

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF OCTOBER 9, 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, Heidi Murphy and Joanna Williams. Bruce Halverson was absent and excused. Also present were Public Works Director JJ Larson, Village Attorney Lee Boushea and two (2) 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.** Jim and Doug Bradt were there to ask the Commission about plans for the easement through their property, currently The Farm Golf Course. There was discussion of the extension of water and sewer service to that property and how much the utilities would be able to fund. Larson mentioned that the item was tentatively on the agenda for the November meeting to discuss the extension of services, not necessarily the sewer through the property. Attorney Boushea discussed potential options for a future plan to fund or share costs for the installation of the sewer but indicated that would all need to be negotiated.
4. **Old Business**
 - a. **Update on solar panels on the Municipal Services Building.**

Larson stated that the budget currently has a Facility Plan in it for 2020; so, the possibility of solar on the Municipal Services Building would be incorporated into that, and that the plan may also look at other options for solar on Village property.
 - b. **Update on water tower lighting project.**

Lights have been installed, breaker arrived and was installed, and Alliant just put in the electric meter today. Larson has a test/trial run scheduled with the sales rep from Musco. He will reach out to the Commission for a formal “start-up” once the lighting has been confirmed complete.
5. **New Business**
 - a. **Presentation of CMAR response from DNR.**

Larson presented the comments from DNR, the Village is doing well in sanitary sewer maintenance, operation and financials. Larson also mentioned that the DNR now has a license for collection system operation; it is not yet a requirement, but they recommend having an Operator-In-Charge designated and having staff obtain the license.
6. **Engineer’s Report.**

Larson indicated that water and sewer were progressing in Quarry Ridge.
7. **Director’s Report.**

Water Tower Lighting

As of this writing, lights and breaker have been installed. We are currently waiting on the installation of the meter by Alliant Energy. Musco design engineers state that there shouldn’t be any aiming of fixtures necessary, but they will have a representative there when we do a “test run”.

AMI

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

Cross Connection

First letters were sent, and the first round of inspections are scheduled for early November. Larson briefly presented the software, “Hydrosoft” that allows staff to view and create reports on the information gathered

from the cross-connection inspections.

Hydrant Painting

The hydrants are scheduled to be painted this fall, however, the rain has delayed the contractors. The last update was that we are slated to have the work begin soon and that the contractor will let Larson know when they have a firm date.

Training/Conferences

Larson attended the Wisconsin section of the AWWA Annual Conference in Madison. There were interesting talks on regional cooperation among utilities (something to keep in mind as we grow closer to Madison), water use forecast modeling for capital planning/financing purposes and updates from the DNR and PSC about additional regulatory requirements resulting from the AWIA Act.

Kristen Krause attended the Civic Symposium in September that was put on by our billing software company. While there were some valuable sessions, much of the training was specifically geared towards the newest billing software module “Connect”. Updating our system/software is a requested budget item in the Village’s Capital Budget Plan this year.

8. **Approve vouchers for payment.** Motion by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of \$10,807.21. Motion approved by a unanimous voice vote of 4-0-0.
9. **Approve the minutes of the September 11, 2019 meeting.** Motion by Rogers, seconded by Hackel, to approve the minutes of the September 11, 2019 meeting as presented. Motion approved by a unanimous voice vote of 4-0-0.
10. **Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, November 13, 2019 at 5:15 p.m. at the Municipal Services Building.
11. **Future agenda items.**
 - Update on Farm Interceptor sewer, and possible extension of Vilas Rd. water/sewer.
 - Consideration of contract with cell carrier for Reservoir #2.
12. **Closed Session. The Utility Commission may enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Negotiate terms involving cell phone antenna contract.**

Motion by Rogers, seconded by Murphy to enter into closed session. Motion carried with a roll call vote of Rogers AYE, Murphy AYE, Williams AYE, Hackel AYE.
13. **Reconvene into open session and possible consideration of closed session items.** Motion by Rogers, seconded by Murphy to reconvene into open session. Motion carried with a roll call vote of Rogers AYE, Murphy AYE, Williams AYE, Hackel AYE. No other action taken from this closed session.
14. **Adjournment.** Motion by Murphy, seconded by Williams, to adjourn the meeting at 6:13 p.m. Motion approved by unanimous voice vote, 4-0-0.

Respectfully submitted by JJ Larson, Public Works & Properties Director

Approved on: 11/13/19

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.