

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF APRIL 13, 2016**

1. **Call to Order.** In the absence of Chairperson Christopher Dyer, Utility Clerk Cynthia Clay called the meeting to order at 5:00 p.m. Clay asked for nominations for a chairperson pro tem. Motion by Jushchyshyn, seconded by Wallace, to nominate Charlie Rogers as Chairperson pro tem. Motion approved by unanimous voice vote, 4-0-0.
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 Bruce Halverson, Alex Jushchyshyn, Charlie Rogers and Dave Wallace. Christopher Dyer was absent and excused. Also present were Public Works Director JJ Larson, Utility Clerk Cynthia Clay and Travis McDermott of MSA.
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 use of Capital Equipment funds for additional equipment.** Larson noted that three capital equipment items were going to come in nearly \$10,000 under budget. He asked that the funds be used to purchase a trailer for use in lawn mowing/maintenance operations and a liftgate for the $\frac{3}{4}$ ton pickup to be used primarily for water chemical pickup and delivery to the wells. Motion by Jushchyshyn, seconded by Wallace, to use Capital Equipment funds to purchase a trailer and a liftgate. Motion approved by unanimous voice vote, 4-0-0.
5. **Discuss zero lot line water service issues.** Larson stated that he wanted to give the Utility Commission a heads up on potential problems with zero lot line issues where there is not a separate shut off for each side. If one side develops problems or is foreclosed on and the bank turns off the water, it could potentially affect the other side. This problem would primarily be found in older properties that were zero lot lined prior to the Utility Commission being involved in reviewing the applications for zero lot lines. Larson wanted to bring this problem to the Commission’s attention so they could think about what could be done to mandate that owners address this problem prior to selling or abandoning a property.
6. **Engineer’s Report.**

Gaston Road Water Main Extension Project

Currently the Village is working with the Public Service Commission (PSC) to set up a meeting time between the PSC, the Town of Cottage Grove, and the Village of Cottage Grove. The Village Attorney submitted our case to the PSC and has been contact with the PSC Attorney in order to answer questions and set up a meeting time. The Town of Cottage Grove also submitted to the PSC a Response to the Village’s Application for the PSC to review. The Town’s request to the PSC is that they deny the Village’s Application.

Other than the Town Right-of-Way Permit, the Village is waiting to hear back from the PSC on the rate study and the construction authorization. MSA has been working with the PSC and the DNR at keeping our project on track for the SDWLP. The DNR and PSC have notified us that

the timeline is very tight and that we may need to plan a re-submittal to extend the loan closing to late fall 2016. We will be continuing communication with these agencies and work with the Village on re-submittal if necessary. Construction is still planned to happen this summer.

Atlantis Valley Foods Utility construction for Atlantis Valley Foods in Commerce Park has been completed as they move focus to the building and the site.

Clasen Quality Coatings Clasen Quality Coatings construction started the first week of April in the Cottage Grove Business Park. Utility work will include removing the existing water service in order to upsize and an extension of the sanitary lateral.

Westlawn 4th Addition – Phase III All water main and services were completed and tested during March in Phase III of Westlawn's 4th Addition. Storm sewer is expected to be completed in the first week of April which will be the final utility work for the phase. Street, sidewalks, and bike path work will follow the completion of the storm sewer.

7. Director's Report

GIS

- Working with Todd Halvorson from MSA to work through getting our utilities into the Village GIS system. Talked through planned implementation (while being sure we stay inside budget).
- Staff has been working when time allows, locating and marking water and sanitary sewer infrastructure throughout the Village
- MSA personnel has been out GPS locating water/sewer; as of 4/7/16 they had located the entire Village south of Highway BB.

Hydrant Flushing

- Will begin soon; we'll post the information to the website (and maybe the paper).

Hiring Update

- Received 5 applications (as of Friday morning – position closed Monday afternoon); far less than had been hoped for.
- A few decent candidates on paper.
- Plan to interview in the coming weeks.

8. Approve vouchers for payment. Motion by Rogers, seconded by Jushchyshyn, to approve payment of the vouchers in the amount of \$115,010.48. Motion approved by unanimous voice vote, 4-0-0.

9. Approve the minutes of the March 16, 2016 meeting. Motion by Rogers, seconded by Jushchyshyn, to approve the minutes of the March 16, 2016 meeting as presented. Motion approved by unanimous voice vote, 4-0-0.

10. Set next meeting date. The next meeting of the Utility Commission will take place on Wednesday, May 11, 2016 at 5:00 p.m. at the Municipal Services Building, 210 Progress Drive.

11. Adjournment. Motion by Rogers, seconded by Jushchyshyn, to adjourn the meeting. Motion approved by unanimous voice vote, 4-0-0. The meeting adjourned at 5:22 p.m.

Submitted by Cynthia Clay, Utility Clerk

Approved on June 8, 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.