

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF FEBRUARY 10, 2016**

1. **Call to Order.** The meeting was called to order by Chairperson Christopher Dyer at 5:00 p.m.
2. **Determine that a quorum is present and that the agenda was properly posted.** It was determined that a quorum was present and that the agenda had been properly posted. Present were Christopher Dyer, Bruce Halverson, Alex Jushchyshyn, Charlie Rogers and Dave Wallace. Also present were Director of Public Works JJ Larson, Utility Clerk Cynthia Clay, Village Attorney Leighton Boushea, Village Administrator Matt Giese, Mike Maloney and Travis McDermott of MSA, Town of Cottage Grove Chair Kris Hampton, and Town of Cottage Grove Attorney Connie Anderson.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.** None.
4. **Discuss and consider authorizing the use of scrap metal funds for the purchase of an iPad for mobile SCADA.** This item was tabled to the next meeting when Larson will provide additional information.
5. **Discuss and consider the Adaptive Management Intergovernmental Agreement.** This item was tabled at Larson’s recommendation until a joint meeting with the Public Works & Properties Committee can be held and a representative from the Madison Metropolitan Sewerage District can attend to answer questions.
6. **Discuss maintenance of Well #1.** It was determined that Hydrite Chemical Co. is not using Well #1 for sampling and the maintenance of Well #1 is the responsibility of the Village of Cottage Grove Water Utility.
7. **Engineer’s Report.**

Gaston Road Water Main Extension Project

The project is almost through the design phase as final plans and specifications are being produced. All permits including erosion control, water main extension, PSC construction authorization, and work within the right-of-way have been submitted for approval. A final set of conditions from the Town of Cottage Grove was presented to the Village. Once final plans and specifications are produced they will go to the Town of Cottage Grove engineer to review for water main depth on vertical curves, roadway restoration, and trench backfilling specs. Prior to construction Town residents in the area will be notified and the road will be walked with a video recorder to document existing road conditions.

The loan closing for the SDWLP is in June. For review by the DNR all materials including the award, PSC construction authorization and the legal statement on land ownership and

acquisition of easements will need to be submitted by April 4th. Also, the Village will need to receive water rate approval by the PSC and adopt the new rates by May in order to proceed with the closing.

Overlook – Horizon Development

The Horizon Development will be constructed in the lot to the southeast of the intersection of Cottage Grove Road and Main Street. It will be a multi-family residential development and as part of the project there will be public water main and public sanitary sewer installed. Once utility plans are submitted to the Village and reviewed by MSA, public utility extension approvals will go to the Utility Commission.

8. Director’s Report.

CMAR

DNR response received, we received a grade of A in both Financial Management and Collection Systems.

SCADA

Teamviewer has been working great. IPad Plan.

Well #3

Starter ordered, scheduled for install Tuesday, February 16th.

GIS

Met with Todd Halvorson of MSA about starting to get some of our water and sewer information put into the Village GIS system

Vilas Backup Generator

NCummins came on January 13th and 14th and made a successful repair. Came in nearly \$800 under quoted price; they gave us a credit because we had a staff member there to assist their technician for a few hours the second day.

APWA Public Works Executive Program

Clark Wantoch has agreed to be my mentor. Mr. Wantoch has decades of Public Works experience; City of Milwaukee, Milwaukee County, now with the Wisconsin Concrete Pipe Association. He’s an APWA Public Works Leadership Fellow (PWLf).

Credentialing program is relatively new (four years); and typical time for “graduation” is 1.8 years.

Involves a “360 Evaluation”, PDP, project and extensive review.

Hopefully get value for the Village and our department.

9. **Approve vouchers for payment.** Motion by Jushchyshyn, seconded by Wallace, to approve payment of the vouchers in the amount of \$252,828.11. Motion approved by unanimous voice vote, 5-0-0.
10. **Approve the minutes of the January 13, 2016 meeting.** Motion by Rogers, seconded by Halverson, to approve the minutes of the January 13, 2016 meeting as presented. Motion approved by unanimous voice vote, 5-0-0.
11. **Set next meeting date.** The next meeting of the Utility Commission will be on Wednesday, March 16, 2016 at 5:00 p.m. at the Municipal Services Building, 210 Progress Drive.
12. **CLOSED SESSION. The Village of Cottage Grove Utility Commission will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; Village petition to install and maintain a water main extension on Gaston Road, conditions imposed by Town of Cottage Grove.**

Motion by Dyer, seconded by Rogers to enter into Closed Session. Motion approved by roll call vote, 4-1-0, with Jushchyshyn voting nay. The Utility Commission moved into Closed Session at 5:25 p.m.

Motion by Dyer, seconded by Rogers, to reconvene into Open Session. Motion approved by unanimous roll call vote, 5-0-0. The Utility Commission reconvened into Open Session at 6:00 p.m.

13. **Reconvene into Open Session and possible consideration of any Closed Session item.**
 - a. **Discuss and consider response to terms and conditions imposed by Town of Cottage Grove on Village petition to install and maintain a Water Main on Gaston Road, direction to staff.**

Motion by Jushchyshyn, seconded by Rogers to direct staff to pursue securing a right-of-way permit through the Public Service Commission for the Gaston Road Project. Motion approved by unanimous voice vote, 5-0-0.

14. **Adjournment.** Motion by Jushchyshyn, seconded by Rogers, to adjourn the meeting. Motion approved by unanimous voice vote, 5-0-0. The meeting was adjourned at 6:02 p.m.

Submitted by Cynthia Clay, Utility Clerk

Approved on March 16, 2016.

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.