

UTILITY COMMISSION

Wednesday, July 8, 2020

5:00 PM

AGENDA

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/95542739179>. You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 955 4273 9179 #. When asked for your Participant ID, just press #.

You may also choose to participate by providing public comment prior to the meeting via email to the Director of Public Works & Utilities, JJ Larson at jl Larson@village.cottage-grove.wi.us

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.
- 4) **Old Business**
 - a. Update on water and sewer extension along Vilas Rd.
 - b. Update on lead and copper testing.
 - c. Update on MMSD charges and sampling.
- 5) **New Business**
 - a. Discuss and consider Utility Easement Agreement for 1002 Crysta Trl.
 - b. Discuss and consider writing off utility charges from 4/1/20 to 4/14/20 for account 2415.00.
 - c. Discuss utility connections for Vilas Rd.
- 6) **Engineer’s report.**
- 7) **Director’s report.**
- 8) **Approve vouchers for payment.**
- 9) **Approve the minutes of the June 10, 2020 Utility Commission meeting.**
- 10) **Set date for next meeting.**
- 11) **Future Agenda Items**
- 12) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action



PUBLIC WORKS STAFF REPORT

MEMO DATE:	June 30 th , 2020
MEETING DATE:	July 8 th , 2020
TO:	Utility Commission
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	Easement Agreement

BACKGROUND

The owners of 1002 Crysta Trl. were proactive in reaching out to private utility companies and the Village in preparing to put an addition on their home. There is an existing sanitary sewer main running through the backyards of this block of Crysta Trl. and this planned addition will encroach on the Village's easement for this sewer line.

OVERVIEW

This unique main and easement are likely to be abandoned at some point in the future when the Village develops further. The main is made of PVC, relatively new, and it is unlikely to suffer the type of failure requiring excavation to repair. The property owners attended a Utility Commission meeting last year, at which time the Commission determined that granting permission would be acceptable given an agreement could be drafted and agreed to that protected the Village from any additional costs related to private property repairs and/or damage.

The property owners agreed to pay the associated costs to have our Attorney draft the agreement language.

Our Village Attorney drafted language that protects the Village from extra costs in the event a repair does become necessary. Also, the agreement will be filed with the Dane County Register of Deeds to run with the property, until such time that the Village abandons the sewer and easement.

STAFF RECOMMENDATION

I recommend approval of the Utility Easement Agreement for the property located at 1002 Crysta Trl.

Utility Easement Agreement

This agreement ("Agreement") between the Village of Cottage Grove ("Village"), a municipal corporation, and Kristine and Michael Kreuger ("Kreugers") is entered into this ___ day of _____, 2020.

In consideration of the mutual promises, obligations, and benefits provided hereunder, the receipt and adequacy of which are hereby acknowledged, the Village and the Kreugers agree as follows:

1. The Village grants the Kreugers permission to construct, at the Kreugers' expense, a deck and enclosed porch (the "Encroachments") that extend into the sanitary sewer utility easement located at 1002 Crysta Trail, Cottage Grove, WI 53527 (the "Easement").
2. The Village does not anticipate the need for and will make all reasonable efforts to avoid disturbance to the Encroachments in the future.
3. If the Village determines, in its sole discretion, that removal of the Encroachments is necessary for work to be performed in the Easement, the Encroachments shall be removed at the Kreugers' expense upon receipt of notice by the Kreugers from the Village, and such removal shall be completed by the date contained in the notice. If the Kreugers do not remove the Encroachments by the date specified in the notice, the Village may cause the Encroachments to be removed. Should the Village exercise its right to remove the Encroachments, the Kreugers shall reimburse the Village for the reasonable costs of removal. If the Kreugers do not reimburse the Village for removal costs upon request, the Village may collect these costs from the Kreugers as provided by law and may record a lien against the Kreugers' property for said costs until paid.
4. If the Village determines that removal of the Encroachments is necessary, as provided in paragraph 3, the Village will make all reasonable efforts to give the Kreugers a reasonable time frame within which to remove the Encroachments, unless the Village determines, in its sole discretion, that specific or exigent circumstances require otherwise.
5. The Kreugers release, covenant not to sue, discharge, and hold harmless the Village and its employees, agents, or representatives, of and from any and all claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of or relating to placing the Encroachments in the Easement or removal of the Encroachments, whether conducted by the Kreugers or the Village. This release includes any claims based on the actions, omissions, or negligence of the Village and its employees, agents, or representatives. This release does not include any claims based on the intentional actions of the Village and its employees, agents, or representatives.
6. This Agreement shall run with the land and shall be binding upon the heirs, successors, transferees, and assigns of the Kreugers. The Village shall, at the Kreugers' expense, record this Agreement with the Dane County Register of Deeds. This agreement is voided if the Village abandons the Easement

The parties hereto have executed this Agreement as of the year and date first set forth above, and by so signing this Agreement, certify that they have been duly authorized to execute this Agreement.

Signature Page to Follow

VILLAGE:

VILLAGE OF COTTAGE GROVE
Dane County, Wisconsin

By _____
John Williams, Village President

ATTEST:

Lisa Kalata, Village Clerk

KRISTINE KREUGER:

Kristine Kreuger

MICHAEL KREUGER:

Michael Kreuger

Village of Cottage Grove

Jun 29, 2020

210 Progress Drive Suite 2
 Cottage Grove WI 53527
 608-839-5813

Customer Number: 2415.00

FINAL BILLING
DUE DATE: 5/5/2020

Disconnect Date: Apr 15, 2020

Service Address:

Previous Date	Previous Reading	Current Date	Current Reading	Multiplier	Usage	Amount	
						102.65	Previous Balance
						102.65 -	Current Payments/Adjustments
03/31/2020	7,161	04/15/2020	7,197	.0100	0	.00	Water 1 Usage
						4.18	Water Fixed Charge
						.00	Sewer Usage Charge
						6.71	Sewer Fixed Charge
						5.54	Public Fire Protect
						.00	Water Penalty
						.00	Sewer Penalty
						16.43	Balance Due

A penalty of 1% per month will be added to bills not paid within 20 days from date of issuance.

Engineer's Report

A Review of Projects in the Community

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS

DATE: July 2020 Report

klord@msa-ps.com

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. Contractor 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 being completed to obtain occupancy for a portion of the site.

VILAS ROAD SEWER AND WATER – Project has been awarded. Awaiting anticipated schedule from Contractor however have been told a July/August start timeframe.

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.



Village of Cottage Grove

Department of Public Works
Director's Monthly Report to the Utility Commission
July 8th, 2020

AMI

- Some in-person training on software took place last week.
- Most issues have been worked out in the last month, of the dozen or so meters not reading initially, only a problem with one as of this writing.

MMSD charges up in Q1

- MMSD did additional testing for us on the influent line at the Vilas Rd. Lift Station
- Results showed the same increasing numbers (CBOD, TSS, TKN, TP)
- As of this writing, I have reached out to their team to see if they'd help with additional testing out in the system. Also, shared the data with MSA for any thoughts they may have.
- The Sewer Utility is healthy financially and can handle the increased treatment costs for this year, but as we get into budget discussions this will need to be addressed.

Lead & Copper testing

- DNR moved sampling timeframe back.
- Initial letters mailed to sampling sites last week.

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account and Title = "600000000000"."60199999999"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-39508								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - ENGINEERIN	06/16/2020	2,893.55	2,893.55	06/16/2020	
Total 600-39508:					2,893.55	2,893.55		
600-60630-210								
6373	WI STATE LABORATORY OF HY	635951	FLUORIDE	06/16/2020	26.00	26.00	06/16/2020	
Total 600-60630-210:					26.00	26.00		
600-60651-340								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GIS MAPPING	06/16/2020	225.00	225.00	06/16/2020	
Total 600-60651-340:					225.00	225.00		
600-60652-340								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GIS MAPPING	06/16/2020	37.50	37.50	06/16/2020	
Total 600-60652-340:					37.50	37.50		
600-60653-340								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GIS MAPPING	06/16/2020	15.00	15.00	06/16/2020	
Total 600-60653-340:					15.00	15.00		
600-60654-340								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GIS MAPPING	06/16/2020	22.50	22.50	06/16/2020	
Total 600-60654-340:					22.50	22.50		
600-60902-311								
111	POSTMASTER	111-052920	POSTAGE - WATER & SEWER BI	06/16/2020	49.74	49.74	06/16/2020	
6410	QUADIENT	INV57626487	METER RENTAL	06/16/2020	8.53	8.53	06/16/2020	
Total 600-60902-311:					58.27	58.27		
600-60920-225								
2421	CHARTER COMMUNICATIONS	57023060120	BUSINESS TV @ MUNICIPAL SE	06/16/2020	2.69	2.69	06/16/2020	
594	US CELLULAR	37533395	CELL PHONE CHARGES - PUBL	06/16/2020	30.78	30.78	06/16/2020	
594	US CELLULAR	37533395	TABLET DATA CHARGES	06/16/2020	45.74	45.74	06/16/2020	
Total 600-60920-225:					79.21	79.21		
600-60920-320								
6458	WISCONSIN RURAL WATER AS	W1920	MEMBERSHIP RENEWAL	06/16/2020	22.50	22.50	06/16/2020	
Total 600-60920-320:					22.50	22.50		
600-60920-340								
1462	ALSCO	IMIL1573708	MATS AT MUNICIPAL SERVICES	06/16/2020	10.71	10.71	06/16/2020	
1462	ALSCO	IMIL1573709	MATS & UNIFORMS	06/16/2020	12.92	12.92	06/16/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1462	ALSCO	IMIL1573710	MATS AT VILLAGE HALL	06/16/2020	7.99	7.99	06/16/2020	
1462	ALSCO	IMIL1575949	MATS AT MUNICIPAL SERVICES	06/16/2020	10.71	10.71	06/16/2020	
1462	ALSCO	IMIL1575950	MATS & UNIFORMS	06/16/2020	12.92	12.92	06/16/2020	
1462	ALSCO	IMIL1575951	MATS AT VILLAGE HALL	06/16/2020	7.99	7.99	06/16/2020	
2421	CHARTER COMMUNICATIONS	17282060520	MONTHLY BASIC BUSINESS TV	06/16/2020	33.15	33.15	06/16/2020	
2421	CHARTER COMMUNICATIONS	73715060520	MONTHLY PHONE CHARGE - 6/	06/16/2020	29.53	29.53	06/16/2020	
930	COMPUTER MAGIC INC	5000	SERVICE AGREEMENT - COTTA	06/16/2020	184.89	184.89	06/16/2020	
626	DIGGERS HOTLINE INC	200 5 13551	DUPLICATE/COPY EMAILS & PR	06/16/2020	296.10	296.10	06/16/2020	
5	GFC LEASING CO	I00587421	LEASE #M107469 & M111367 - 6/	06/16/2020	55.25	55.25	06/16/2020	
12	QUILL CORP	4599347	CHAIRMAT	06/16/2020	18.00	18.00	06/16/2020	
12	QUILL CORP	7374540	LABELS, HIGHLIGHTERS, CARD	06/16/2020	24.36	24.36	06/16/2020	
4987	TOTAL WATER TREATMENT SY	862810	BOTTLED WATER - MAY 2020 -	06/16/2020	1.70	1.70	06/16/2020	
Total 600-60920-340:					706.22	706.22		
600-60923-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1629280	PROF SERVICES - AUDIT	06/16/2020	854.00	854.00	06/16/2020	
6454	HYDROCORP	0057383-IN	CROSS CONNECTION CONTRO	06/16/2020	1,147.00	1,147.00	06/16/2020	
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GENERAL EN	06/16/2020	25.00	25.00	06/16/2020	
Total 600-60923-210:					2,026.00	2,026.00		
600-60924-510								
1062	BAER INSURANCE SERVICES L	3357	LIABILITY - 3RD QUARTER 2020	06/16/2020	1,880.02	1,880.02	06/16/2020	
Total 600-60924-510:					1,880.02	1,880.02		
600-60925-511								
1062	BAER INSURANCE SERVICES L	3357	WORKERS COMP - 3RD QUART	06/16/2020	1,042.72	1,042.72	06/16/2020	
Total 600-60925-511:					1,042.72	1,042.72		
600-60933-385								
3	LANDMARK SERVICES COOPE	03-061620PW	PW FUELS - MAY 2020	06/16/2020	283.51	283.51	06/16/2020	
4458	O'REILLY AUTO PARTS	4331-336558	FUEL	06/16/2020	11.19	11.19	06/16/2020	
Total 600-60933-385:					294.70	294.70		
600-60935-340								
3912	FRONTIER	3912-061620	608-839-1603 FAX & SCADA SY	06/16/2020	55.30	55.30	06/16/2020	
2813	POMP'S TIRE SERVICE INC	80215406	FLAT REPAIR	06/16/2020	5.30	5.30	06/16/2020	
4447	REINDERS INC	1832234-00	RIM & VALVE STEM	06/16/2020	31.78	31.78	06/16/2020	
371	RG HUSTON COMPANY INC	44154	TOPSOIL	06/16/2020	64.32	64.32	06/16/2020	
Total 600-60935-340:					156.70	156.70		
601-60827-340								
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GIS MAPPING	06/16/2020	75.00	75.00	06/16/2020	
Total 601-60827-340:					75.00	75.00		
601-60828-385								
3	LANDMARK SERVICES COOPE	03-061620PW	PW FUELS - MAY 2020	06/16/2020	283.51	283.51	06/16/2020	
4458	O'REILLY AUTO PARTS	4331-336558	FUEL	06/16/2020	11.19	11.19	06/16/2020	
Total 601-60828-385:					294.70	294.70		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
601-60831-240								
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GIS MAPPING	06/16/2020	225.00	225.00	06/16/2020	
Total 601-60831-240:					225.00	225.00		
601-60831-350								
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GIS MAPPING	06/16/2020	112.50	112.50	06/16/2020	
Total 601-60831-350:					112.50	112.50		
601-60832-340								
3912	FRONTIER	3912-061620	608-839-1603 FAX & SCADA SY	06/16/2020	55.30	55.30	06/16/2020	
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GIS MAPPING	06/16/2020	37.50	37.50	06/16/2020	
Total 601-60832-340:					92.80	92.80		
601-60834-340								
2813	POMP'S TIRE SERVICE INC	80215406	FLAT REPAIR	06/16/2020	5.30	5.30	06/16/2020	
4447	REINDERS INC	1832234-00	RIM & VALVE STEM	06/16/2020	31.77	31.77	06/16/2020	
371	RG HUSTON COMPANY INC	44154	TOPSOIL	06/16/2020	64.32	64.32	06/16/2020	
Total 601-60834-340:					101.39	101.39		
601-60840-311								
111	POSTMASTER	111-052920	POSTAGE - WATER & SEWER BI	06/16/2020	49.73	49.73	06/16/2020	
6410	QUADIENT	INV57626487	METER RENTAL	06/16/2020	8.52	8.52	06/16/2020	
Total 601-60840-311:					58.25	58.25		
601-60850-225								
2421	CHARTER COMMUNICATIONS	57023060120	BUSINESS TV @ MUNICIPAL SE	06/16/2020	2.69	2.69	06/16/2020	
594	US CELLULAR	37533395	CELL PHONE CHARGES - PUBL	06/16/2020	30.78	30.78	06/16/2020	
594	US CELLULAR	37533395	TABLET DATA CHARGES	06/16/2020	45.74	45.74	06/16/2020	
Total 601-60850-225:					79.21	79.21		
601-60850-320								
6458	WISCONSIN RURAL WATER AS	W1920	MEMBERSHIP RENEWAL	06/16/2020	22.50	22.50	06/16/2020	
Total 601-60850-320:					22.50	22.50		
601-60850-340								
1462	ALSCO	IMIL1573708	MATS AT MUNICIPAL SERVICES	06/16/2020	10.71	10.71	06/16/2020	
1462	ALSCO	IMIL1573709	MATS & UNIFORMS	06/16/2020	12.92	12.92	06/16/2020	
1462	ALSCO	IMIL1573710	MATS AT VILLAGE HALL	06/16/2020	7.99	7.99	06/16/2020	
1462	ALSCO	IMIL1575949	MATS AT MUNICIPAL SERVICES	06/16/2020	10.71	10.71	06/16/2020	
1462	ALSCO	IMIL1575950	MATS & UNIFORMS	06/16/2020	12.92	12.92	06/16/2020	
1462	ALSCO	IMIL1575951	MATS AT VILLAGE HALL	06/16/2020	7.99	7.99	06/16/2020	
2421	CHARTER COMMUNICATIONS	17282060520	MONTHLY BASIC BUSINESS TV	06/16/2020	33.15	33.15	06/16/2020	
2421	CHARTER COMMUNICATIONS	73715060520	MONTHLY PHONE CHARGE - 6/	06/16/2020	29.53	29.53	06/16/2020	
930	COMPUTER MAGIC INC	5000	SERVICE AGREEMENT - COTTA	06/16/2020	184.89	184.89	06/16/2020	
626	DIGGERS HOTLINE INC	200 5 13551	DUPLICATE/COPY EMAILS & PR	06/16/2020	296.10	296.10	06/16/2020	
5	GFC LEASING CO	100587421	LEASE #M107469 & M111367 - 6/	06/16/2020	55.25	55.25	06/16/2020	
12	QUILL CORP	4599347	CHAIRMAT	06/16/2020	18.00	18.00	06/16/2020	
12	QUILL CORP	7374540	LABELS, HIGHLIGHTERS, CARD	06/16/2020	24.36	24.36	06/16/2020	
4987	TOTAL WATER TREATMENT SY	862810	BOTTLED WATER - MAY 2020 -	06/16/2020	1.70	1.70	06/16/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 601-60850-340:					706.22	706.22		
601-60852-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1629280	PROF SERVICES - AUDIT	06/16/2020	854.00	854.00	06/16/2020	
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GENERAL EN	06/16/2020	25.00	25.00	06/16/2020	
99	MSA PROFESSIONAL SERVICE	99-061620	COLLECTION SYSTEM FLOW M	06/16/2020	3,340.50	3,340.50	06/16/2020	
Total 601-60852-210:					4,219.50	4,219.50		
601-60853-510								
1062	BAER INSURANCE SERVICES L	3357	LIABILITY - 3RD QUARTER 2020	06/16/2020	4,488.93	4,488.93	06/16/2020	
Total 601-60853-510:					4,488.93	4,488.93		
601-60853-511								
1062	BAER INSURANCE SERVICES L	3357	WORKERS COMP - 3RD QUART	06/16/2020	861.12	861.12	06/16/2020	
Total 601-60853-511:					861.12	861.12		
Grand Totals:					20,823.01	20,823.01		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account and Title = "60000000000"- "60199999999"

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION

MEETING MINUTES OF JUNE 10, 2020

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:03 p.m. This meeting was held on Zoom.
2. **Determine that a quorum was 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), Bruce Halverson, Heidi Murphy, Mike Hackel, Village Engineer Kevin Lord, Public Works Director JJ Larson and one (1) member of the public. Absent and excused was Joanna Williams.
3. **Public Appearances – Public’s opportunity to speak about any subject that is not a specific agenda item.** None.
4. **Old Business**
 - a. **Update on water and sewer extension along Vilas Rd.**

Lord gave an update on the status of the project. Contracts are signed, contractor is looking at a July or August start on that project. They have 90 days to substantial completion so it will be a fall completion.
 - b. **Update on lead and copper testing.**

Larson said the plan is to begin reaching out to residents in July to get the samples collected.
 - c. **Update on MMSD charges and sampling.**

Larson stated that first quarter costs for sewage treatment were up significantly and that MMSD staff reported it was due to higher numbers of solids, phosphorus, and other measurables in the wastewater samples. There was an issue with a pump in the wet well at Vilas being out of service for a period of time, the pump is located right where the sampler pulls for testing, Larson stated his theory is that is impacting the sample results because there is no obvious change in what’s going to the system. MMSD staff will be installing a sampler in another location to see if the issue is related to the wet well sampler location or there is something changing in our wastewater.
5. **New Business**
 - a. **Discuss and consider 2019 Compliance Maintenance Annual Report (CMAR).**

Larson presented the report and explained that it’s an annual report to the DNR on our Sanitary Sewer Utility’s financials and maintenance activities. **Motion** by Murphy, seconded by Hackel to approve the 2019 Compliance Maintenance Annual Report. Motion carried with a unanimous voice vote 4-0-0.
 - b. **Discuss and consider the continuation of PSN fee absorption for online utility bill payments.**

Larson explained how the Utility opted to absorb the online payment fees when the Safer at Home order was issued; in order to encourage customers to pay online versus mailing or dropping off payments. Larson discussed how utilities are now allowed under PSC rules to absorb the fees for online bill payment outside of a rate case. In the packet was a summary of the cost so far and an estimate for costs moving forward to continue to absorb these fees. Larson stated that in order for a Utility to capture that revenue it does have to be a part of a full rate case, but that the Utility’s operating budget would easily absorb the fees for the next year and that the plan had been to seek a full rate case at some point in 2021 at which time these costs could be accounted for in the rates. **Motion** by Hackel,

seconded by Halverson, to continue absorbing fees for online payment. Motion carried with a unanimous voice vote of 4-0-0.

6. Engineer's report.

MGSD Site Plan – MSA was working with the Village on verifying the public utility extensions required for the school district property for the Developers Agreement that was recently signed and approved. Nothing new on the development portion northeast of the school site.

Miracle Field – MSA was working with the site engineer to verify the site utilities in order for the Village to maintain these in the future. Engineer working on revising the site plan to allow the water extension at a later time.

5th Addition to Westlawn Estates – Utility work was completed and progress is being made on the roadway work. MSA is working with MMSD on deed restrictions for future phases at this time.

Cottage Grove Commons – Public utility work completed and also working on roadway work as weather permits.

Vilas Road Sewer and Water – Project has been awarded. Awaiting anticipated schedule from Contractor.

Sanitary System Flows – The flow monitoring equipment has been taken out of the system as of June 1st. MSA will analyze 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.

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.

7. Director's report.

COVID-19

Still no two in a vehicle and staff staying with same vehicle as much as possible. The Municipal Services Building re-opened with limited capacity and plexiglass at the counter.

AMI

Final in-person training still on hold.

MMSD charges up in Q1

Possible aberration in their test results; or the Village wastewater composition is changing. Larson reached out to their Collection System Team to discuss and troubleshoot. MMSD staff got back to Larson and will be doing some increased and varied sampling in the coming weeks.

Lead & Copper

DNR moved sampling timeframe back; will be mailing letters to approved sites.

Vilas Water/Sewer

Agreement reached between Village and land-owners, contract awarded, no word as of this writing on timing of construction.

8. **Approve vouchers for payment. Motion** by Rogers, seconded by Halverson, to approve payment of the vouchers in the amount of \$69,182.56. Motion carried by a unanimous voice vote of 4-0-0.
9. **Approve the minutes of the May 13, 2020 Utility Commission meeting. Motion** by Hackel, seconded by Murphy, to approve the minutes of the May 13, 2020 meeting as presented. Motion carried by a unanimous voice vote of 4-0-0.
10. **Set date for next meeting.** The next meeting of the Utility Commission will be held on Wednesday, July 8, 2020 at 5:00 p.m.
11. **Future Agenda Items**
 - Sanitary system flows
 - Services along Vilas Rd.
 - MMSD charges
 - Lead and copper testing
 - UCMR results
12. **Adjournment. Motion** by Rogers, seconded by Hackel, to adjourn the meeting at 5:30 p.m. Motion approved by unanimous voice vote, 4-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: ____/____/____

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action