

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION  
MEETING MINUTES OF MAY 13, 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, Bruce Halverson, Heidi Murphy and Joanna Williams. Also present were Public Works Director JJ Larson, Kevin Lord of MSA, Utility Clerk Kristen Krause, Village Administrator Matt Giese, Mark Manthey of Tetra Tech and two (2) 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 request by property owners to build over sanitary sewer easement.**  
There is no update at this time.
  - b. **Update on water and sewer extension along Vilas Road.**  
See item 5b.
5. **New Business**
  - a. **Discuss and consider request from Hydrite to install groundwater extraction and monitoring wells in Huston Park.**  
Hydrite will be installing groundwater extraction and monitoring wells as a proactive measure to protect groundwater in the area. This measure will have little impact on R.G. Huston Park. The well will be placed in the northwest corner of the park near on the edge of Trillium Trail. Tetra Tech will install the well as soon as possible. Pumping tests will be conducted, and based on testing, more wells may be added. Mark Manthey of Tetra Tech explained the they will be collecting samples to look for contaminants and metals. Testing results will be shared with the Village. Hackel asked if there will be bollards installed to protect the well and Manthey replied that he will work with the Village Public Works staff to have these placed. Hackel also asked about setbacks from utilities, since a water main is run in this area. Manthey explained that they follow the requirements of Digger’s Hotline and doesn’t anticipate that they will be near any water mains. **Motion** by Hackel, seconded by Murphy, to approve the request from Hydrite to install groundwater extraction and monitoring wells in Huston Park. Motion carried with a unanimous voice vote of 5-0-0.
  - b. **Discuss and consider expenditure of Water and Sewer Impact Fee funds for the extension of water and sewer on Vilas Road.**  
Larson explained that the commission had previously discussed utilizing \$550,000 of Impact Fee Funds from water (\$300,000) and sewer (\$250,000) for this project. The landowner would be responsible for any additional funds. He also stated that the project was recently bid with the low-bidder being A-1 Excavating at \$738,307. The bid is good for 10 more days and will need to be acted on quickly. The agreement between the Village and landowners is not quite done, but the developers are ready to sign it once complete. **Motion** by Rogers, seconded by Hackel, to approve using \$550,000 of the Water and Sewer Impact Fee funds for the extension of water and sewer on Vilas Road; to approve awarding the project contract to A-1 Excavating; to approve allowing for the current landowner to pay for the remaining project estimated cost of \$309,874.05 with an additional

10% in escrow as well as having the current landowner assume any additional amount that arises from the project and referencing the memo to the Utility Commission from JJ Larson dated May 13, 2020 .

## **6. Engineer's Report.**

MGSD Site Plan – MSA was working with the Village on verifying the public utility extensions required for the school district property for the Developers Agreement that was recently signed and approved.

Miracle Field – MSA was working with the site engineer to verify the site utilities in order for the Village to maintain these in the future.

Phoebe Bakken Park Splash Pad and Shelter – The watermain extension was installed according to the plans to the east side of the splash pad for a future loop to Grove Street.

5th Addition to Westlawn Estates – Utility work is complete and awaiting good weather for roadway work. MSA is working with MMSD on deed restrictions for future phases at this time.

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

Vilas Road Sewer and Water – Project has been bid and is awaiting agreement with developer to move forward.

Sanitary System Flows – MSA has installed flow monitoring equipment in specific manholes in the Village and is monitoring these flows along with inflow and infiltration. The monitoring is anticipated to go through May of 2020 and will then be summarized for flows and drainage basins to provide the Village with planning projects to anticipate in the future and when work may be needed.

Glacial Drumlin Path/Clark Street – MSA conducted an OPM (Operational Planning Meeting) with Village staff, DOT staff, and utilities to go over the project and anticipated conflicts. Only utility work would be the extension of watermain along Grove Street and looping through Phoebe Bakken Park if the Village were to complete the additional work outside of the grant project. Costs are being prepared by the utilities to bury the overhead along Clark Street.

## **7. Director's Report.**

### COVID-19

Public Works has implemented some new guidelines for staff due to Covid-19 restrictions, including staggered start/finish times, no two people riding in a vehicle at the same time, wiping down vehicles before and after use, utilizing the same vehicle as much as possible and some staff working from home. Brush collection is currently taking longer due to the Covid-19 restrictions

### AMI

The 1<sup>st</sup> quarter meter reads were done with automatic reads. Only a few reads did not send, but staff were able to do manual reads quickly. Final reads for owner or tenant changes, are now done completely from the system. Krause and Larson now also have the capability of looking up hourly reads for customers to help identify leaks. Staff training and full software implementation is on hold until it can be done in-person. Core and Main will be providing training on software once it is safe to do so.

### MMSD charges up in Q1

There is a possible aberration in MMSD's test results; or the Village wastewater composition is changing. Larson reached out to the MMDS Collection System Team to discuss and troubleshoot.

Lead and Copper

Up until Covid-19, we had made great progress on verifying and documenting materials. As of now, we are on hold in order to avoid in-person contact, drop of sample bottles, etc. We are also awaiting DNR guidance due to Covid-19 and hoping that they will extend the deadline for testing.

UCMR4

The Village of Cottage Grove was randomly selected by the EPA to conduct unregulated contaminants monitoring and the first round of test results are now complete.

Vilas Water/Sewer

Project was bid and currently waiting on agreement with landowner before the project can start.

- 8. Approve vouchers for payment. Motion** by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of \$475,142.38. Motion carried by a unanimous voice vote of 5-0-0.
- 9. Approve the minutes of the February 12, 2020 meeting. Motion** by Halverson, seconded by Hackel, to approve the minutes of the February 12, 2020 meeting as presented. Motion carried by a unanimous voice vote of 5-0-0.
- 10. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, June 10, 2020 at 5:00 p.m.
- 11. Future agenda items.**
  - Lead and copper testing
  - MMSD charges
  - UCMR results
- 12. Adjournment. Motion** by Hackel, seconded by Williams, to adjourn the meeting at 5:39 p.m. Motion approved by unanimous voice vote, 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on:     6 /10 /20    

*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.*