

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF AUGUST 14, 2019**

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:15 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 Charlie Rogers (Chair), Mike Hackel, Bruce Halverson, Heidi Murphy and Joanna Williams. Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause and Village Board Trustee Melissa Ratcliff.
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 solar panels on the Municipal Services Building.**

Village Board approval is the next step for the solar panels and then it would be a capital project that would need to be budgeted for in either 2020 or 2021. Larson reiterated the committee’s proposed condition of having a thorough roof inspection and analysis before any final decision was made. The Village would need to confirm that the roof could handle the load of solar panels. Committee members also noted that it wouldn’t be prudent to place panels on a roof that would need to be replaced in the near future. Larson will get some roofing assessments lined up.
 - b. **Update on water tower lighting project.**

Everything was delivered to the electrician ahead of time and he will be out at the tower tomorrow morning to start working on the project. Committee members would like to know when it is complete so that some publicity can be lined up.
5. **New Business**
 - a. **Discuss and consider language change to ordinance §312-5 Cross-Connection Control.**

Larson explained that in the future, the Village would be violating the ordinance as it is currently worded and recommended updating the wording before new cross-connection controls are put in place. **Motion** by Hackel, seconded by Williams, to recommend approval of the proposed wording change as presented to ordinance §312-5 Cross-Connection Control. Motion carried with a voice vote of 5-0-0.
6. **Engineer’s Report.**

No utility updates for this meeting.
7. **Director’s Report.**

Water Tower Lighting

MSA surveyed the property line to the east of the tower. Public Works staff cut back brush and removed a couple of trees to prepare the area. Equipment was scheduled to be delivered to the contractor in early August and electricians were out to the site planning recently.

Staff Update

There were over 20 applicants for the two (2) Public Works Technician vacant positions. We will be conducting interviews this week. Larson noted that Marty, Larry, Dave and James are doing a remarkable job as always, but particularly over the last couple of months, while down two (2) staff members.

AMI

The contract is signed and has been sent. Larson reached out again to our vendor to schedule a meeting, but it is a slow process since they are in the midst of some turnover and are currently training new staff. Larson has heard from a number of residents who seem very supportive of the idea of automated meter reads, leak detection notices, and eventually monthly billing, which bodes well as we progress.

Agenda Change

The agenda format has changed slightly to be more like the Public Works Committee agendas. This change allows consistency for the new Utility Clerk, who handles both meetings.

- 8. Approve vouchers for payment.** Motion by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of \$200,944.74. Motion approved by unanimous voice vote, 5-0-0.
- 9. Approve the minutes of the July 10, 2019 meeting.** Motion by Halverson, seconded by Williams, to approve the minutes of the July 10, 2019 meeting as presented. Motion approved by a voice vote of 4-0-1, with Hackel abstaining.
- 10. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, September 11, 2019 at 5:15 p.m. at the Municipal Services Building.
- 11. Future agenda items.**
 - No specific items
- 12. Adjournment.** Motion by Hackel, seconded by Murphy, to adjourn the meeting at 5:40 p.m. Motion approved by unanimous voice vote, 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 9/11/19

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.