VILLAGE OF COTTAGE GROVE ***NOTICE OF PUBLIC MEETING***

UTILITY COMMISSION

Wednesday, August 19, 2020 **5:00 PM**
**** Note date change****

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/99848953448 You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 998 4895 3448#. 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 jlarson@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.** Update on write-off amounts for terminated water and sewer accounts.
   - **b.** Discuss and consider approval of zero lot line application and supplemental curb stop agreement.
   - **c.** Discuss shut off policy for non-compliance in cross connection program.
   - **d.** Discuss potential rain barrel/compost bin program for residents in 2021.
   - **e.** Review Village Board Priorities.

6) **Engineer's report.**

7) **Director's report.**

8) **Approve vouchers for payment.**

9) **Approve the minutes of the July 8, 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

Point Data Report - Records not necessarily final

E-19-IN

Monitoring Date	Total Minutes	Total Volume (MG)	Flow Rate (GPD)	CBOD (mg/L)	TSS (mg/L)	TKN (mg/L)	TP (mg/L)	CBOD (PPD)	TSS (PPD)	TKN (PPD)	TP (PPD)	Good Vol	No Mon	Record Status
4/28/2020	1,450	0.693000	688,221	236	257	39.5	5.36	1,355	1,475	226.7	30.77	☑	☐	Done
4/29/2020	1,455	0.679000	672,000	242	294	42.6	4.98	1,356	1,648	238.8	27.91	☑	☐	Done
4/30/2020	1,380	0.727000	758,609	223	218	37.1	4.22	1,411	1,379	234.7	26.70	☑	☐	Done
5/1/2020	1,455	0.735000	727,423	242	271	51.8	6.24	1,468	1,644	314.3	37.86	☑	☐	Done
5/2/2020	1,365	0.646000	681,495	224	273	56.8	9.76	1,273	1,552	322.8	55.47	☑	☐	Done
5/4/2020	2,935	1.461000	716,811	256	436	42.5	6.10	1,530	2,606	254.1	36.47	☑	☐	Done
6/16/2020	1,440			232	232	10.4	1.40	NC	NC	NC	NC	☐	☐	Done
6/17/2020	1,435			429	692	57.2	10.10	NC	NC	NC	NC	☐	☐	Done
6/18/2020	1,405			181	101	36.3	4.78	NC	NC	NC	NC	☐	☐	Done
Totals:	**14,320**	**4.941000**												
Averages:			**708,669**	**240**	**314**	**44.6**	**6.09**	**1,419**	**1,853**	**263.3**	**35.85**			

Monitoring Comments and Notes

4/28/2020 .01" rain

4/29/2020 .66" rain

ITEM 4c

Point Data Report - Records not necessarily final

E-19-IN

Monitoring Date	Total Minutes	Total Volume (MG)	Flow Rate (GPD)	CBOD (mg/L)	TSS (mg/L)	TKN (mg/L)	TP (mg/L)	CBOD (PPD)	TSS (PPD)	TKN (PPD)	TP (PPD)	Good Vol	No Mon	Record Status
7/7/2020	1,460	0.679000	669,699	212	260	42.9	5.69	1,184	1,452	239.6	31.78	☑	☐	New
7/8/2020	1,425	0.630000	636,632	335	232	40.3	4.66	1,779	1,232	214.0	24.74	☑	☐	New
7/9/2020	1,425	0.705000	712,421	195	249	42.7	5.50	1,159	1,479	253.7	32.68	☑	☐	New
7/10/2020	1,405	0.773000	792,256	206	264	42.6	5.61	1,361	1,744	281.5	37.07	☑	☐	New
7/11/2020	1,455	0.795000	786,804	143	153	31.2	3.52	938.4	1,004	204.7	23.10	☑	☐	New
7/13/2020	2,880	1.413000	706,500	192	180	39.6	4.61	1,131	1,061	233.3	27.16	☑	☐	New
Totals:	**10,050**	**4.995000**												
Averages:			**715,701**	**210**	**217**	**39.8**	**4.88**	**1,239**	**1,289**	**237.0**	**29.07**			

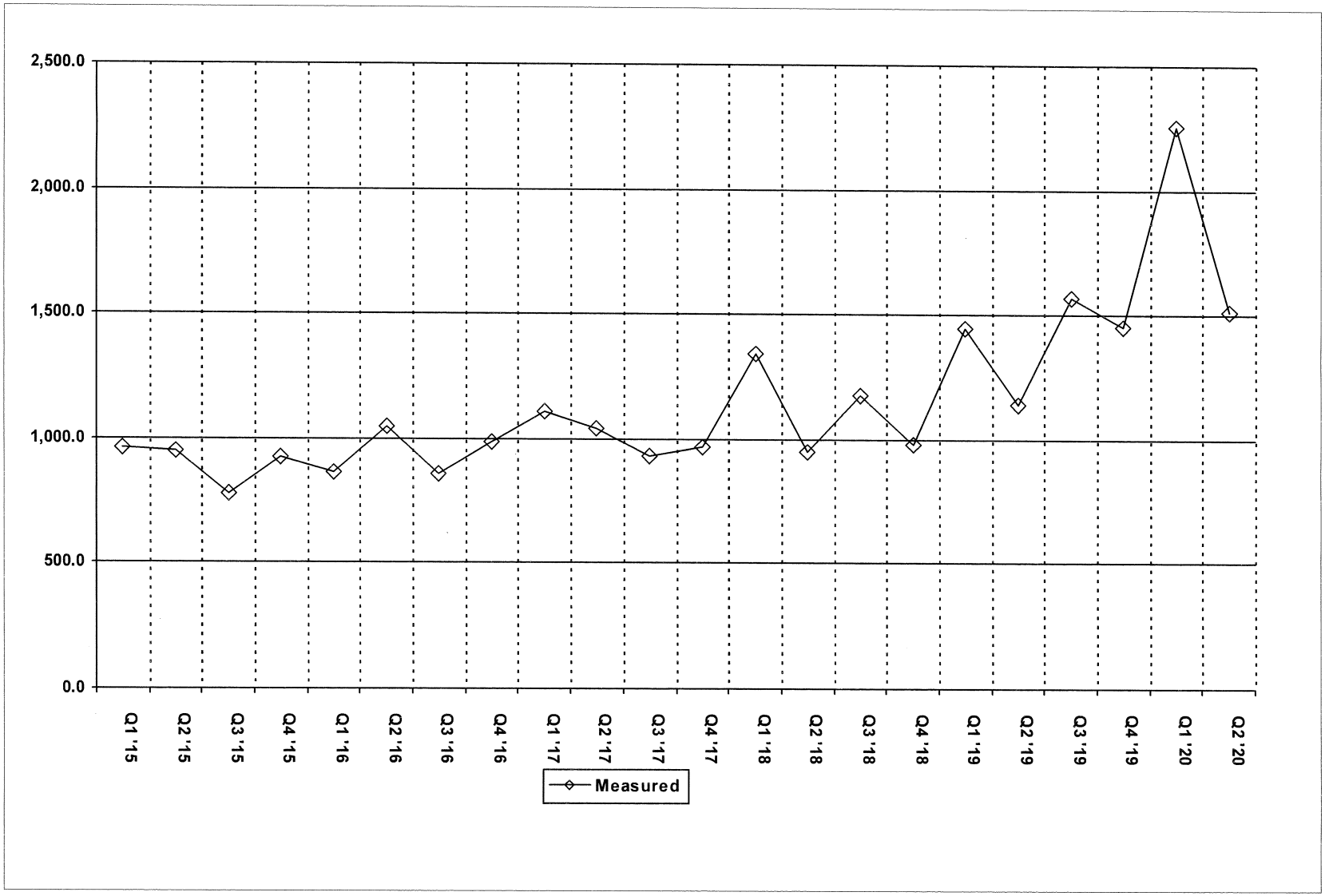
Monitoring Comments and Notes

7/7/2020 1.67" rainfall

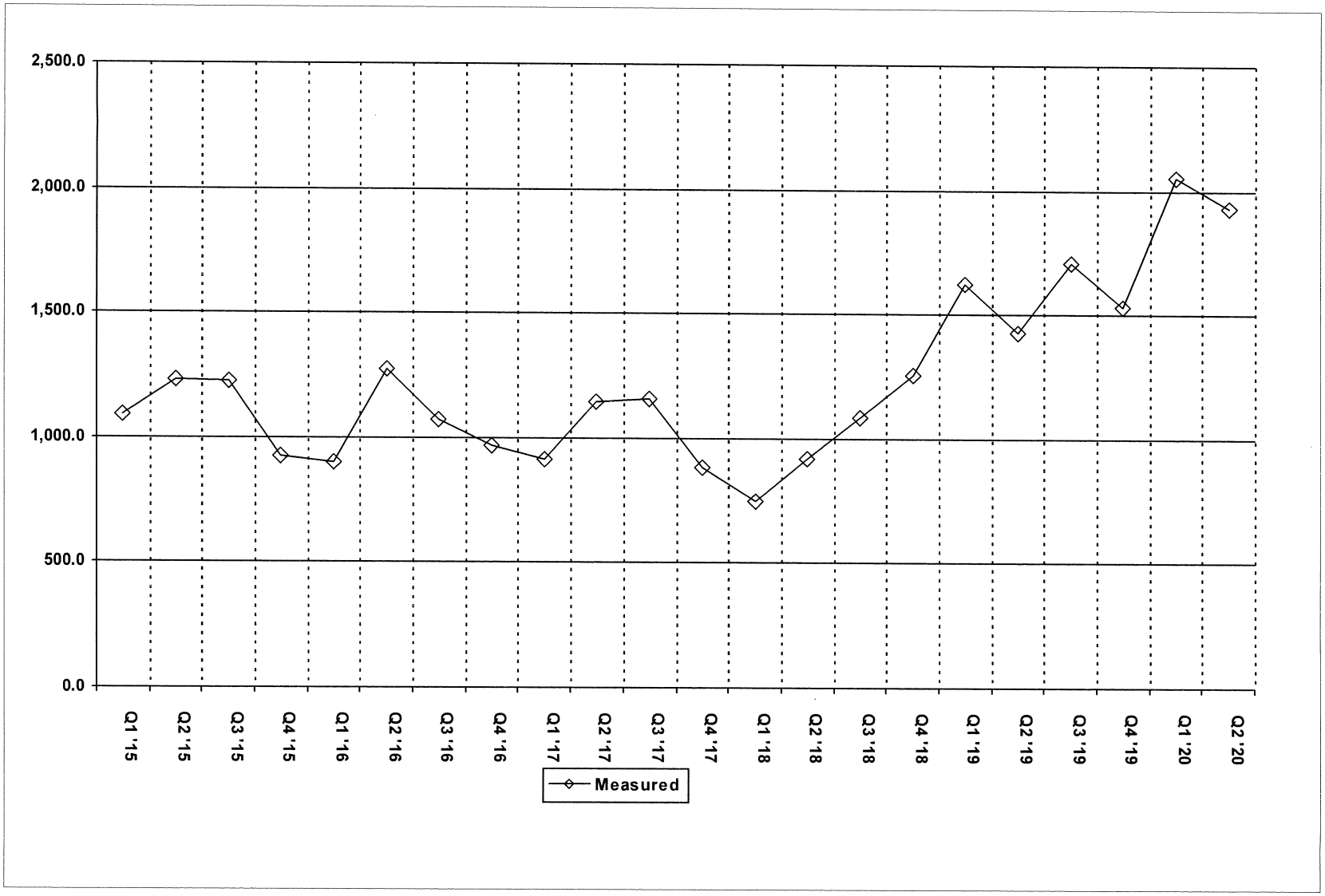
7/9/2020 1.69" rainfall

7/10/2020 .35" rainfall

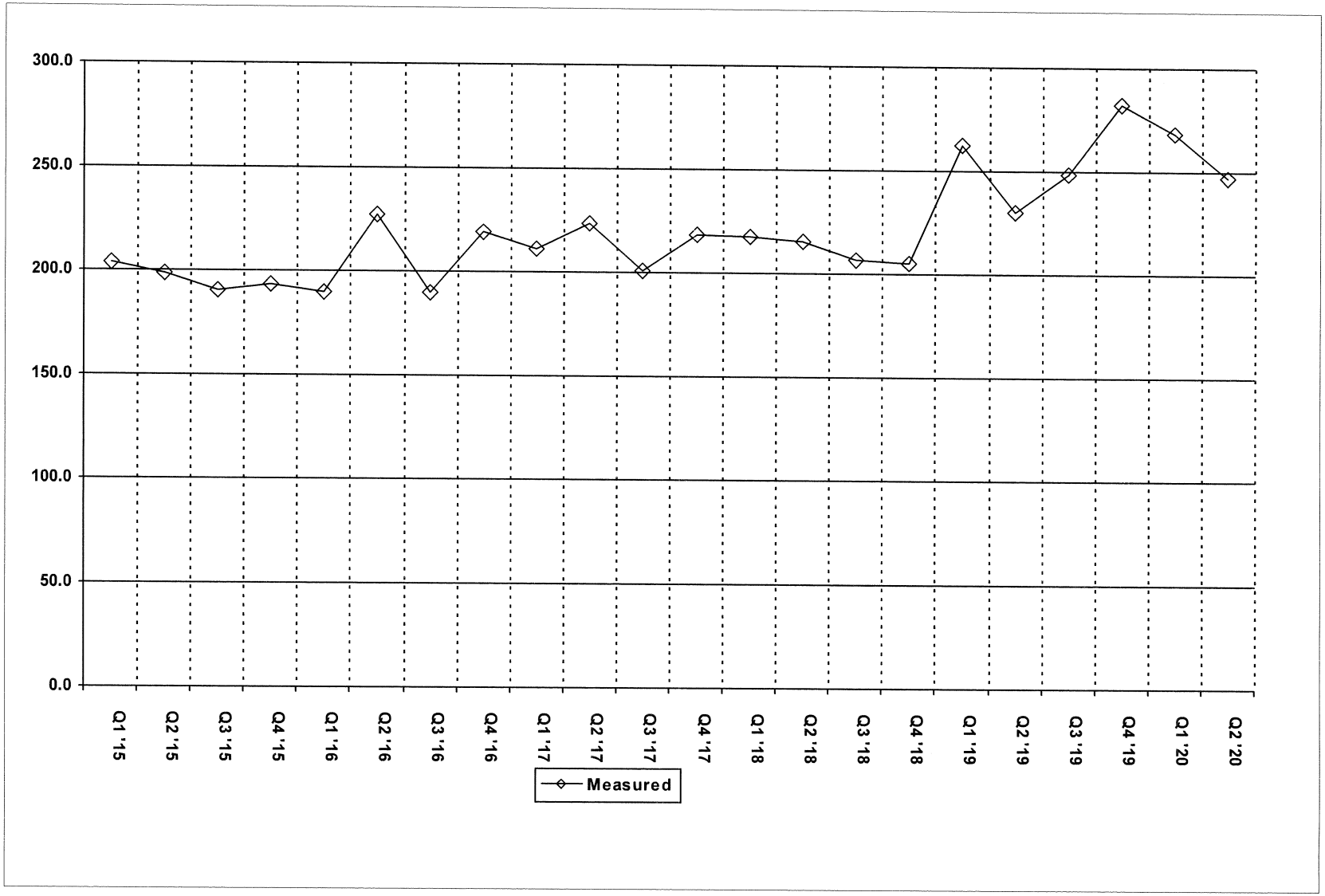
E-19-IN
Values for CBOD (ppd)



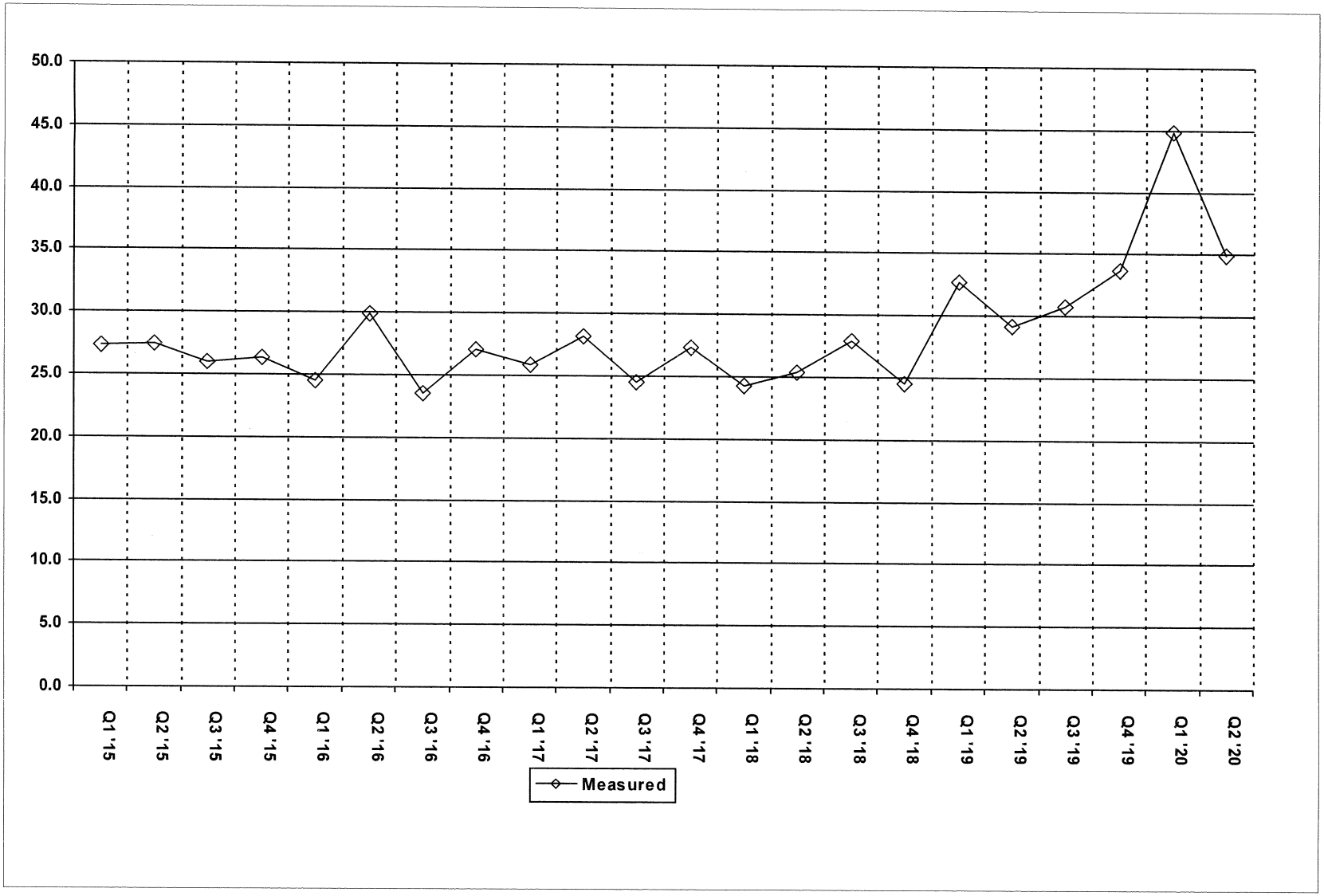
E-19-IN
Values for TSS (ppd)



E-19-IN
Values for TKN (ppd)



E-19-IN
Values for TP (ppd)



ITEM 5a

INACTIVE DELIQUENT ACCOUNTS

TERMINATED ACCOUNT NUMBER	$ AMOUNT
6080.06	$931.97
2492.09	$3.63
4225.17	$2.60
2270.16	$1.96
6430.13	$224.13
9790.08	$2.24
7440.12	($0.02)
6235.13	$1.39
14035.13	$3.29
7450.10	$1.66
4210.08	$0.51
2492.10	$12.18
9775.04	($2.99)
3028.23	($0.37)
3030.11	$2.70
4915.02	$1.51
2765.01	$1.13
8995.19	$1.09
6730.06	($2.99)
2820.01	($2.99)
7990.13	($0.35)
5980.08	($0.47)
6040.13	($0.03)
TOTAL	**$1,181.78**

ITEM 5b

VILLAGE OF COTTAGE GROVE
APPLICATION FOR ZERO LOT LINE

APPLICANT NAME: _____
ADDRESS OF APPLICANT: _____
TELEPHONE NUMBER:_____**FAX:**_____
EMAIL ADDRESS: _____

ADDRESS OF SUBJECT PROPERTY:

_____

_____

ZONING OF PROPERTY: _____

PROVIDE THE FOLLOWING ITEMS:

1.) Letter from licensed plumber indicating whether each unit is served by separate sanitary sewer laterals to the main.

2.) Letter from licensed plumber indicating each unit is served with separate water laterals and curb stop valves for each accessible from outside the building.

3.) Certified Survey Map reflecting the proposed lot line, the location of the sanitary sewer and water laterals and water curb stop valves servicing each unit. The map must show the location of the adjacent public right-of-way. The map must be signed by a licensed surveyor.

4.) A copy of a Zero Lot Line Maintenance Agreement signed by all owners of the property. Upon approval of the zero lot line application, the applicant shall file the Zero Lot Line Maintenance Agreement at the Dane County Register of Deeds. The applicant shall provide the Village with a filed copy within 30 days of approval of the application. If the letter from the licensed plumber under #1 above indicates that each unit is not served by separate sewer laterals to the main, then the Zero Lot Line Maintenance Agreement must include provisions addressing sewer lateral maintenance and repair, including emergency provisions.

Note: Attached is an example of a Zero Lot Line Maintenance Agreement. The Village is not recommending the use of the attached example agreement for any particular property but the applicant may find the example agreement useful in identifying the types of questions typically addressed in such an agreement. The Village recommends that the applicant seek advice of legal counsel regarding a Zero Lot Line Maintenance Agreement.

5.) If the water curb stop valve for any proposed parcel is not located within the public right-of-way, the applicant must execute the attached Curb Stop Valve Access Agreement with the Village for each curb stop not located in the public right-of-way. The Village shall record the Access Agreement with the Dane County Register of Deeds, and the Applicant shall pay all recording costs.

6.) Review by Utility Commission of the certified survey map depicting the sanitary sewer and water laterals and separate curb stop valves.

7.) The Village Plan Commission and Village Board will review all zero lot line applications. The Village Plan Commission and Village Board may approve the zero lot line application if they find, in their sole discretion, that the Village can adequately control water service to the property and the applicant has satisfied all requirements of this application.

8.) Fee of $50 per parcel created plus any recording costs.

Mail or deliver the completed application form along with the certified survey map, letters from a licensed plumber, Curb Stop Valve Access Agreement (if applicable), and fee to the Village of Cottage Grove.

_____ _____

Date Applicant Signature

Village of Cottage Grove
221 E. Cottage Grove Road
Cottage Grove, WI 53527
Telephone: 608-839-4704
Fax: 608-839-4698
Office Hours: M-F 7:30 a.m. to 4:30 p.m.

For office use only:

Date Received:
Utility Commission Meeting Date:
Planning Commission Meeting Date:
Village Board Meeting Date:

EXAMPLE ZERO LOT LINE MAINTENANCE AGREEMENT

1. The Units are intended for residential purposes only as in presently or hereafter defined and permitted by the Village of Cottage Grove Zoning Ordinances and are restricted to that use. No nuisances shall be permitted to exist or operate within or on either unit. The leasing or rental of the Units for residential purposes is not prohibited by this clause provided any such leases or rentals are made subject to and the tenants are bound by the provisions of this Declaration.

2. Maintenance and Repair.

    a. The owners of the Units shall maintain and repair the exterior surface of their dwelling portion of the duplex dwelling building and the driveway leading to their dwelling portion of the building, including without limitation, the painting of the same as often as necessary, the replacement of trim and caulking, and the maintenance and repair of the roof and driveway, and to be liable for the cost of any such maintenance or repairs made on their dwelling portion of the duplex dwelling building. If any unit owner considers the dwelling portion of the other unit owner to be in need of any such repair or maintenance, hereinafter referred to as "work", they shall give written notice thereof to the other unit owner. Such notice shall specify the nature and extent of the work considered to be needed. If the other unit owner fails or neglects to perform the requested work or disagrees, in writing, that such work is needed, then, within thirty (30) days from the receipt of said written notice, the unit owners shall submit the issue of the necessity of the work and the nature and extent thereof to the American Arbitration Association at its offices, by mail, at 180 N. LaSalle Street, Suite 1025, Chicago, Illinois, 60606, or at such address then known to be that of the said Association.

    b. The arbitrator named by the Association shall be authorized to determine the format and procedure for arbitration limited only to the minimum due process requirements of the U.S. Constitution. The determination of the arbitrator shall be final and binding upon the owners, their heirs, successors, personal representatives, agents and assigns.

    c. Arbitration as herein provided shall be the exclusive method for resolution of disputes relating to the maintenance, repair and use of the property. The fees and expense, if any, for the arbitrator shall be borne equally by the parties unless otherwise determined by the arbitrator. Each party shall bear the cost of his own exhibits and advocate, if any.

d. Notwithstanding the above, in the event that repair of the duplex building, including all utility connections and laterals and sewer lines in case of backup, is required on an emergency basis and failure to make such repairs would result in further damage to the said building or result in the untenability of the same, either unit owner may repair the damage and be entitled to compensation from the other unit owner for the cost of any repairs made to the other unit owner's portion of the building.

e. In order to gain access to the Units in case of an emergency situation, each unit owner shall provide to the other unit owner a key to their unit, a person to contact other than the unit owner that has access to their unit, or the location of a key to gain access to their unit. Said access shall only be used in an emergency situation.

3. Neither unit owner, without first obtaining written consent of the other, shall make or permit to be made any substantial structural alterations or improvements to the exterior of the duplex dwelling building or to his property. In connection therewith, alterations, changes or improvements exceeding an aggregate cost of One Thousand Dollars ($1,000) shall be considered substantial.

4. Only dogs, cats, or other domesticated household pets may be kept by a unit owner on his property, provided that in no event shall such pets be kept, bred, or maintained for any commercial purpose. All such pets shall be housed wholly within the dwelling unit and no outside pens or structures shall be permitted unless otherwise agreed to in writing between the owners of the two units.

5. Unit owners shall maintain their property in good, sanitary and attractive condition, including but not limited to mowing the grass to a reasonable height, the removal of noxious weeds and removal of snow and ice from walkways and driveways.

6. Style, Color and Miscellaneous.

   a. Any repairs or maintenance performed or allowed to be performed by a unit owner to the exterior of his dwelling porting of the duplex dwelling building shall employ materials uniform or consistent with those materials already incorporated into the building and improvements.

   b. No unit owner shall change the color of the siding, trim or roof of his portion of the duplex dwelling building at any time without prior written agreement between the unit owners. Homogeneous roof, siding and trim colors shall be required at all times.

   c. Outside doors, as to style, type and color, including garage doors, shall be identical at all times to each unit.

d. All outside areas shall be kept free from rubbish, debris, trash and other unsightly materials and shall not be obstructed, littered, defaced, or misused in any manner, nor shall any fire hazards be allowed to exist.

e. No garbage cans, supplies or other articles shall be placed outside of either of the dwelling units but rather shall be kept within the dwelling units or the attached garages except while the same shall be presently in use.

f. No outdoor storage of any kind shall be allowed upon the property without prior written agreement between the owners of the two dwelling units with the exception of a reasonable amount of firewood for a fireplace (if applicable) which shall be neatly stacked.

7. Unit owners shall not perform or allow to be performed any act or work which will impair the structural integrity or aesthetic appearance of the duplex dwelling building or the safety of the property of the other owner.

8. Any portion of a wall or roof of the duplex building placed on the dividing line between the respective properties shall constitutes a party wall and the general rules of law regarding party walls and of liability for damage due to negligent or willful acts or omissions shall apply thereto.

9. The owners of each of the Units are granted and shall have an easement over and across those portions of the property occupied by each of the Units for the purpose of access to the underground electrical and, in addition, access to any curb boxes, water and sewer laterals, which together or separately service their respective Units, for the purpose of maintenance, repair and if necessary, replacement. The property shall be restored to the same condition as at the outset of any such maintenance, repair or replacement all at the cost to the Unit owner causing such repair, maintenance or replacement.

10. The owners of the individual dwelling units, their invitees, tenants, agents, personal representatives, successors and assigns, shall at all times abide by and be bound by any protective covenants, restrictions and easements of record that are effective as to the plat in which this property is located.

11. Enforcement of the covenants and restrictions of this Declaration may be by any proceeding at law or in equity against any unit owner violating or attempting to violate any such covenant or restriction to restrain violation or to recover damages. Failure by any unit owner to enforce any covenant or restriction shall in no event be deemed to be a waiver of the right to do so thereafter.

12. The invalidity or unenforceability of any particular provision of this Declaration shall not affect the other provisions hereof and the Declaration shall be constructed in all respects as if such invalid or unenforceable provision was omitted.

13. In construing this Declaration, words used in any gender shall include the plural and vice versa, unless the context requires otherwise.

14. No amendment or modification of this Declaration shall be valid unless the same be in writing and signed by all the parties hereto in recordable form and that no such change, amendment or modification shall be effective until recorded in the office of the Register of Deeds for Dane County.

15. The unit owners shall, for themselves and for their respective successors, assigns, heirs and personal representatives and agents, each to and with the other, his or their successors, assigns, representatives and heirs, be bound by and observe this Declaration and the covenants and restrictions herein contained which shall be perpetual and run with the land, but no owner is to be responsible except for his acts or defaults while owner.

Date	Signature
Date	Signature

CURB STOP VALVE ACCESS AGREEMENT

[ADD]

ITEM 5b

Village of Cottage Grove Curb Stop Valve Access Agreement

_____ ("Property Owner") has applied for approval of a request to divide property creating two or more parcels with residential structures that are currently constructed on the lot line between the parcels("zero lot line")within the Village of Cottage Grove ("Village"). A certified survey map revealed that one or more of the water curb stop valves for the water laterals that will serve these properties are not located within a public right-of-way. As a condition of approval, the Property Owner is entering into this agreement to grant the Village access to all water curb stop valves not located within a public right-of-way ("Agreement") as of the ___ day of _____, 2020. Therefore, in consideration of the mutual promises, obligations and benefits provided hereunder, the receipt and adequacy of which are hereby acknowledged, Property Owner and the Village agree as follows.

1. Property Owner grants the Village the right to access all water curb stop valves located on the Property Owner's property and not in the public right of way as identified on the CSM attached as Exhibit ____ (the "Private Curb Stop Valves"). The Village may exercise its authority to access a Private Curb Stop Valve at times determined to be prudent in the Village's sole discretion. When reasonably feasible, in the Village's sole discretion, the Village will attempt to provide the Property Owner with notice of the Village's intent to access a Private Curb Stop Valve
2. The property is located at _____, Cottage Grove, Wisconsin, with a parcel identification number of_____ ("Property").
3. The Village's right of access in no way creates any Village obligation to maintain or repair a Private Curb Stop Valve. Maintenance or repair of a Private Curb Stop Valve shall be the responsibility of the Property Owner.
4. The Village shall have the authority to order the Property Owner to immediately repair a Private Curb Stop Valve, and if such repair is not completed within the time ordered by the Village, the Village shall have the right to repair the Private Curb Stop Valve and bill the costs back to the Property Owner and to impose the costs of repair as a special charge or special assessment against the Property. This provision constitutes the Property Owner's consent to waiver of notice and hearing on all proceedings imposing special assessments or special charges, and the Property Owner's consent to imposition of special assessments or special charges.
5. The Agreement shall run with the land, and apply to all future owners of the Property. This Agreement may only be revoked or amended by written consent of the Village and the owner of the Property.
6. The Property Owner releases, covenants not to sue, discharges, and holds 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 the Village accessing, repairing, or replacing a Private

Curb Stop Valve. This release includes any claims based on the actions, omissions, or negligence of the Village and its employees, agents, or representatives.

7. The Village shall record this Agreement with the Dane County Register of Deeds, and the Property Owner shall pay the recording costs.
8. This written Agreement and all exhibits hereto shall constitute the entire Agreement between Property Owner and the Village as of the date hereof.
9. If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be illegal or otherwise unenforceable, such illegality or unenforceability shall not affect the validity of any other part, term, or provision and the rights of the parties will be construed as if the invalid part, term, or provision was never part of the Agreement.
10. Nothing contained in this Agreement constitutes a waiver of the Village's sovereign immunity under applicable law.

Signature Page to Follow

IN WITNESS WHEREOF, 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 by their respective entities to execute this Agreement on their behalf.

VILLAGE:

VILLAGE OF COTTAGE GROVE
Dane County, Wisconsin

By_____
Charlie Rogers, Utility Commission Chair

ATTEST:

_____
Lisa Kalata, Village Clerk

STATE OF WISCONSIN

COUNTY OF DANE

Personally came before me this _____ day of _____, 2020, the above-named John Williams, Village President, and Lisa Kalata, Village Clerk, of the Village of Cottage Grove, to me known to be the persons and officers who executed the foregoing instrument and acknowledged that they executed the same as such officers by the Village's authority.

Subscribed and sworn to before me
This _____ day of _____, 2020.

_____
Notary Public, State of Wisconsin
Print Name:_____
My Commission:_____

PROPERTY OWNER:

By_____

STATE OF WISCONSIN

COUNTY OF DANE

Personally came before me this _____ day of _____, 2020 the above named _____to me known to be the person who executed the foregoing instrument and acknowledged the same.

Subscribed and sworn to before me
This _____ day of _____, 2020.

_____
Notary Public, State of Wisconsin
Print Name:_____
My Commission:_____

ITEM 5c

PUBLIC WORKS STAFF REPORT

MEMO DATE:	August 14th, 2020
MEETING DATE:	August 19th, 2020
TO:	Utility Commission
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	**Policy for non-compliance with cross-connection control program**

BACKGROUND

The Utility entered into an agreement last year to have Hydrocorp conduct cross-connection inspections throughout our system. Our program now meets or exceeds the requirements set by the DNR.

Hydrocorp staff has done a great job in communicating to affected properties, working with them to conduct inspections and following up on non-compliance when necessary to get issues remedied. There are, unfortunately, a handful of properties that have not been responsive to Hydrocorp either for initial or follow-up inspections. As a part of the program, Hyrdrocorp sends one final notification requesting compliance, but will need our Utility to act in order to force compliance using our shut off power granted by the Public Service Commission (PSC).

OVERVIEW

We have broadly resisted using shut-off as a Utility for a number of reasons. Per State law we are able to put outstanding bills onto the tax rolls annually, so we have never pursued shut-off policy for non-payment. With our lean staff, utilizing shut-off leads to more work in the field that can be quite time-consuming; e.g.; locating the shut off valve, confirming operation, often making immediate repairs, knocking on doors and leaving door hangers to give final warning and ultimately shutting off service. Inevitably, this then leads to office time fielding phone calls and coordinating quick staff action to turn services back on once the issue has been taken care of. Given all that, we've avoided utilizing this enforcement mechanism as much as possible. That said, for gaining compliance with cross-connection violations, it is our only tool available.

The Public Service Commission allows shut off for non-compliance with cross-connection laws, and our staff is knowledgeable in the proper protocol and required notifications (we were very familiar during the final phase of AMI meter change-outs). Given the relatively small number of offenders currently, I don't anticipate this will lead to a significant increase in staff time or cost. But I wanted to bring it to Commission because utilizing this threat and actually turning off water to a resident or business can be controversial.

ITEM 5e

Staff Memo

MEMO DATE:	**June 18, 2020**
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	**Village Board Prioritization Process**

BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

Overall List (in no particular order; each item is entered as submitted) (/ / / = similar priority or category submitted)

A---Village's Economy/Economic Development: Encourage more business/retail growth, both existing and new (TA) / / / Support local businesses in recovering from COVID-19 pandemic (SV) / / / Encourage Business and Retail Growth: Pursue opportunities for economic growth that will build upon our desire to meet the needs of current and potential residents, enhancing the character of our community, provide quality local jobs within Cottage Grove and build our tax base. Pursue streetscape improvements with a beautification budget that will promote residents and visitors to spend more time on our main streets. (HM) / / / Residential growth - as it coincides with commercial and economic growth. We need workers of all incomes. Workers of all incomes in our community will entice different types of businesses to come to our community as we will have a base of workers available to them and they don't have to try to get workers to come to our community from other communities. We need workers of all ages, races, genders. (MR) / / / Support existing businesses and accelerate commercial / retail development to provide citizens with more local options as well as improve our tax base ratio. Support residential development with more diverse options and increase our pace of development. Engage Chamber of Commerce and other key Stakeholders (e.g. Town of Cottage Grove) to market / promote existing businesses. Opportunities to activate TIDs 8, 9, and 10. (JW) / / / Growth and development: hire professional marketing firm and implement an aggressive marketing campaign with goal of seeing Cottage Grove chosen over other surrounding communities. (JL) / / / Business Growth - To provide more amenities that would attract people to Cottage Grove; To help support lowering taxes. (PV)

B---Fiscal responsibility, stabilize and lower Village taxes (TA) / / / Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) / / / Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

C---Invest in our future with increased street maintenance (TA)

D---Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) / / / Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)

E---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) / / / Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) / / / Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) / / / Construction of a library. (JL)

F---Housing: Housing Task Force - get Task Force created with clear deliverables (SV) / / / Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) / / / Affordable housing – the housing task force will help determine our community's understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) / / / Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) / / / Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)

G---Parks and Recreation/Amenities: Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) /// Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6th Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

H---Get ordinances updated to be accurate and current (SV)

I---Equity, Inclusivity and Race: Establish an Ad Hoc Committee that works to organize community conversations, perhaps some are facilitated by professionals, on racial biases that exist within the community, and how we can address them. Invite other community stakeholders and organizations to participate/collaborate/partner.(HM) /// Engagement and communication - Diversity and inclusion education for our community and facilitate a forum, training for board, staff, police and community. (MR) /// Look for opportunities to promote and increase our community's diversity and inclusion. (JW) /// Diversity and inclusion -To develop a long term plan that would promote diversity and inclusion within our community. (PV)

J---Facilities Planning: Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) /// Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

K---Sustainability and Climate Change: Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) /// Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the

salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) /// Focus on energy - Continued long term planning on conservation of energy. (PV)

L---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

SUGGESTED NEXT STEPS

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 "points" to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone's points and submit the results in the July 6th meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn't a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lennberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vandervelde	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	**26**	1
2	I	Equity, Inclusivity and Race	3	0	3	5	3	3	3	**20**	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	**19**	7
4	E	Village Library	0	0	4	2	8	3	1	**18**	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	**16**	5
6	F	Housing	0	0	6	2	1	3	2	**14**	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	**9**	3
8	J	Facilities Planning	0	0	0	1	1	1	2	**5**	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	**4**	9
10	H	Update Ordinances	0	0	0	1	0	3	0	**4**	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	**3**	12
12	L	Food Insecurities	0	0	0	0	1	0	1	**2**	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed

NR = Not Ranked (in previous year's list)

Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

Economic Development:
Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

Diversity, Equity, and Inclusion:
The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to "opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community." A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

Sustainability and Climate Change
The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village's practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:
The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:
The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:
Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased constructions costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board

Resolution 2020-07

Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution to Condemn and Confront Racism

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15th day of June 2020.

Signed – John Williams, Village President

Signed – Daniel Layber, Police Chief

Signed – Troy Allen, Village Trustee

Signed – Jeffrey Lennberg, Village Trustee

Signed – Heidi Murphy, Village Trustee

Signed – Melissa Ratcliff, Village Trustee

Signed – Sarah Valencia, Village Trustee

Signed – Paul VanderVelde, Village Trustee

Attest: _____

Village Clerk Lisa Kalata

ITEM 6

Engineer's Report | A Review of Projects in the Community

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS
klord@msa-ps.com

DATE: August 2020 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 has approved the watermain extensions however roadways are not included and they are not extending utilities to the north property line at this time.

VILAS ROAD SEWER AND WATER – Project is scheduled to start at the end of August and scheduled through the beginning of November for completion currently by the Contractor. MSA has been reviewing shop drawings for utilities as they are provided.

SANITARY SYSTEM FLOWS – 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.

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.

NORTH SIDE UTILITY EXTENSION – MSA is working with the developers of the Huston Property and Greywolf to provide the appropriate documentation for the extension of utilities across I94. Sanitary extensions were not approved by DNR or MMSD at the time of extension.

ITEM 7

Village of Cottage Grove

Department of Public Works

Director's Monthly Report to the Utility Commission

August 19th, 2020

AMI

- Working with Deb to get final total project costs submitted to PSC.
- Project spans 2013 – 2020, so it will take some doing to pull this together.

Waiver of Late Fees

- We will continue to waive late payment fees on water/sewer bills through the end of the year; they will begin being assessed again on any 4th quarter bills that are late (come January 20th).

MMSD charges update

- Just got word from MMSD as of this writing (8/11) that preliminary sampling for the 3rd quarter shows numbers trending back towards historic levels.
- Still may work with MMSD (and/or MSA) to try to identify potential sources of increases.

Lead & Copper testing

- DNR removed a number of approved sites from our list for this round making collection of our required 20 samples more difficult.
- Sent letters (3 times now) to those approved sites who haven't responded.
- As of this writing, we've collected 15 samples from current list of approved sites.
- I am working through Village building records and identify potential additional sites and will work with DNR to expand our list.
- Good news is that the Village has no known lead service lines, and very few homes built when lead solder was prevalent. This is great for customer safety but makes complying with EPA's LCR more challenging.

Sewer extension north under Interstate

- It was brought to our attention approval was never granted by MMSD or DNR for the sewer extension north under I-94 (2010-2011).
- Kevin has been working hard to get this approval through MMSD and DNR.
- Unsure why the sewer extension approvals weren't done when it was installed, but staff attended a meeting of the MMSD Commission to answer any questions.

ITEM 8

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.
[Report].GL Account and Title = "60000000000"-"60199999999"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-34600								
1463	CORE & MAIN LP	M463357	METER	07/21/2020	1,269.50	1,269.50	07/21/2020	
1463	CORE & MAIN LP	M546631	METER	07/21/2020	1,900.00	1,900.00	07/21/2020	
1463	CORE & MAIN LP	M650512	METER	08/04/2020	1,171.00	1,171.00	08/04/2020	
	Total 600-34600:				4,340.50	4,340.50		
600-37100								
2	BURKE TRUCK & EQUIPMENT	26942	2ND HALF PAYMENT FOR PLO	08/04/2020	5,677.28	5,677.28	08/04/2020	
	Total 600-37100:				5,677.28	5,677.28		
600-39508								
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY ENGINEERING	07/21/2020	4,574.24	4,574.24	07/21/2020	
	Total 600-39508:				4,574.24	4,574.24		
600-60600-340								
142	GRAINGER	9585595763	EAR PLUGS	08/04/2020	3.27	3.27	08/04/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	206.19	206.19	07/07/2020	
	Total 600-60600-340:				209.46	209.46		
600-60620-221								
31	ALLIANT ENERGY/WP&L	31-070720	9829150000 - 1000 DAMASCUS	07/07/2020	67.48	67.48	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	7541940000 - 704 N MAIN ST W	07/07/2020	970.35	970.35	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	6101720000 - 4720 GASTON CIR	07/07/2020	130.62	130.62	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	3143950000 - HWY N TOWER	07/07/2020	55.78	55.78	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	3917900000 - 220 GROVE ST	07/07/2020	18.88	18.88	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	1670310000 - 1507 LANDMARK	07/07/2020	1,921.85	1,921.85	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	1960850000 - DONNA ST WELL	07/07/2020	1,660.00	1,660.00	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	2320700000 - 704 N MAIN ST W	07/07/2020	15.07	15.07	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	9829150000 - 1000 DAMASCUS	07/21/2020	43.86	43.86	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	7541940000 - 704 N MAIN ST W	07/21/2020	1,062.24	1,062.24	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	6101720000 - 4720 GASTON CIR	07/21/2020	139.62	139.62	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	3143950000 - HWY N TOWER	07/21/2020	65.21	65.21	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	3917900000 - 220 GROVE ST	07/21/2020	21.52	21.52	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	1670310000 - 1507 LANDMARK	07/21/2020	1,953.92	1,953.92	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	1960850000 - DONNA ST WELL	07/21/2020	1,811.29	1,811.29	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	2320700000 - 704 N MAIN ST W	07/21/2020	16.07	16.07	07/21/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10107.01 200 PROGRESS DRIV	07/07/2020	11.25	11.25	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10110.02 220 PROGRESS DRIV	07/07/2020	8.91	8.91	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10105.01 200 PROGRESS DRIV	07/07/2020	659.88	659.88	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10105.01 200 PROGRESS DRIV	07/07/2020	58.23	58.23	07/07/2020	
	Total 600-60620-221:				10,692.03	10,692.03		
600-60630-210								
382	PIGGLY WIGGLY	382-072120	ICE FOR WATER SAMPLING	07/21/2020	3.87	3.87	07/21/2020	
6373	WI STATE LABORATORY OF HY	638577	WATER TESTING	07/07/2020	1,013.00	1,013.00	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60630-210:					1,016.87	1,016.87		
600-60630-340								
6121	HAWKINS INC	4744075	WATER TREATMENT CHEMICAL	07/07/2020	695.60	695.60	07/07/2020	
Total 600-60630-340:					695.60	695.60		
600-60651-340								
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY - GIS MAPPING	07/21/2020	337.50	337.50	07/21/2020	
Total 600-60651-340:					337.50	337.50		
600-60652-340								
1463	CORE & MAIN LP	M591906	BLUE MARKING PAINT	07/21/2020	96.00	96.00	07/21/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY - GIS MAPPING	07/21/2020	56.25	56.25	07/21/2020	
Total 600-60652-340:					152.25	152.25		
600-60653-340								
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY - GIS MAPPING	07/21/2020	22.50	22.50	07/21/2020	
Total 600-60653-340:					22.50	22.50		
600-60654-340								
1463	CORE & MAIN LP	M430809	HYDRANT BACK FLOW PREVE	07/07/2020	967.00	967.00	07/07/2020	
1463	CORE & MAIN LP	M545096	REPAIR KIT/PARTS FOR BACKF	07/21/2020	96.06	96.06	07/21/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY - GIS MAPPING	07/21/2020	33.75	33.75	07/21/2020	
Total 600-60654-340:					1,096.81	1,096.81		
600-60902-310								
12	QUILL CORP	7659520	POP UP NOTES	07/07/2020	4.26	4.26	07/07/2020	
12	QUILL CORP	8047821	TOILET TISSUE FOR VILLAGE H	07/07/2020	14.00	14.00	07/07/2020	
12	QUILL CORP	8050198	HANDTOWELS AND GARBAGE	07/07/2020	22.59	22.59	07/07/2020	
12	QUILL CORP	8747194	ABSENTEE BALLOT MAILING L	08/04/2020	2.52	2.52	08/04/2020	
Total 600-60902-310:					43.37	43.37		
600-60902-311								
111	POSTMASTER	111-070120	POSTAGE - WATER & SEWER BI	07/07/2020	329.61	329.61	07/07/2020	
111	POSTMASTER	111-073120	POSTAGE - WATER & SEWER BI	08/04/2020	77.95	77.95	08/04/2020	
Total 600-60902-311:					407.56	407.56		
600-60902-340								
411	CIVIC SYSTEMS	CVC19280	CONNECT, MIBUDGET, MIAP LI	07/07/2020	3,955.00	3,955.00	07/07/2020	
594	US CELLULAR	378429855	AMI AT WATER TOWER	07/07/2020	32.69	32.69	07/07/2020	
594	US CELLULAR	383852402	AMI AT WATER TOWER	08/04/2020	30.65	30.65	08/04/2020	
Total 600-60902-340:					4,018.34	4,018.34		
600-60920-221								
31	ALLIANT ENERGY/WP&L	31-070720	0420288389 - 230 PROGRESS D	07/07/2020	9.85	9.85	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	0470910000 - 240 PROGRESS D	07/07/2020	18.91	18.91	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	8469260000 - 225 BONNIE RD	07/07/2020	18.97	18.97	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	7255110000 - 221 E COTTAGE G	07/07/2020	60.22	60.22	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
31	ALLIANT ENERGY/WP&L	31-070720	5909800000 - 220 PROGRESS D	07/07/2020	5.14	5.14	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	1366250000 - 200 PROGRESS D	07/07/2020	100.68	100.68	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	0420288389 - 230 PROGESS DR	07/21/2020	11.48	11.48	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	0470910000 - 240 PROGRESS D	07/21/2020	20.59	20.59	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	8469260000 - 225 BONNIE RD	07/21/2020	19.87	19.87	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	7255110000 - 221 E COTTAGE G	07/21/2020	75.40	75.40	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	5909800000 - 220 PROGRESS D	07/21/2020	5.33	5.33	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	1366250000 - 200 PROGRESS D	07/21/2020	118.65	118.65	07/21/2020	
189	COTTAGE GROVE WATER & SE	189-070720	1805.00 POST OFFICE LIFT STA	07/07/2020	292.98	292.98	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	2360.00 LIONS SHELTER	07/07/2020	99.63	99.63	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	8990.01 PUBLIC WORKS BUILDI	07/07/2020	95.43	95.43	07/07/2020	
	Total 600-60920-221:				953.13	953.13		
600-60920-225								
2421	CHARTER COMMUNICATIONS	54194060620	INTERNET AND TV @ MUNICIPA	07/07/2020	13.83	13.83	07/07/2020	
2421	CHARTER COMMUNICATIONS	54194070620	INTERNET AND TV @ MUNICIPA	07/21/2020	13.48	13.48	07/21/2020	
2421	CHARTER COMMUNICATIONS	57023070120	BUSINESS TV @ MUNICIPAL SE	07/21/2020	2.69	2.69	07/21/2020	
2421	CHARTER COMMUNICATIONS	58542061020	PHONE @ MUNICIPAL SERVICE	07/07/2020	14.78	14.78	07/07/2020	
3912	FRONTIER	3912-070720	608-839-4698 VILLAGE HALL FA	07/07/2020	13.90	13.90	07/07/2020	
3912	FRONTIER	3912-080420	608-839-4698 VILLAGE HALL FA	08/04/2020	14.14	14.14	08/04/2020	
594	US CELLULAR	380362336	CELL PHONE CHARGES - PUBL	07/21/2020	22.80	22.80	07/21/2020	
594	US CELLULAR	380362336	TABLET DATA CHARGES	07/21/2020	45.74	45.74	07/21/2020	
	Total 600-60920-225:				141.36	141.36		
600-60920-340								
2688	ACE HARDWARE OF COTTAGE	2688-080420	SURGE PROECTOR FOR WATE	08/04/2020	16.99	16.99	08/04/2020	
1462	ALSCO	IMIL1578190	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1578191	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1578192	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1580438	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1580439	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1580440	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1582708	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1582709	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1582710	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1585014	MATS AT MUNICIPAL SERVICES	07/21/2020	10.71	10.71	07/21/2020	
1462	ALSCO	IMIL1585015	MATS & UNIFORMS	07/21/2020	12.92	12.92	07/21/2020	
1462	ALSCO	IMIL1585016	MATS AT VILLAGE HALL	07/21/2020	7.99	7.99	07/21/2020	
1462	ALSCO	IMIL1587443	MATS AT MUNICIPAL SERVICES	07/21/2020	10.71	10.71	07/21/2020	
1462	ALSCO	IMIL1587444	MATS & UNIFORMS	07/21/2020	13.27	13.27	07/21/2020	
1462	ALSCO	IMIL1587445	MATS AT VILLAGE HALL	07/21/2020	7.99	7.99	07/21/2020	
1462	ALSCO	IMIL1589751	MATS AT MUNICIPAL SERVICES	08/04/2020	10.71	10.71	08/04/2020	
1462	ALSCO	IMIL1589752	MATS & UNIFORMS	08/04/2020	12.92	12.92	08/04/2020	
1462	ALSCO	IMIL1589753	MATS AT VILLAGE HALL	08/04/2020	7.99	7.99	08/04/2020	
1462	ALSCO	IMIL1592097	MATS AT MUNICIPAL SERVICES	08/04/2020	10.71	10.71	08/04/2020	
1462	ALSCO	IMIL1592098	MATS & UNIFORMS	08/04/2020	12.92	12.92	08/04/2020	
1462	ALSCO	IMIL1592099	MATS AT VILLAGE HALL	08/04/2020	7.99	7.99	08/04/2020	
2421	CHARTER COMMUNICATIONS	17282070520	MONTHLY BASIC BUSINESS TV	07/21/2020	32.32	32.32	07/21/2020	
2421	CHARTER COMMUNICATIONS	73715070520	MONTHLY PHONE CHARGE - 7/	07/21/2020	29.84	29.84	07/21/2020	
930	COMPUTER MAGIC INC	5052	CAMERA INSTALLED AT BONNI	07/07/2020	7.00	7.00	07/07/2020	
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTA	07/07/2020	155.94	155.94	07/07/2020	
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFIC	07/21/2020	46.92	46.92	07/21/2020	
626	DIGGERS HOTLINE INC	200 6 13551	DUPLICATE/COPY EMAILS & PR	07/21/2020	223.65	223.65	07/21/2020	
5	GFC LEASING CO	I00593298	LEASE #M107469 & M111367 - 7/	07/07/2020	55.25	55.25	07/07/2020	
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES F	07/07/2020	11.74	11.74	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
212	GORDON FLESCH CO	IN13000921	CONTRACT COPY CHARGES F	08/04/2020	17.34	17.34	08/04/2020	
23	NORTHERN BATTERY	1890565	SCADA WATER/SEWER BACKU	08/04/2020	69.73	69.73	08/04/2020	
213	SCHWAAB INC	4999838	INK PAD REFILLS	07/07/2020	17.74	17.74	07/07/2020	
4987	TOTAL WATER TREATMENT SY	867381	BOTTLED WATER - JULY 2020 -	07/07/2020	4.40	4.40	07/07/2020	
	Total 600-60920-340:				910.55	910.55		
600-60923-125								
2609	HACKEL, MICHAEL	2609-070720	CITIZEN'S PER DIEM UTILITY C	07/07/2020	30.00	30.00	07/07/2020	
5095	HALVERSON, BRUCE	5095-070720	CITIZEN'S PER DIEM UTILITY C	07/07/2020	30.00	30.00	07/07/2020	
2898	ROGERS, CHARLES	2898-070720	CITIZEN'S PER DIEM FOR UTILI	07/07/2020	37.50	37.50	07/07/2020	
6367	WILLIAMS, JOANNA	6367-070720	CITIZEN'S PER DIEM FOR UTILI	07/07/2020	20.00	20.00	07/07/2020	
	Total 600-60923-125:				117.50	117.50		
600-60923-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1646934	PROF SERVICES - AUDIT	07/21/2020	586.00	586.00	07/21/2020	
411	CIVIC SYSTEMS	CVC19347	SEMI ANNUAL SOFTWARE SUP	07/07/2020	720.00	720.00	07/07/2020	
6454	HYDROCORP	0057728-IN	CROSS CONNECTION CONTRO	07/07/2020	1,147.00	1,147.00	07/07/2020	
6454	HYDROCORP	0058097-IN	CROSS CONNECTION CONTRO	08/04/2020	1,147.00	1,147.00	08/04/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY ENGINEERING	07/21/2020	904.50	904.50	07/21/2020	
	Total 600-60923-210:				4,504.50	4,504.50		
600-60933-385								
3	LANDMARK SERVICES COOPE	03-072120PW	PW FUEL - JUNE 2020	07/21/2020	403.32	403.32	07/21/2020	
	Total 600-60933-385:				403.32	403.32		
600-60935-340								
2688	ACE HARDWARE OF COTTAGE	2688-080420	SHOP SUPPLIES	08/04/2020	67.00	67.00	08/04/2020	
243	ADS MECHANICAL	24084	MSB PD SIDE HVAC WORK	07/07/2020	20.25	20.25	07/07/2020	
754	BOBCAT OF MADISON INC	01-87015	OIL FILTERS	07/21/2020	8.16	8.16	07/21/2020	
2	BURKE TRUCK & EQUIPMENT	26906	PLOW TRUCK REPAIR	07/07/2020	142.09	142.09	07/07/2020	
6480	CINTAS	5018592656	FIRST AID KIT SUPPLIES - MSB	07/07/2020	3.39	3.39	07/07/2020	
6480	CINTAS	5022024203	FIRST AID KIT AT MSB	08/04/2020	5.34	5.34	08/04/2020	
5220	CRYSTAL CLEANERS INC	22458	CLEANING AT MSB - MAY 2020	07/21/2020	36.40	36.40	07/21/2020	
5220	CRYSTAL CLEANERS INC	22504	CLEANING AT MSB - JUNE 2020	07/21/2020	45.50	45.50	07/21/2020	
6605	ENGINE GENERATOR SPECIAL	812936	TROUBLESHOOT REPAIR MSB	07/21/2020	145.51	145.51	07/21/2020	
3912	FRONTIER	3912-072120	608-839-1603 FAX & SCADA SY	07/21/2020	55.95	55.95	07/21/2020	
6404	GSM AUTOMOTIVE LLC	7604	DODGE TRUCK REPAIR	07/07/2020	88.30	88.30	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	68.73	68.73	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	51.55	51.55	07/07/2020	
167	NAPA AUTO PARTS	693986	OIL AND AIR FILTERS	07/07/2020	15.91	15.91	07/07/2020	
167	NAPA AUTO PARTS	694913	SHOP TOWELS	08/04/2020	19.74	19.74	08/04/2020	
4458	O'REILLY AUTO PARTS	4331-337639	SHOP SUPPLIES	07/07/2020	2.56	2.56	07/07/2020	
4458	O'REILLY AUTO PARTS	4331-338426	SHOP SUPPLIES - TOOLS	07/07/2020	4.00	4.00	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80215016	NEW TIRES - T16 UTILITY TRUC	07/07/2020	109.88	109.88	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80215883	BOBCAT SKID STEER TIRES	07/07/2020	186.40	186.40	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80216215	TIRE REPAIRS	07/07/2020	22.00	22.00	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80216703	TIRE REPAIRS	07/07/2020	18.20	18.20	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217239	TIRE REPAIRS	07/07/2020	47.97	47.97	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217503	TIRE REPAIRS	07/07/2020	5.50	5.50	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217971	TURF TIRE, LABOR, & DISPOSA	08/04/2020	7.34	7.34	08/04/2020	
4447	REINDERS INC	1834748-00	REPAIR PARTS	07/07/2020	14.39	14.39	07/07/2020	
4447	REINDERS INC	1839079-00	SHOP SUPPLIES	07/21/2020	.41	.41	07/21/2020	
4447	REINDERS INC	2277421-00	SEED AND RAKES	07/07/2020	53.22	53.22	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1901	SCHILLING SUPPLY COMPANY	780173-00	MSB TOWELS	07/07/2020	10.15	10.15	07/07/2020	
6452	ZORN COMPRESSOR & EQUIP	297778-00	MSB AIR COMPRESSOR	08/04/2020	37.27	37.27	08/04/2020	
6452	ZORN COMPRESSOR & EQUIP	321230-00	MSB AIR COMPRESSOR	07/21/2020	68.41	68.41	07/21/2020	
Total 600-60935-340:					1,361.52	1,361.52		
601-37100								
2	BURKE TRUCK & EQUIPMENT	26942	2ND HALF PAYMENT FOR PLO	08/04/2020	5,677.28	5,677.28	08/04/2020	
Total 601-37100:					5,677.28	5,677.28		
601-60821-221								
31	ALLIANT ENERGY/WP&L	31-070720	9204600000 - COMMERCE PKW	07/07/2020	145.61	145.61	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	4153410000 - 110 S MAIN ST	07/07/2020	1,011.69	1,011.69	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	4668230000 - TRILLIUM TRL LIF	07/07/2020	59.46	59.46	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	5067730000 - 4195 VILAS RD LIF	07/07/2020	1,316.38	1,316.38	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	2222530000 - 4195 VILAS RD LO	07/07/2020	42.30	42.30	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	9204600000 - COMMERCE PKW	07/21/2020	146.48	146.48	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	4153410000 - 110 S MAIN ST	07/21/2020	1,104.36	1,104.36	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	4668230000 - TRILLIUM TRL LIF	07/21/2020	64.17	64.17	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	5067730000 - 4195 VILAS RD LIF	07/21/2020	1,396.20	1,396.20	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	2222530000 - 4195 VILAS RD LO	07/21/2020	42.30	42.30	07/21/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10115.02 230 PROGRESS DRIV	07/07/2020	42.83	42.83	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10115.02 230 PROGRESS DRIV	07/07/2020	485.36	485.36	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10115.02 230 PROGRESS DRIV	07/07/2020	42.83	42.83	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10107.01 200 PROGRESS DRIV	07/07/2020	127.50	127.50	07/07/2020	
Total 601-60821-221:					6,027.47	6,027.47		
601-60822-222								
37	MADISON METRO SEWERAGE	IN000016384	2020 QTR 2 SEWER SERVICE	08/04/2020	200,007.91	200,007.91	08/04/2020	
Total 601-60822-222:					200,007.91	200,007.91		
601-60827-340								
142	GRAINGER	9585595763	EAR PLUGS	08/04/2020	3.27	3.27	08/04/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GIS MAPPING	07/21/2020	112.50	112.50	07/21/2020	
11	SUPERIOR CHEMICAL CORP	270566	WET WELL TREATMENT CHEMI	07/21/2020	1,017.64	1,017.64	07/21/2020	
Total 601-60827-340:					1,133.41	1,133.41		
601-60828-385								
3	LANDMARK SERVICES COOPE	03-072120PW	PW FUEL - JUNE 2020	07/21/2020	403.32	403.32	07/21/2020	
Total 601-60828-385:					403.32	403.32		
601-60831-240								
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GIS MAPPING	07/21/2020	337.50	337.50	07/21/2020	
Total 601-60831-240:					337.50	337.50		
601-60831-340								
1463	CORE & MAIN LP	M591906	GREEN MARKING PAINT	07/21/2020	192.00	192.00	07/21/2020	
Total 601-60831-340:					192.00	192.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
601-60831-350								
243	ADS MECHANICAL	24071	VILAS LIFT STATION VENTILATI	07/07/2020	3,982.00	3,982.00	07/07/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GIS MAPPING	07/21/2020	168.75	168.75	07/21/2020	
6542	MULCAHY SHAW WATER INC	322593	FLOW MONITORING	07/07/2020	309.50	309.50	07/07/2020	
Total 601-60831-350:					4,460.25	4,460.25		
601-60832-340								
243	ADS MECHANICAL	24071	VILAS LIFT STATION VENTILATI	07/07/2020	3,982.00	3,982.00	07/07/2020	
3912	FRONTIER	3912-072120	608-839-1603 FAX & SCADA SY	07/21/2020	55.95	55.95	07/21/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GIS MAPPING	07/21/2020	56.25	56.25	07/21/2020	
23	NORTHERN BATTERY	1890565	SCADA WATER/SEWER BACKU	08/04/2020	69.73	69.73	08/04/2020	
Total 601-60832-340:					4,163.93	4,163.93		
601-60834-340								
2688	ACE HARDWARE OF COTTAGE	2688-080420	SHOP SUPPLIES	08/04/2020	67.00	67.00	08/04/2020	
243	ADS MECHANICAL	24084	MSB PD SIDE HVAC WORK	07/07/2020	20.25	20.25	07/07/2020	
754	BOBCAT OF MADISON INC	01-87015	OIL FILTERS	07/21/2020	8.16	8.16	07/21/2020	
2	BURKE TRUCK & EQUIPMENT	26906	PLOW TRUCK REPAIR	07/07/2020	142.09	142.09	07/07/2020	
6480	CINTAS	5018592656	FIRST AID KIT SUPPLIES - MSB	07/07/2020	3.39	3.39	07/07/2020	
6480	CINTAS	5022024203	FIRST AID KIT AT MSB	08/04/2020	5.34	5.34	08/04/2020	
5220	CRYSTAL CLEANERS INC	22458	CLEANING AT MSB - MAY 2020	07/21/2020	36.40	36.40	07/21/2020	
5220	CRYSTAL CLEANERS INC	22504	CLEANING AT MSB - JUNE 2020	07/21/2020	45.50	45.50	07/21/2020	
6605	ENGINE GENERATOR SPECIAL	812936	TROUBLESHOOT REPAIR MSB	07/21/2020	145.51	145.51	07/21/2020	
6404	GSM AUTOMOTIVE LLC	7604	DODGE TRUCK REPAIR	07/07/2020	88.30	88.30	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	68.73	68.73	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	51.55	51.55	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	206.19	206.19	07/07/2020	
167	NAPA AUTO PARTS	693986	OIL AND AIR FILTERS	07/07/2020	15.91	15.91	07/07/2020	
167	NAPA AUTO PARTS	694913	SHOP TOWELS	08/04/2020	19.74	19.74	08/04/2020	
4458	O'REILLY AUTO PARTS	4331-337639	SHOP SUPPLIES	07/07/2020	2.56	2.56	07/07/2020	
4458	O'REILLY AUTO PARTS	4331-338426	SHOP SUPPLIES - TOOLS	07/07/2020	4.00	4.00	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80215016	NEW TIRES - T16 UTILITY TRUC	07/07/2020	109.88	109.88	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80215883	BOBCAT SKID STEER TIRES	07/07/2020	186.40	186.40	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80216215	TIRE REPAIRS	07/07/2020	22.00	22.00	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80216703	TIRE REPAIRS	07/07/2020	18.20	18.20	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217239	TIRE REPAIRS	07/07/2020	47.97	47.97	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217503	TIRE REPAIRS	07/07/2020	5.50	5.50	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217971	TURF TIRE, LABOR, & DISPOSA	08/04/2020	7.34	7.34	08/04/2020	
4447	REINDERS INC	1834748-00	REPAIR PARTS	07/07/2020	14.39	14.39	07/07/2020	
4447	REINDERS INC	1839079-00	SHOP SUPPLIES	07/21/2020	.41	.41	07/21/2020	
4447	REINDERS INC	2277421-00	SEED AND RAKES	07/07/2020	53.22	53.22	07/07/2020	
1901	SCHILLING SUPPLY COMPANY	780173-00	MSB TOWELS	07/07/2020	10.15	10.15	07/07/2020	
6452	ZORN COMPRESSOR & EQUIP	297778-00	MSB AIR COMPRESSOR	08/04/2020	37.27	37.27	08/04/2020	
6452	ZORN COMPRESSOR & EQUIP	321230-00	MSB AIR COMPRESSOR	07/21/2020	68.41	68.41	07/21/2020	
Total 601-60834-340:					1,511.76	1,511.76		
601-60840-311								
111	POSTMASTER	111-070120	POSTAGE - WATER & SEWER BI	07/07/2020	329.60	329.60	07/07/2020	
111	POSTMASTER	111-073120	POSTAGE - WATER & SEWER BI	08/04/2020	77.95	77.95	08/04/2020	
Total 601-60840-311:					407.55	407.55		
601-60840-340								
411	CIVIC SYSTEMS	CVC19280	CONNECT, MIBUDGET, MIAP LI	07/07/2020	3,955.00	3,955.00	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12	QUILL CORP	7659520	POP UP NOTES	07/07/2020	4.26	4.26	07/07/2020	
12	QUILL CORP	8047821	TOILET TISSUE FOR VILLAGE H	07/07/2020	14.00	14.00	07/07/2020	
12	QUILL CORP	8050198	HANDTOWELS AND GARBAGE	07/07/2020	22.59	22.59	07/07/2020	
12	QUILL CORP	8747194	ABSENTEE BALLOT MAILING L	08/04/2020	2.52	2.52	08/04/2020	
Total 601-60840-340:					3,998.37	3,998.37		
601-60850-221								
31	ALLIANT ENERGY/WP&L	31-070720	0420288389 - 230 PROGRESS D	07/07/2020	9.85	9.85	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	0470910000 - 240 PROGRESS D	07/07/2020	18.91	18.91	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	8469260000 - 225 BONNIE RD	07/07/2020	18.97	18.97	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	7255110000 - 221 E COTTAGE G	07/07/2020	60.22	60.22	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	5909800000 - 220 PROGRESS D	07/07/2020	5.14	5.14	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	1366250000 - 200 PROGRESS D	07/07/2020	100.68	100.68	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	0420288389 - 230 PROGESS DR	07/21/2020	11.48	11.48	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	0470910000 - 240 PROGRESS D	07/21/2020	20.59	20.59	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	8469260000 - 225 BONNIE RD	07/21/2020	19.87	19.87	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	7255110000 - 221 E COTTAGE G	07/21/2020	75.40	75.40	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	5909800000 - 220 PROGRESS D	07/21/2020	5.33	5.33	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	1366250000 - 200 PROGRESS D	07/21/2020	118.65	118.65	07/21/2020	
189	COTTAGE GROVE WATER & SE	189-070720	2350.00 FIREMANS PARK BUBB	07/07/2020	58.93	58.93	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	2783.00 VILLAGE HALL	07/07/2020	82.73	82.73	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	8990.01 PUBLIC WORKS BUILDI	07/07/2020	31.81	31.81	07/07/2020	
Total 601-60850-221:					638.56	638.56		
601-60850-225								
2421	CHARTER COMMUNICATIONS	54194060620	INTERNET AND TV @ MUNICIPA	07/07/2020	13.83	13.83	07/07/2020	
2421	CHARTER COMMUNICATIONS	54194070620	INTERNET AND TV @ MUNICIPA	07/21/2020	13.48	13.48	07/21/2020	
2421	CHARTER COMMUNICATIONS	57023070120	BUSINESS TV @ MUNICIPAL SE	07/21/2020	2.69	2.69	07/21/2020	
2421	CHARTER COMMUNICATIONS	58542061020	PHONE @ MUNICIPAL SERVICE	07/07/2020	14.78	14.78	07/07/2020	
3912	FRONTIER	3912-070720	608-839-4698 VILLAGE HALL FA	07/07/2020	13.90	13.90	07/07/2020	
3912	FRONTIER	3912-080420	608-839-4698 VILLAGE HALL FA	08/04/2020	14.14	14.14	08/04/2020	
594	US CELLULAR	380362336	CELL PHONE CHARGES - PUBL	07/21/2020	22.80	22.80	07/21/2020	
594	US CELLULAR	380362336	TABLET DATA CHARGES	07/21/2020	45.74	45.74	07/21/2020	
Total 601-60850-225:					141.36	141.36		
601-60850-340								
1462	ALSCO	IMIL1578190	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1578191	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1578192	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1580438	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1580439	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1580440	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1582708	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1582709	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1582710	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1585014	MATS AT MUNICIPAL SERVICES	07/21/2020	10.71	10.71	07/21/2020	
1462	ALSCO	IMIL1585015	MATS & UNIFORMS	07/21/2020	12.92	12.92	07/21/2020	
1462	ALSCO	IMIL1585016	MATS AT VILLAGE HALL	07/21/2020	7.99	7.99	07/21/2020	
1462	ALSCO	IMIL1587443	MATS AT MUNICIPAL SERVICES	07/21/2020	10.71	10.71	07/21/2020	
1462	ALSCO	IMIL1587444	MATS & UNIFORMS	07/21/2020	13.27	13.27	07/21/2020	
1462	ALSCO	IMIL1587445	MATS AT VILLAGE HALL	07/21/2020	7.99	7.99	07/21/2020	
1462	ALSCO	IMIL1589751	MATS AT MUNICIPAL SERVICES	08/04/2020	10.71	10.71	08/04/2020	
1462	ALSCO	IMIL1589752	MATS & UNIFORMS	08/04/2020	12.92	12.92	08/04/2020	
1462	ALSCO	IMIL1589753	MATS AT VILLAGE HALL	08/04/2020	7.99	7.99	08/04/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1462	ALSCO	IMIL1592097	MATS AT MUNICIPAL SERVICES	08/04/2020	10.71	10.71	08/04/2020	
1462	ALSCO	IMIL1592098	MATS & UNIFORMS	08/04/2020	12.92	12.92	08/04/2020	
1462	ALSCO	IMIL1592099	MATS AT VILLAGE HALL	08/04/2020	7.99	7.99	08/04/2020	
2421	CHARTER COMMUNICATIONS	17282070520	MONTHLY BASIC BUSINESS TV	07/21/2020	32.32	32.32	07/21/2020	
2421	CHARTER COMMUNICATIONS	73715070520	MONTHLY PHONE CHARGE - 7/	07/21/2020	29.84	29.84	07/21/2020	
930	COMPUTER MAGIC INC	5052	CAMERA INSTALLED AT BONNI	07/07/2020	7.00	7.00	07/07/2020	
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTA	07/07/2020	155.94	155.94	07/07/2020	
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFIC	07/21/2020	46.92	46.92	07/21/2020	
626	DIGGERS HOTLINE INC	200 6 13551	DUPLICATE/COPY EMAILS & PR	07/21/2020	223.65	223.65	07/21/2020	
5	GFC LEASING CO	I00593298	LEASE #M107469 & M111367 - 7/	07/07/2020	55.25	55.25	07/07/2020	
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES F	07/07/2020	11.74	11.74	07/07/2020	
212	GORDON FLESCH CO	IN13000921	CONTRACT COPY CHARGES F	08/04/2020	17.33	17.33	08/04/2020	
213	SCHWAAB INC	4999838	INK PAD REFILLS	07/07/2020	17.74	17.74	07/07/2020	
4987	TOTAL WATER TREATMENT SY	867381	BOTTLED WATER - JULY 2020 -	07/07/2020	4.40	4.40	07/07/2020	
	Total 601-60850-340:				823.82	823.82		
601-60852-140								
2609	HACKEL, MICHAEL	2609-070720	CITIZEN'S PER DIEM UTILITY C	07/07/2020	30.00	30.00	07/07/2020	
5095	HALVERSON, BRUCE	5095-070720	CITIZEN'S PER DIEM UTILITY C	07/07/2020	30.00	30.00	07/07/2020	
2898	ROGERS, CHARLES	2898-070720	CITIZEN'S PER DIEM FOR UTILI	07/07/2020	37.50	37.50	07/07/2020	
6367	WILLIAMS, JOANNA	6367-070720	CITIZEN'S PER DIEM FOR UTILI	07/07/2020	20.00	20.00	07/07/2020	
	Total 601-60852-140:				117.50	117.50		
601-60852-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1646934	PROF SERVICES - AUDIT	07/21/2020	586.00	586.00	07/21/2020	
411	CIVIC SYSTEMS	CVC19347	SEMI ANNUAL SOFTWARE SUP	07/07/2020	720.00	720.00	07/07/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GENERAL EN	07/21/2020	2,677.75	2,677.75	07/21/2020	
6542	MULCAHY SHAW WATER INC	322593	FLOW MONITORING	07/07/2020	309.50	309.50	07/07/2020	
	Total 601-60852-210:				4,293.25	4,293.25		
	Grand Totals:				276,011.43	276,011.43		

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

ITEM 9

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: _____/_____/_____

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.

DRAFT