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

UTILITY COMMISSION

Wednesday, September 9, 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/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 sustainability programs (rain barrel/compost bins/etc).
   - **d.** Update on MMSD charges and sampling.
   - **e.** Discuss and consider authorizing shut off for non-compliance in cross connection inspection program.
5) **New Business**
   - **a.** Update on 2021 budgets.
6) **Engineer's report.**
7) **Director's report.**
8) **Approve vouchers for payment.**
9) **Approve the minutes of the August 19, 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

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: September 2020 Report

VILAS ROAD SEWER AND WATER – Project was pushed a week and was planning to start after the Labor Day holiday. The schedule provided showed a completion date of early November. Cold weather paving was discussed with the Contractor. MSA will provided staking as necessary. MSA has been reviewing shop drawings for utilities as they are provided.

SANITARY SYSTEM FLOWS – MSA provided an update to the committee last month. MSA will work with JJ Larson on providing some cost estimates for additional inflow and infiltration analysis within the system.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA is working to develop a concept plan with a stormwater facility that serves the Clark and Grove Street improvements along with the a potential of portions of the development on the west side of Vilas Road. The idea is to facilitate the stormwater needs for the potential future parking and roadway improvements. A response was provided by Alliant that burying the overhead along Clark Street would be at their cost.

CONSTRUCTION STANDARDS – MSA has compiled a draft of the construction standards for the public infrastructure for Contractors in the Village. MSA will review with JJ Larson and the committee will be notified of the final version for review.

NORTH SIDE BUSINESS PARK – MMSD has annexed the area recently included in the CARPC approval to the sewer service area. 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 has completed the MMSD annexation and sewer extension for the sanitary sewer completed previously under the Interstate to CTH TT. The DNR is currently reviewing the extension completed.

ITEM 7

Village of Cottage Grove

Department of Public Works

Director's Monthly Report to the Utility Commission

September 9th, 2020

Well 3 maintenance

- Working with MSA to get Well 3 plan together
- Plan to have the work done this fall; after hydrant flushing
- Best practice is to pull/maintain/inspect well pumps every 10 years (per DNR)

Hydrant painting postponed

- Due to the pandemic, our contractor that handles hydrant painting is way behind.
- Unlikely we will get any hydrants painted this year.

Wellhouse meter testing

- Due to the pandemic, testing was put on hold.
- Still in touch with contractor; hopeful we'll get this work done this year.

Hydrant flushing

- Will start the week of September 21 and go through the end of October.

AMI cost reporting

- Still working through the numbers of total project cost for PSC.

MMSD charges update

- Continuing to monitor.

Lead & Copper testing

- As of this writing, still waiting for responses and results on a couple of locations

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	M744826	METERS	08/18/2020	1,551.00	1,551.00	08/18/2020	
Total 600-34600:					1,551.00	1,551.00		
600-60600-340								
294	LW ALLEN LLC	104140	PRV SCADA REPAIRS	08/18/2020	2,644.02	2,644.02	08/18/2020	
6620	ON TIME PROMO & APPAREL	115154	SAFETY GREEN SHIRTS FOR P	08/18/2020	79.63	79.63	08/18/2020	
Total 600-60600-340:					2,723.65	2,723.65		
600-60605-240								
5350	LAUFENBERG LAWN CARE LLC	5350-081820W	WEED CONTROL - WELLS	08/18/2020	150.00	150.00	08/18/2020	
Total 600-60605-240:					150.00	150.00		
600-60630-210								
6373	WI STATE LABORATORY OF HY	641445	WATER TESTING	08/18/2020	806.00	806.00	08/18/2020	
Total 600-60630-210:					806.00	806.00		
600-60630-340								
6121	HAWKINS INC	4769626	WATER TREATMENT CHEMICAL	08/18/2020	653.00	653.00	08/18/2020	
Total 600-60630-340:					653.00	653.00		
600-60651-340								
99	MSA PROFESSIONAL SERVICE	99-081820	WATER UTILITY GIS MAPPING	08/18/2020	225.00	225.00	08/18/2020	
Total 600-60651-340:					225.00	225.00		
600-60652-340								
99	MSA PROFESSIONAL SERVICE	99-081820	WATER UTILITY GIS MAPPING	08/18/2020	37.50	37.50	08/18/2020	
Total 600-60652-340:					37.50	37.50		
600-60653-340								
142	GRAINGER	9598631530	WATER METER SUPPLIES	08/18/2020	63.61	63.61	08/18/2020	
99	MSA PROFESSIONAL SERVICE	99-081820	WATER UTILITY GIS MAPPING	08/18/2020	15.00	15.00	08/18/2020	
Total 600-60653-340:					78.61	78.61		
600-60654-340								
99	MSA PROFESSIONAL SERVICE	99-081820	WATER UTILITY GIS MAPPING	08/18/2020	22.50	22.50	08/18/2020	
Total 600-60654-340:					22.50	22.50		
600-60902-310								
12	QUILL CORP	9213560	PRINTER TONER	08/18/2020	45.86	45.86	08/18/2020	
12	QUILL CORP	9229734	PRINTER TONER, COPY PAPER	08/18/2020	95.09	95.09	08/18/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total 600-60902-310:				140.95	140.95		
600-60920-225								
2421	CHARTER COMMUNICATIONS	57023080120	BUSINESS TV @ MUNICIPAL SE	08/18/2020	2.69	2.69	08/18/2020	
594	US CELLULAR	386111211	CELL PHONE CHARGES - PUBL	08/18/2020	28.56	28.56	08/18/2020	
594	US CELLULAR	386111211	GIS/TABLETS	08/18/2020	56.99	56.99	08/18/2020	
	Total 600-60920-225:				88.24	88.24		
600-60920-340								
1462	ALSCO	IMIL1594405	MATS AT MUNICIPAL SERVICES	08/18/2020	10.71	10.71	08/18/2020	
1462	ALSCO	IMIL1594406	MATS & UNIFORMS	08/18/2020	12.92	12.92	08/18/2020	
1462	ALSCO	IMIL1594407	MATS AT VILLAGE HALL	08/18/2020	7.99	7.99	08/18/2020	
1462	ALSCO	IMIL1596679	MATS AT MUNICIPAL SERVICES	08/18/2020	10.71	10.71	08/18/2020	
1462	ALSCO	IMIL1596680	MATS & UNIFORMS	08/18/2020	12.92	12.92	08/18/2020	
1462	ALSCO	IMIL1596681	MATS AT VILLAGE HALL	08/18/2020	7.99	7.99	08/18/2020	
2421	CHARTER COMMUNICATIONS	17282080520	MONTHLY BASIC BUSINESS TV	08/18/2020	32.32	32.32	08/18/2020	
2421	CHARTER COMMUNICATIONS	73715080520	MONTHLY PHONE CHARGE - 8/	08/18/2020	29.84	29.84	08/18/2020	
930	COMPUTER MAGIC INC	5138	SERVICE AGREEMENT - COTTA	08/18/2020	160.94	160.94	08/18/2020	
626	DIGGERS HOTLINE INC	200 7 13551	DUPLICATE/COPY EMAILS & PR	08/18/2020	207.90	207.90	08/18/2020	
626	DIGGERS HOTLINE INC	200 7 13551 P	2ND PAYMENT FOR 2020 CHAR	08/18/2020	750.17	750.17	08/18/2020	
5	GFC LEASING CO	I00599319	LEASE #M107469 & M111367 - 8/	08/18/2020	55.25	55.25	08/18/2020	
4987	TOTAL WATER TREATMENT SY	871655	BOTTLED WATER - JULY 2020 -	08/18/2020	3.22	3.22	08/18/2020	
	Total 600-60920-340:				1,302.88	1,302.88		
600-60923-210								
99	MSA PROFESSIONAL SERVICE	99-081820	WATER UTILITY ENGINEERING	08/18/2020	1,637.50	1,637.50	08/18/2020	
	Total 600-60923-210:				1,637.50	1,637.50		
600-60935-340								
243	ADS MECHANICAL	24204	HVAC REPAIR - PD	08/18/2020	15.90	15.90	08/18/2020	
243	ADS MECHANICAL	24219	HVAC LEAK REPAIR - MSB LEA	08/18/2020	38.06	38.06	08/18/2020	
5220	CRYSTAL CLEANERS INC	22634	CLEANING AT MSB - JULY 2020	08/18/2020	36.40	36.40	08/18/2020	
5223	DIESEL FORWARD	SRI-009913	P-16 PLOW TRUCK ANNUAL DO	08/18/2020	200.77	200.77	08/18/2020	
3912	FRONTIER	3912-081820	608-839-1603 FAX & SCADA SY	08/18/2020	55.95	55.95	08/18/2020	
5350	LAUFENBERG LAWN CARE LLC	5350-081820M	WEED CONTROL - MSB	08/18/2020	28.50	28.50	08/18/2020	
5350	LAUFENBERG LAWN CARE LLC	5350-081820V	WEED CONTROL - VILLAGE HA	08/18/2020	12.00	12.00	08/18/2020	
2813	POMP'S TIRE SERVICE INC	80219357	PAY LOADER TIRE REPLACEME	08/18/2020	570.40	570.40	08/18/2020	
2813	POMP'S TIRE SERVICE INC	80220242	FLAT REPAIR	08/18/2020	3.50	3.50	08/18/2020	
4447	REINDERS INC	1842722-00	MOWER PARTS	08/18/2020	23.57	23.57	08/18/2020	
5592	ROBERT J NICKLES INC	5296	MSB ELECTRICAL WORK FOR	08/18/2020	16.49	16.49	08/18/2020	
	Total 600-60935-340:				1,001.54	1,001.54		
601-60827-340								
99	MSA PROFESSIONAL SERVICE	99-081820	SEWER UTILITY GIS MAPPING	08/18/2020	75.00	75.00	08/18/2020	
6620	ON TIME PROMO & APPAREL	115154	SAFETY GREEN SHIRTS FOR P	08/18/2020	79.63	79.63	08/18/2020	
	Total 601-60827-340:				154.63	154.63		
601-60831-240								
99	MSA PROFESSIONAL SERVICE	99-081820	SEWER UTILITY GIS MAPPING	08/18/2020	225.00	225.00	08/18/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total 601-60831-240:				225.00	225.00		
601-60831-350								
99	MSA PROFESSIONAL SERVICE	99-081820	SEWER UTILITY GIS MAPPING	08/18/2020	112.50	112.50	08/18/2020	
	Total 601-60831-350:				112.50	112.50		
601-60832-340								
3912	FRONTIER	3912-081820	608-839-1603 FAX & SCADA SY	08/18/2020	55.95	55.95	08/18/2020	
99	MSA PROFESSIONAL SERVICE	99-081820	SEWER UTILITY GIS MAPPING	08/18/2020	37.50	37.50	08/18/2020	
	Total 601-60832-340:				93.45	93.45		
601-60834-340								
243	ADS MECHANICAL	24204	HVAC REPAIR - PD	08/18/2020	15.90	15.90	08/18/2020	
243	ADS MECHANICAL	24218	VILAS LIFT STATION COOLING	08/18/2020	1,595.19	1,595.19	08/18/2020	
243	ADS MECHANICAL	24219	HVAC LEAK REPAIR - MSB LEA	08/18/2020	38.06	38.06	08/18/2020	
5220	CRYSTAL CLEANERS INC	22634	CLEANING AT MSB - JULY 2020	08/18/2020	36.40	36.40	08/18/2020	
5223	DIESEL FORWARD	SRI-009913	P-16 PLOW TRUCK ANNUAL DO	08/18/2020	200.77	200.77	08/18/2020	
5350	LAUFENBERG LAWN CARE LLC	5350-081820L	WEED CONTROL - LIFT STATIO	08/18/2020	240.00	240.00	08/18/2020	
5350	LAUFENBERG LAWN CARE LLC	5350-081820M	WEED CONTROL - MSB	08/18/2020	28.50	28.50	08/18/2020	
5350	LAUFENBERG LAWN CARE LLC	5350-081820V	WEED CONTROL - VILLAGE HA	08/18/2020	12.00	12.00	08/18/2020	
2813	POMP'S TIRE SERVICE INC	80219357	PAY LOADER TIRE REPLACEME	08/18/2020	570.40	570.40	08/18/2020	
2813	POMP'S TIRE SERVICE INC	80220242	FLAT REPAIR	08/18/2020	3.50	3.50	08/18/2020	
4447	REINDERS INC	1842722-00	MOWER PARTS	08/18/2020	23.57	23.57	08/18/2020	
5592	ROBERT J NICKLES INC	5296	MSB ELECTRICAL WORK FOR	08/18/2020	16.49	16.49	08/18/2020	
	Total 601-60834-340:				2,780.78	2,780.78		
601-60840-340								
12	QUILL CORP	9213560	PRINTER TONER	08/18/2020	45.86	45.86	08/18/2020	
12	QUILL CORP	9229734	PRINTER TONER, COPY PAPER	08/18/2020	95.09	95.09	08/18/2020	
	Total 601-60840-340:				140.95	140.95		
601-60850-225								
2421	CHARTER COMMUNICATIONS	57023080120	BUSINESS TV @ MUNICIPAL SE	08/18/2020	2.69	2.69	08/18/2020	
594	US CELLULAR	386111211	CELL PHONE CHARGES - PUBL	08/18/2020	28.56	28.56	08/18/2020	
594	US CELLULAR	386111211	GIS/TABLETS	08/18/2020	56.99	56.99	08/18/2020	
	Total 601-60850-225:				88.24	88.24		
601-60850-340								
1462	ALSCO	IMIL1594405	MATS AT MUNICIPAL SERVICES	08/18/2020	10.71	10.71	08/18/2020	
1462	ALSCO	IMIL1594406	MATS & UNIFORMS	08/18/2020	12.92	12.92	08/18/2020	
1462	ALSCO	IMIL1594407	MATS AT VILLAGE HALL	08/18/2020	7.99	7.99	08/18/2020	
1462	ALSCO	IMIL1596679	MATS AT MUNICIPAL SERVICES	08/18/2020	10.71	10.71	08/18/2020	
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1462	ALSCO	IMIL1596681	MATS AT VILLAGE HALL	08/18/2020	7.99	7.99	08/18/2020	
2421	CHARTER COMMUNICATIONS	17282080520	MONTHLY BASIC BUSINESS TV	08/18/2020	32.32	32.32	08/18/2020	
2421	CHARTER COMMUNICATIONS	73715080520	MONTHLY PHONE CHARGE - 8/	08/18/2020	29.84	29.84	08/18/2020	
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626	DIGGERS HOTLINE INC	200 7 13551 P	2ND PAYMENT FOR 2020 CHAR	08/18/2020	750.18	750.18	08/18/2020	
5	GFC LEASING CO	I00599319	LEASE #M107469 & M111367 - 8/	08/18/2020	55.25	55.25	08/18/2020	
4987	TOTAL WATER TREATMENT SY	871655	BOTTLED WATER - JULY 2020 -	08/18/2020	3.22	3.22	08/18/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 601-60850-340:					1,302.89	1,302.89		
601-60852-210								
99	MSA PROFESSIONAL SERVICE	99-081820	SEWER UTILITY GENERAL	08/18/2020	645.00	645.00	08/18/2020	
99	MSA PROFESSIONAL SERVICE	99-081820	COLLECTION SYSTEM FLOW M	08/18/2020	1,178.75	1,178.75	08/18/2020	
Total 601-60852-210:					1,823.75	1,823.75		
Grand Totals:					17,140.56	17,140.56		

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"

ITEM 9

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF AUGUST 19, 2020

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:00 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), Mike Hackel, Heidi Murphy, Jon Russell and Joanna Williams. Also present were Public Works Director JJ Larson, Kevin Lord of MSA, Greg Gunderson of MSA, Utility Clerk Kristen Krause, Village Attorney Larry Konopacki, and one (1) member of the public.

3. **Public Appearances – Public's opportunity to speak to Commission Members about any item that is not a specific agenda item.** None.

4. **Old Business**
   a. **Update on water and sewer extension along Vilas Road.**
   A pre-construction meeting was recently held, and the Contractor is looking to start the extension project late August-early September.

   b. **Update on lead and copper testing.**
   We were notified by the DNR after test samples were submitted, that three (3) of our previously approved sites had been removed from their list. Larson has contacted four (4) more approved sites about submitting samples and hopes to hear back soon since we still have to submit 20 samples. Results from the tests that have already been submitted have all come back good and below the required lead levels. Larson is working with local DNR to get more approved testing sites added before the next round of testing in 2023.

   c. **Update on MMSD charges and sampling.**
   Larson recently reached out to MMSD to get more assistance with sampling and received a report that our 3rd quarter numbers are returning back to historic levels. Although this is good news, there is no specific reason why the numbers have decreased, and Larson would still like to identify the issues that caused them to increase in the first place. The Village will continue to monitor this issue. He also noted that the Sewer Utility is still in good shape.

5. **New Business**
   a. **Update on write-off amounts for terminated water and sewer accounts.**
   Larson gave a brief summary of why the amounts should be written off and noted that the Village Attorney indicated that the commission should be notified of any future charges that can no longer be collected. .

   b. **Discuss and consider approval of zero-lot line application and supplemental curb stop agreement.**
   Improvements to this application have been made to remedy the situation when a zero-lot line exists, but only has one water line running into the duplex. In the past, if one side of the duplex became vacant, the Village was not able to turn the water off at the single curb stop. With new language added to the zero-lot line application, any owner/applicant that requests a zero-lot line in the future will have to have a controllable curb stop installed outside for each side of the residence. If the curb stop is not located in the public right-of-way, the owner/applicant will have to have a Curb Stop Valve Access Agreement which gives the Village the right to access the curb stop at the

owner's/applicant's expense. They would also need to have some sort of zero-lot line maintenance agreement on file with the Village as well, which usually involves the sewer lateral. **Motion** by Rogers, seconded by Russell, to approve the updated zero lot line application and supplemental curb stop agreement. Motion carried with a unanimous voice vote of 5-0-0.

c. **Discuss shut-off policy for non-compliance in cross-connection program.**
Cross-connection inspections have been on hold since February, but once they start again, Larson would like to be prepared for any non-compliance issues. The current procedure for non-compliance is Hydrocorp sending/providing the first two (2) notices to give the owners and tenants a chance to become compliant, and then sending a final notice stating that the Village will be sending them a shut-off notice. At this point, the only tool the Village has to force compliance is shutting off the water. With a lean staff, the Village has typically not done this, but is looking to in the future as the only real tool to get a customer to become compliant. Shutting off the water is a lengthy process and involves a lot of communication before it gets to the point of shut-off. Larson wanted to bring this process to the attention of the Utility Commission but is not requiring a formal motion at this time.

d. **Discuss potential rain barrel/compost bin program for residents in 2021.**
The idea of a potential rain barrel/compost bin program started with the Village Board during their prioritization discussions when looking at options for sustainability in the Village. Murphy stated that other communities were looked at to see what options they offered their residents. Ashland, Wisconsin implemented at pre-order rain barrel program, where the barrels cost approximately $55. With their program the City of Ashland offered an incentive of $15 towards the cost of the barrel and residents paid the remaining $40. Murphy thought that this program might be a good example for the Village to follow since it helps incentivize residents to purchase rain barrels which in turn helps reduce the stress on water systems. Commission members agreed that this sounds like a good program to offer. Larson said that he would be able to put funds in for sustainability programs like the rain barrel.

e. **Review Village Board Priorities.**
Each committee is receiving a list of the Village Board priorities this year to use for the upcoming budget process and as tool to help guide staff. Murphy explained that each board member individually ranked the priorities and then the entire board discussed and ranked them as a whole. This list is also intended to provide transparency for all committees.

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 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 – According to the Contractor, the project is scheduled to start at the end of August and scheduled through the beginning of November for completion. 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. Greg Gunderson of MSA presented the reason why I & I is being studied and how it is broken up over five (5) sewer sheds in the Village. The main reason is to help determine sizing and study where the flow is entering within the Village. The study also examines the amount of water sold to residents versus the amount of sanitary flow that is received at the Vilas Road Lift Station. Most of the I & I came from the central portion of the Village. Gunderson believes the focus should be on the Southeast sewer shed, the Central sewer shed, and a little bit of the Southwest sewer shed. Further investigation into these

areas could consist of smoke testing and manhole inspections. Sending cameras up the laterals is also an option, but more costly.

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 Business Park – MSA is working with the developers of the Huston Property and Greywolf to provide the appropriate documentation for the extension of utilities across I-94. Sanitary extensions were not approved by the DNR or MMSD at the time of extension.

7. **Director's Report.**

AMI

Currently working with Deb Winter, Village Treasurer, to get final total project costs submitted to PSC. The project spanned 2013-2020, so it will take some time to pull this together.

Waiver of late fees

We will continue to waive late payments on water/sewer bills through the end of the year. Beginning with 4th quarter bills, we will resume assessing late fees on overdue bills, effective January 20, 2021.

MMSD charges update

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

Lead and Copper testing

The DNR removed a number of approved sites from our list for this round making collection of our required 20 samples more difficult. Larson has sent letters for the third time during this process, to those approved sites that have not yet responded. As of this writing, we've collected 15 samples from the current list of approved sites. Larson is working through Village building records to identify potential additional sites and will work with the DNR to expand our list. The good news is that that the Village does not have any known lead service lines, and very few homes were built when lead solder was prevalent. This is great for customer safety but makes complying with the EPA's LCR more challenging.

Sewer extension north under the Interstate

It was brought to our attention that approval was never granted by MMSD or the DNR for the sewer extension north under I-94 (2010-11). Lord has been working hard to get this approval through MMSD and the DNR. We are unsure why the sewer extension approvals were not done when it was installed, but staff attended a meeting of the MMSD Commission to answer any questions.

8. **Approve vouchers for payment. Motion** by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of $276,011.43. Motion carried by a unanimous voice vote of 5-0-0.

9. **Approve the minutes of the July 8, 2020 meeting. Motion** by Murphy, seconded by Williams, to approve the minutes of the July 8, 2020 meeting as presented. Motion carried by a unanimous voice vote of 4-0-1

with Russell abstaining.

10. **Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, September 9, 2020 at 5:00 p.m.

11. **Future agenda items.**
    - Shut-off policy
    - Sustainability programs

12. **Adjournment. Motion** by Murphy, seconded by Hackel, to adjourn the meeting at 5:47 p.m. Motion approved by unanimous voice vote, 5-0-0.

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