Unregulated Contaminant Monitoring Rule). **Motion** by Murphy, seconded by Rogers, to approve the 2020 Water Operating Budget as presented. Motion unanimously carried with a voice vote of 5-0-0.
  - c. **Discuss and consider 2020 Sewer Operating Budget.**

A few items to note include: MMSD (Madison Metropolitan Sewerage District) charges are estimated until October, manhole re-hab/televising and meter depreciation. **Motion** by Halverson, seconded by Hackel, to approve the 2020 Sewer Operating Budget as presented. Motion unanimously carried with a voice vote of 5-0-0.
  - d. **Discuss and consider Water Capital Plan.**

Larson stated that he removed Well #6 off of the plan because it won’t be needed for several years. He also noted that due to the recent Sanitary Survey conducted by the DNR, the Village is required to pull and inspect Well #2. Larson would also like to add a new generator and transfer switch. These same repairs are needed at Well #3. Larson spoke with Baker Tilly about different options and best

practice regarding payment for these well repairs and upgrades. Larson was told that the utility is in good shape to provide the repairs. After some discussion, commission members agreed that it would be appropriate to pull and repair Well #2 in 2020, and Well #3 in 2021. Commission members would also like Larson to ask the DNR if other updates are needed at the wells once the generators are replaced. **Motion** by Hackel, seconded by Williams, to approve the Water Capital Plan as presented. Motion unanimously carried with a voice vote of 5-0-0.

**e. Discuss and consider Sewer Capital Plan.**

Larson explained that there is nothing scheduled for next year under the plan. **Motion** by Murphy, seconded by Halverson, to approve the Sewer Capital Plan as presented. Motion unanimously carried with a voice vote of 5-0-0.

**6. Engineer's Report.**

Quarry Ridge Subdivision

The sanitary sewer has been installed for Phase A (first phase) of Quarry Ridge, through the connection via Michelle Drive to the Commerce Park. The watermain has also been installed. The utility construction will be followed by filling and compacting the street right-of-way.

Main Street Bike Path

Storm sewer was added.

Buss Road/Cottage Grove Road Rehab/Shady Grove

Plans are being prepared for estimating and communicating with affected property owners. Sewer extension plans have been submitted to MMSD. Approximately one-half dozen lines/properties in the Shady Grove development will be on gravity service. The rest of the properties will be served by a pumping station in the southern part of the development.

5<sup>th</sup> Addition to Westlawn Estates

This development will be on a high-pressure water system loop. The sewer system will cut through the development east to west all the way through to Buss Road on both sides.

Madison Window Cleaning

CARPC will be reviewing the sewer laterals.

**7. Director's Report.**

Water Tower Lighting

Contractors have installed the pole, lights, pulled wire and as of today, we are waiting on a breaker. Once the breaker is installed, we will set up a time to aim and confirm that the lights are aligned correctly.

AMI

Information was sent to our vendor to begin coordinating the work.

Staff Update

Two new Public Works Technicians began on September 9th. Both technicians will need to obtain their CDL and DNR Water Licenses. There was a great pool of candidates for the position.

Cross Connection Control Program

The Ordinance language was officially adopted and filed. Krause and Larson had the startup meeting with our rep from HydroCorp and went over the plan. The Cross Connection Control Plan needs to be approved by the Commission and submitted to the DNR for approval.

Hydrant Painting

Hydrant painting is the schedule to occur this fall, possibly in September. 44 hydrants will be painted.

- 8. Approve vouchers for payment.** Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$33,856.92. Motion approved by a unanimous voice vote of 5-0-0.
- 9. Approve the minutes of the August 14, 2019 meeting.** Motion by Halverson, seconded by Hackel, to approve the minutes of the August 14, 2019 meeting as presented. Motion approved 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, October 9, 2019 at 5:15 p.m. at the Municipal Services Building.
- 11. Future agenda items.**
  - Update on water tower lighting project
- 12. Adjournment.** Motion by Murphy, seconded by Halverson, to adjourn the meeting at 6:00 p.m. Motion approved by unanimous voice vote, 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on:   10/9/19  

*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.*