

UTILITY COMMISSION

Wednesday, January 13, 2021

5:00 PM

AGENDA

Due to the COVID-19 pandemic, 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 #. Passcode: 221

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 jjlarson@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 Well #3 maintenance.
 - b. Update on sustainability programs.
5. New Business
 - a. Discuss and consider resuming late payment fees.
 - b. Discuss and consider 2021 Water Utility operating budget.
 - c. Discuss and consider 2021 Sewer Utility operating budget.
 - d. Discuss and consider Water Capital Plan.
 - e. Discuss and consider Sewer Capital Plan.
 - f. Discuss and consider sewer rates for 2021.

Documents:

[MEMO ON 2021 WATER BUDGET.PDF](#)
[WATER PROPOSED OPERATING 2021 BUDGET W-BT COMMENTS.PDF](#)
[MEMO ON 2021 SEWER BUDGET.PDF](#)
[SEWER PROPOSED OPERATING 2021 BUDGET W-BT COMMENTS.PDF](#)
[DRAFT - UTILITY POSITION.PDF](#)
[UTILITY POSITION BREAKDOWN.PDF](#)
[WATER CAPITAL PLAN 2021-2025.PDF](#)
[SEWER CAPITAL PLAN 2021-2025.PDF](#)
[SEWER RATES FOR 2021 RATE INCREASE.PDF](#)

[BILL COMPARISON FOR 2021 RATE INCREASE.PDF](#)

6. Engineer's Report.

Documents:

[JANUARY 2021 ENGINEER REPORT.PDF](#)

7. Director's Report.

Documents:

[JANUARY 2021 DIRECTOR REPORT.PDF](#)

8. Approve Vouchers For Payment.

Documents:

[12.11.2020 TO 1.8.2021 VOUCHERS FOR PAYMENT.PDF](#)

9. Approve The Minutes Of The November 18, 2020 Utility Commission Meeting.

Documents:

[UTILITY COMMISSION MINUTES 11.18.20.PDF](#)

10. Approve The Minutes Of The December 16, 2020 Utility Commission Meeting.

Documents:

[UTILITY COMMISSION MINUTES 12.16.20.PDF](#)

11. Set Date For Next Meeting.

12. Future Agenda Items.

13. Adjournment.

Notice:

1. Persons needing special accommodations should call (608) 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 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.



PUBLIC WORKS STAFF REPORT

MEMO DATE:	January 8 th , 2021
MEETING DATE:	January 13 th , 2021
TO:	Utility Commission
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	2021 Water Utility Budget memo

BACKGROUND

The packet includes the proposed operating and 5-year capital budget for the Village Water Utility. This memo serves to highlight the biggest proposed changes.

OPERATING BUDGET HIGHLIGHTS

- The most significant addition is of one FTE that will be primarily focused on Water and Sewer Utility work; utility locates, ROW permit inspection, water meter work, sanitary inspections, flow monitoring, hydrant flushing, as well as many other duties. The position description is in your packet. If approved, I intend to offer the position internally first; obviously all of our staff is capable and experienced so I want to offer the chance to anyone who may be interested in specializing on the Utilities full time. The Village Board approved funding 10% of the position that will come from the General Fund. 45% of the position will be Water Utility and 45% Sewer Utility.
- A proposed change in the Customer Accounting section. This addition of \$15,000 will continue to cover the cost of the fees charged when customers pay electronically with a credit card. It is highly unlikely that this cost will get to this level, but if we continue to push online payment and get significant increases, we want to be sure to have it covered. These costs are able to be absorbed in our rates per PSC during our next rate case.

CAPITAL BUDGET HIGHLIGHTS

This is the first year this document has been presented this way to the Utility Commission; I wanted to make sure the Commission sees everything that is paid with Utility funds, even the smallest share of a piece of equipment being replaced. The top portion shows the planned equipment replacements and building projects and the amount for which the Water Utility is responsible. Also of note, we have no major water system projects planned that would require borrowing, we can utilize cash for the relatively small projects we have planned, assuming we keep up with small rate increases.



- Annual hydrant and valve replacements; we don't do these or spend this annually, but once we have a number identified in need of replacement, we have this accounted for because the costs can get significant.
- There is a placeholder (\$15,000) for the addition of customer usage monitoring software; with the idea to have a customer portal allowing our residents to monitor their own water usage the same way we can now through the AMI system. I have reached out to our vendor for pricing and specifics, but this item is one that would need more discussion at the Commission level to determine cost-benefit and overall desire of our customer base.
- Water main replacements and/or linings are planned in conjunction with road projects; Firemen's Park Loop will be done next year with Clark & Grove St. A small stretch of E. Taylor and also Main St. will be completed in the same years the street reconstruction is planned.
- There are security upgrades in the plan; in the coming months I will be completing an updated Vulnerability Assessment as well as updating the Water Utility's Emergency Response Plan and I anticipate there will be security improvements we'll want to pursue once that is completed.

CUSTOMER IMPACT

Baker Tilly reviewed the proposed operating budget and capital plan for the Water Utility and recommended only a Simplified Rate Case (3%) is done after completion of the Annual Report to the PSC in early 2021.

STAFF RECOMMENDATION

I recommend approval of the proposed Water Utility Operating budget and 5-year Capital Plan.

WATER FUND - 600

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 PROPOSED</u>	<u>NOTES</u>
REVENUES					
PUBLIC CHARGES FOR SERVICE					
600-46001-000	Unmetered Sales - Commercial	0	0	0	
600-46100-000	Metered Sales - Residential	680,000	516,551	680,000	
600-46101-000	Metered Sales - Commercial	90,000	63,865	85,000	(5,000)
600-46102-000	Metered Sales - Industrial	90,000	60,000	85,000	(5,000)
600-46103-000	Metered Sales - Public Authority	15,000	9,358	15,000	
600-46104-000	Rural Sales	500	350	500	
600-46105-000	Metered Sales - Multi Family	60,000	49,430	60,000	
600-46200-000	Private Fire Protection	17,000	13,218	17,000	
600-46300-000	Public Fire Protection	375,000	278,099	375,000	
Total Public Charges For Service		1,327,500	990,871	1,317,500	(10,000)
MISCELLANEOUS REVENUE					
600-47000-000	Customer Forfeited Discounts	0	(521)		
600-47001-000	Penalty Revenue	10,000	3,316	10,000	
600-47201-000	Lease -Water Towers	580	563	580	
600-47400-000	Other Water Operating Revenue	500	2,182	500	
600-47419-000	Interest On Investments	15,000	16,677	15,000	
600-47421-000	Contributions For Construction	60,000	195,595	60,000	
600-47422-000	Capital Paid In By Developers	0	0	0	
600-48130-000	Energy Grant	0	0	0	
Total Miscellaneous Revenue		86,080	217,812	86,080	
TOTAL WATER REVENUES		1,413,580	1,208,683	1,403,580	(10,000)

EXPENDITURES

MUNICIPAL WATER UTILITY DEPRECIATION EXPENSE

600-60403-540	Depreciation Expense	245,000	0	250,000	5,000	This is reasonable estimate
600-60403-541	Depreciation Exp - CIAC Assets	120,000	0	150,000	30,000	This is reasonable estimate
Total Municipal Water Utility Depreciation Expense		365,000	0	400,000	35,000	

TAXES DUE MUNICIPALITY

600-60408-550	Taxes Due Municipality	300,000	0	323,000	23,000	Estimate
Total Taxes Due Municipality		300,000	0	323,000	23,000	

INTEREST ON DEBT

600-60427-620	Principal On Debt					
600-60427-621	Interest on Debt	83,441	83,441	77,820	(5,621)	per debt payment schedules from Deb
Total Interest on Debt		83,441	83,441	77,820	(5,621)	

AMORTIZATION DEBT DISCOUNT

600-60428-691	Amortization Debt Discount	0	0	0		
Total Amortization Debt Discount		0	0	0		

WELL OPERATIONS

600-60600-120	Wages	0	0	0		
600-60600-121	O/T Wages	0	0	0		
600-60600-340	Operating Supplies/Expenses	7,500	3,999	7,500		
Total Well Operations		7,500	3,999	7,500		

WELL MAINTENANCE PLANT

600-60605-240	Maintenance Contract Equipment	55,000	8,799	55,000		Pull well #3 in '20, also \$ in cap. Plan
Total Well Maintenance Plant		55,000	8,799	55,000		

PUMPING

600-60620-221	Electric	62,000	50,939	62,000		
Total Pumping		62,000	50,939	62,000		

TREATMENT

600-60630-210	Purchase Service Lab Tests	7,500	5,410	7,500		
600-60630-340	Chemicals	20,000	11,409	20,000		
Total Treatment		27,500	16,819	27,500		

TRANSMISSION AND DISTRIBUTION

600-60640-120	Wages	0	0	0		
Total Transmission and Distribution		0	0	0		

STANDPIPE					
600-60650-340	Operating Supplies/Expenses	3,500	2,640	5,000	1,500
Total Standpipe		3,500	2,640	5,000	1,500
MAINS MAINTENANCE					
600-60651-340	Operating Supplies/Expenses	35,000	32,117	35,000	Main leaks, valve repairs/replacements
Total Mains Maintenance		35,000	32,117	35,000	
SERVICES MAINTENANCE					
600-60652-340	Operating Supplies/Expenses	5,000	3,032	5,000	
Total Services Maintenance		5,000	3,032	5,000	
METERS MAINTENANCE					
600-60653-120	Wages	0	0	0	
600-60653-340	Operating Supplies/Expenses	4,000	654	4,000	
Total Meters Maintenance		4,000	654	4,000	
HYDRANTS					
600-60654-340	Operating Supplies/Expenses	25,000	2,276	25,000	painting/repair - also \$ in cap for replace
Total Hydrants		25,000	2,276	25,000	
METER READING					
600-60901-120	Wages	0	0	0	
Total Meter Reading		0	0	0	
CUSTOMER ACCOUNTING					
600-60902-120	Office Wages	22,043	17,920	22,483	440
600-60902-121	O/T Wages	0	36	0	
600-60902-310	Office Supplies	550	755	600	50
600-60902-311	Postage	2,500	1,534	2,500	
600-60902-340	Operating Supplies/Expenses	17,000	19,147	32,000	15,000 Annual Sensus; add'l for CC fees
Total Customer Accounting		42,093	39,392	57,583	15,490
ADMINISTRATION & GENERAL					
600-60920-111	Salary	66,376	58,119	68,921	2,545
600-60920-120	Wages	107,457	86,734	126,741	19,284 Proposed new position
600-60920-121	OT Wages	14,850	11,479	15,232	382
600-60920-221	Electric/Heat	8,000	4,422	8,000	
600-60920-225	Telephone	2,000	1,325	2,000	
600-60920-240	Maintenance Contract Equipment	1,000	409	1,000	

600-60920-311	Postage	2,000	263	2,000	
600-60920-320	Pub/Sub/Dues	1,900	399	1,900	
600-60920-330	Training/Travel	3,000	544	3,000	
600-60920-332	Mileage	500	0	500	
600-60920-340	Operating Supplies/Expenses	10,000	11,557	12,000	2,000
Total Administration & General		217,083	175,253	241,294	24,211
PROFESSIONAL SERVICES					
600-60923-125	Commission - Meeting Attendance	500	343	500	
600-60923-210	Professional Services	56,500	28,717	56,500	
Total Professional Services		57,000	29,059	57,000	
PROPERTY & LIABILITY INSURANCE					
600-60924-510	Property & Liability Insurance	15,000	14,001	15,000	
Total Property & Liability Insurance		15,000	14,001	15,000	
WORKERS COMPENSATION					
600-60925-511	Workers Compensation Insurance	5,000	4,171	5,000	
Total Workers Compensation		5,000	4,171	5,000	
REGULATORY COMMISSION EXPENSE					
600-60928-200	Contracted Services	0	0	0	
600-60928-211	Regulatory Commission Expense	4,400	125	4,400	
Total Regulatory Commission Expense		4,400	125	4,400	
MISCELLANEOUS GENERAL EXPENSES					
600-60930-340	Misc Operating Supplies/Expenses	0	0	0	
600-60930-360	Misc. Uncollectible Accounts	0	48	0	
Total Miscellaneous General Expenses		0	48	0	
GENERAL TRANSPORTATION EQUIPMENT					
600-60933-380	Vehicle Supplies/Expense	2,600	0	2,600	
600-60933-385	Vehicle Fuel	7,000	4,528	7,000	
600-60933-514	Auto Insurance	0	0	0	
600-60933-530	Rent Equipment	0	0	0	
Total General Transportation Equipment		9,600	4,528	9,600	
GENERAL PLANT MAINTENANCE					
600-60935-340	Operating Supplies/Expense	10,000	12,518	12,500	2,500
Total General Plant Maintenance		10,000	12,518	12,500	2,500

EMPLOYEE BENEFITS/PENSION

600-62926-131	Vacation	0	0	0	0
600-62926-132	Sick Leave	0	0	0	0
600-62926-151	FICA	16,120	13,030	17853	1,733
600-62926-152	Retirement	13,710	11,685	15507	1,797
600-62926-153	Dental Insurance	5,333	4,976	6083	750
600-62926-154	Health Insurance	54,398	49,952	70547	16,149
600-62926-155	Life Insurance	925	808	1015	90
600-62926-156	Disability Insurance	508	0	574	66
Total Employee Benefits/Pension		90,994	80,450	111,579	20,585

Proposed new position

TOTAL WATER EXPENSES

1,424,111	564,261	1,540,776	116,665
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Net Budget Surplus (shortage)	(137,196)
Add back:	
Depreciation expense (non-cash item)	400,000
Less:	
Principal on debt	(292,669)
Amount available for Capital Needs (shortage)	<u>(29,865)</u>

A portion of this can be covered by impact fees

If you qualify, you should do a 3% increase as soon as the PSC Report is done for 2020

Debt service stays at this level until 2034



PUBLIC WORKS STAFF REPORT

MEMO DATE:	January 7 th , 2021
MEETING DATE:	January 13 th , 2021
TO:	Utility Commission
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	2021 Sewer Utility Budget memo

BACKGROUND

The packet includes the proposed operating and 5-year capital budget for the Village Sewer Utility. This memo serves to highlight the biggest proposed changes.

OPERATING BUDGET HIGHLIGHTS

- The biggest change in the Sewer Utility operating budget is the increase in treatment costs for the wastewater we send to Madison Metropolitan Sewerage District. Their staff presented on the multiple reasons for the increase in charges. As we've discussed briefly, we intend to use operating dollars in 2021 to investigate where increases in specific wastewater contaminants may be coming from.
- The addition of 1 FTE that will be primarily focused on Water and Sewer Utility work; utility locates, ROW permit inspection, water meter work, sanitary inspections, flow monitoring, hydrant flushing, as well as many other duties. The position description is in your packet. If approved, I intend to offer the position internally first; obviously all of our staff is capable and experienced so I want to offer the chance to anyone who may be interested in specializing on the Utilities full time. The Village Board approved funding 10% of the position that will come from the General Fund. 45% of the position will be Water Utility and 45% Sewer Utility.
- The collection system operating lines have additional funds to purchase our own portable devices to monitor sanitary system flows and additional money to conduct system evaluations on inflow and infiltration and pinpointing sources of certain contaminants.

CAPITAL BUDGET HIGHLIGHTS

This is the first year this document has been presented this way to the Utility Commission; I wanted to make sure the Commission sees everything that is paid with Utility funds, even the smallest share of a piece of equipment being replaced. The top portion shows the planned equipment replacements and building projects and the amount for which the Sewer Utility is responsible. Also of note, we have no major sewer system projects planned that would



require borrowing, we can utilize cash for the relatively small projects we have planned, assuming we keep up with inflationary rate increases.

- The largest item is the planned replacement of the Vactor truck. This important piece of equipment is vital to keeping our sewers flowing; it was purchased in 2006. Given the discussions internally and with Baker Tilly, we have opted to move this purchase outside of the current planning period; doing so reduces the percent increase required to fund the capital plan as presented. This replacement will be a part of the sewer rate adjustment in future years.
- Sewer main replacements and/or linings are planned in conjunction with road projects; A small stretch of Main St. will be completed in the same year the street reconstruction is planned.
- There are SCADA upgrades as well as pump upgrades at the Arrowwood lift station planned.

CUSTOMER IMPACT & FUTURE SEWER RATES

Baker Tilly conducted a sewer rate study; to fund our operating and capital plans as presented would require an increase of over 28% in 2021. After additional consideration and talks with Baker Tilly, we feel the purchase of a Vactor can be delayed a few years. Moving this back means the rate increase for 202 will be 14%. We want to minimize it as much as possible given the pandemic and unclear economic impacts that may still follow us into 2021.

This does mean that an additional rate study will need to be conducted again next year to determine how to adequately fund our operating and capital needs in the longer term.

STAFF RECOMMENDATION

I recommend approval of the proposed Sewer Utility Operating budget and modified 5-year Capital Plan and that the recommended rates are adopted effective January 1, 2021.

**Village of Cottage Grove
Utility Operations Technician**



GENERAL STATEMENT OF DUTIES

Under the supervision of the Director of Public Works, the Utility Operations Technician performs semi-skilled utility location and right of way project inspection work, as well as additional duties related to water and sewer system inspection and maintenance. Primary responsibilities of the position are to serve as the primary utility locator for all Village-owned utility infrastructure and as right of way project coordinator and inspector.

The employee in this class must be able to operate vehicles, tools and equipment used in the maintenance and repair of Village grounds and facilities, water and sewer systems, streets and other construction-related activities. The employee in this class must be able to perform duties and tasks with minimum supervision, exercise independent discretion and good judgment, and communicate well with the public.

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Respond to all daily Digger's Hotline locate requests and mark all Village-owned utilities with a high degree of accuracy; including water mains and laterals, sanitary sewer mains and laterals, stormwater infrastructure and Village-owned street lighting.
- Operates specialized equipment and tools in location of underground utilities.
- Maintains and updates records and mapping of water, sanitary, stormwater and lighting utilizing Village GIS system; identify and report discrepancies to Director and GIS consulting engineer.
- Manage the Village's Right of Way Permit Program, which includes reviewing contractor plans, inspection of work completed, follow up on issues, and permit closeout.
- Conducts and attends field meetings with contractors or customers; and representatives from outside agencies and coordinates the location of utility lines.
- Install, repair, replace, troubleshoot, test water meters and all related AMI metering infrastructure.
- Operate water system valves and track maintenance requirements.
- Conduct water main flushing and hydrant maintenance activities.
- Conduct water system flow tests in coordination with contractors.
- Conduct and record sanitary manhole inspections.
- Utilize specialized flow monitoring equipment to conduct sanitary system flow studies.
- Often work independently and expected to efficiently work through daily requirements.
- Perform assignments in high traffic environments; requiring appropriate safety equipment and procedures.
- Establish and manage the Village's commercial grease trap inspection program.
- Perform required water testing; maintain chemical feed systems, maintenance and operation of valves, pumps, fire hydrants and curb stops.
- Safely and effectively operate vehicles, tools and equipment used in the maintenance and repair of Village, water, sewer, and storm sewer-related activities.
- Employee must be able to sweep, sand, salt, plow, haul and dispose of snow in appropriate manner from public parking lots, Village-owned sidewalks and walkways.
- Clean and repair sanitary sewers and storm sewers.
- Maintain lift station facilities, clean wet wells & safely handle chemical used in wet well treatment, assist in sewer cleaning operations as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods, materials and techniques used in street maintenance, repair and construction.
- Knowledge of public water supply and distribution systems; maintenance, compliance and repair.
- Knowledge of public sanitary sewage collections systems; maintenance, compliance and repair.
- Knowledge of and the ability to use computers, tablets and other devices to perform job functions.
- Good oral and written communication skills.
- Strong internal and external customer service skills offering the ability to effectively communicate with a diverse group of customers and contractors.
- Ability to safely operate all manners of required light and heavy machinery in the exercise of duties; dump/plow trucks, skid steer, sewer jetter, vac truck, brush chipper, street sweeper, jack-hammer, small hand tools and others as required.
- Ability to work in adverse conditions and in emergency situations.
- Ability to work more than 40 hours per week.

QUALIFICATIONS

1. Minimum of graduation from high school or equivalent.
2. Municipal Waterworks Operator Certification in Groundwater and Distribution or ability to attain within 12 months of employment.
3. Wisconsin Commercial Driver's License (CDL) Class B or ability to attain within 6 months of employment.
4. 2 or more years of experience in public utility or equivalent public sector experience desired; construction/heavy machinery operation experience also a plus.

PHYSICAL REQUIREMENTS

This position requires the ability to engage in strenuous physical activity for several hours at a time. Employees in this position must be able to work outside in cold, hot or inclement weather. Must be able to move about freely at facilities and field work sites; bend or stoop, squat for a period of time, twist, push or pull, reach above shoulder level, and climb ladders. Must be able to finger, handle and feel objects, and visually inspect work for flaws at close range and long range. Must be able to lift/move fifty (50) pounds regularly and up to over one hundred (100) pounds occasionally.

WORK ENVIRONMENT

The employee in this class will be required to work in a variety of environments, both inside and outdoors, including office, shop, lift stations, well pumping houses, inside the road right-of-way, private residences and businesses, construction and field job sites. Noise level varies depending on equipment and location.

HOURS OF WORK

Regularly scheduled hours are from 7:00 a.m. to 3:00 p. m. Additional hours may be required with little or no notice. Different shifts may also be required as well as call-out and stand-by. Where applicable, overtime pay shall follow the policy of the Village of Cottage Grove.

	<u>Hourly Wage</u>	<u>2020 Total Wages</u>	<u>FICA</u>	<u>Retirement</u>	<u>Disability</u>	<u>Health</u>	<u>Dental</u>	<u>Life</u>	<u>Total Salary and Benefits</u>
Locator	\$ 22.00	\$ 45,760.00	\$ 3,500.64	\$ 3,088.80	\$ 114.40	\$ 18,052.80	\$ 1,666.56	\$ 200.00	\$ 72,383.20
Water - 45%	\$ 9.90	\$ 20,592.00	\$ 1,575.29	\$ 1,389.96	\$ 51.48	\$ 8,123.76	\$ 749.95	\$ 90.00	\$ 32,572.44
Sewer - 45%	\$ 9.90	\$ 20,592.00	\$ 1,575.29	\$ 1,389.96	\$ 51.48	\$ 8,123.76	\$ 749.95	\$ 90.00	\$ 32,572.44
General - 10%	\$ 2.20	\$ 4,576.00	\$ 350.06	\$ 308.88	\$ 11.44	\$ 1,805.28	\$ 166.66	\$ 20.00	\$ 7,238.32

SEWER RATES

	<u>CURRENT</u>	<u>14% INCREASE</u>
VOLUME CHARGE PER 1,000 GALLONS	\$ 6.14	\$ 7.00

SERVICE CHARGE	<u>CURRENT</u>	<u>14% INCREASE</u>
5/8" & 3/4" METER	\$ 40.70	\$ 46.40
1" METER	\$ 66.30	\$ 75.58
1 1/2" METER	\$ 109.90	\$ 125.29
2" METER	\$ 163.10	\$ 185.93
3" METER	\$ 284.80	\$ 324.67
4" METER	\$ 460.00	\$ 524.40

BILL COMPARISONS

		<u>CURRENT CHARGES</u>	<u>14% INCREASE</u>	<u>NET INCREASE</u>
WATER USAGE	8,100 gallons			
WATER USAGE CHARGE		\$ 31.83	\$ 31.83	
WATER FIXED CHARGE		\$ 25.34	\$ 25.34	
SEWER USAGE		\$ 49.73	\$ 56.70	
SEWER FIXED CHARGE		\$ 40.70	\$ 46.40	
PUBLIC FIRE PROTECTION		\$ 33.59	\$ 33.59	
		<u>\$ 181.19</u>	<u>\$ 193.86</u>	<u><u>\$ 12.67</u></u>
WATER USAGE	12,300 gallons			
WATER USAGE CHARGE		\$ 48.34	\$ 48.34	
WATER FIXED CHARGE		\$ 25.34	\$ 25.34	
SEWER USAGE		\$ 75.52	\$ 86.10	
SEWER FIXED CHARGE		\$ 40.70	\$ 46.40	
PUBLIC FIRE PROTECTION		\$ 33.59	\$ 33.59	
		<u>\$ 223.49</u>	<u>\$ 239.77</u>	<u><u>\$ 16.28</u></u>
WATER USAGE	16,900 gallons			
WATER USAGE CHARGE		\$ 66.42	\$ 66.42	
WATER FIXED CHARGE		\$ 25.34	\$ 25.34	
SEWER USAGE		\$ 103.77	\$ 118.30	
SEWER FIXED CHARGE		\$ 40.70	\$ 46.40	
PUBLIC FIRE PROTECTION		\$ 33.59	\$ 33.59	
		<u>\$ 269.82</u>	<u>\$ 290.05</u>	<u><u>\$ 20.23</u></u>
WATER USAGE	24,700 gallons			
WATER USAGE CHARGE		\$ 97.07	\$ 97.07	
WATER FIXED CHARGE		\$ 25.34	\$ 25.34	
SEWER USAGE		\$ 151.66	\$ 172.90	
SEWER FIXED CHARGE		\$ 40.70	\$ 46.40	
PUBLIC FIRE PROTECTION		\$ 33.59	\$ 33.59	
		<u>\$ 348.36</u>	<u>\$ 375.30</u>	<u><u>\$ 26.94</u></u>
WATER USAGE	34,300 gallons			
WATER USAGE CHARGE		\$ 134.58	\$ 134.58	
WATER FIXED CHARGE		\$ 25.34	\$ 25.34	
SEWER USAGE		\$ 210.60	\$ 240.10	
SEWER FIXED CHARGE		\$ 40.70	\$ 46.40	
PUBLIC FIRE PROTECTION		\$ 33.59	\$ 33.59	
		<u>\$ 444.81</u>	<u>\$ 480.01</u>	<u><u>\$ 35.20</u></u>

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS

klord@msa-ps.com

DATE: January 2021 Report

GLACIAL DRUMLIN PATH/CLARK STREET – MSA will be submitting plans to WisDOT on the grant portion of the plans in January. MSA is working with the Village Staff and Attorney with the properties west of Vilas Road to acquire lands for a pond that will benefit both the Village and the property owner. Once completed the plan is to complete the design for the roadway construction along Clark Street and Grove Street.

WESTLAWN FIFTH ADDITION PHASE 2 – Water and sanitary sewer have been installed for Phase 2. Storm sewer is being installed and utility testing is yet to be completed.

ATWELL SUITES HOTEL CTH TT – Water and sanitary sewer have been installed along the proposed entrance drive from CTH TT. The developer was planning to install what was necessary to complete the entrance road in order to make the land look more attractive for other developments.

COTTAGE GROVE COMMONS PHASE 2 – Utility work is just beginning for this development starting with the sanitary sewer relocation.

DEVELOPMENT REVIEWS – MSA is reviewing developments looking to continue. Cottage Grove Commons Phase 2 (CTH N and Gaston Road improvements) and Quarry Ridge Estates Phase B are anticipated to begin shortly. MSA is reviewing the plans of Glen Grove Apartments, Highland Village, and concepts of The Farm development as submitted.



Village of Cottage Grove

Department of Public Works Director's Monthly Report to the Utility Commission January 13th, 2021

Well 3 maintenance

- Municipal Well and Pump completed re-installing everything last week.
- Only remaining items are programming new level transducer into SCADA and maintenance on our backup engine.
- Well #2 is supplying the low zone while #3 is off; had no issues.

AMI cost reporting

- As of this writing, have a final cost for our AMI project.
- Entire project came in slightly under the overall anticipated costs.
- Prepared to submit the formal documentation to the PSC but will go over it with our auditors in the coming weeks prior to submission.

Additional PSC reporting requirements

- The PSC is requiring additional reporting of pandemic related costs; our Utility has not seen any real financial impacts.
- There is also a required report on additional measures that are being taken by Utilities to assist customers with payments; our Utility Clerk has always been very helpful to customers and offered great flexibility in payment agreements, so we do not need additional measures or policy changes.

Additional Utility position

- Position description in this month's budget materials for consideration.
- Village Board approved funding 10% of the position with General Fund money, remaining is planned 45% Water, 45% Sewer.
- Assuming it is authorized, I plan to offer the job internally to our existing staff first.
- Position will ease the workload for the rest of Marty's staff and allow us to be a bit more efficient across the board by having one person dedicated to these utility-specific duties.

Report Criteria:

Detail report.
 Invoices with totals above \$0.00 included.
 Paid and unpaid invoices included.
 [Report].GL Account and Title = "600000000000"-60199999999"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-34600								
1463	CORE & MAIN LP	N342184	METER PARTS	12/22/2020	421.60	421.60	12/22/2020	
Total 600-34600:					421.60	421.60		
600-60605-240								
5751	DORNER COMPANY	155421-IN	WELL #4 - CONTROL VALVES M	01/05/2021	3,662.00	3,662.00	01/05/2021	
Total 600-60605-240:					3,662.00	3,662.00		
600-60620-221								
31	ALLIANT ENERGY/WP&L	31-122220BB	6101720000 - 4722 GASTON CIR	12/22/2020	182.00	182.00	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220FF	7541940000 - 704 N MAIN ST W	12/22/2020	445.05	445.05	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220I	1670310000 - 1507 LANDMARK	12/22/2020	2,070.06	2,070.06	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220K	1960850000 - DONNA ST WELL	12/22/2020	1,788.88	1,788.88	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220LL	9829150000 - 1000 DAMASCUS	12/22/2020	42.77	42.77	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220M	2320700000 - 704 N MAIN ST W	12/22/2020	45.93	45.93	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220P	3143950000 - HWY N TOWER	12/22/2020	73.60	73.60	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220S	3917900000 - 220 GROVE ST	12/22/2020	19.80	19.80	12/17/2020	
Total 600-60620-221:					4,668.09	4,668.09		
600-60630-210								
6646	EMSL ANALYTICAL INC	35144103	DNR WATER TESTING	12/22/2020	282.00	282.00	12/22/2020	
Total 600-60630-210:					282.00	282.00		
600-60630-340								
6121	HAWKINS INC	4847432	WATER TREATMENT CHEMICAL	12/22/2020	253.27	253.27	12/22/2020	
Total 600-60630-340:					253.27	253.27		
600-60652-340								
1463	CORE & MAIN LP	N67826	MARKING PAINT	01/05/2021	48.00	48.00	01/05/2021	
Total 600-60652-340:					48.00	48.00		
600-60902-340								
594	US CELLULAR	0411023924	AMI AT WATER TOWER	01/05/2021	22.60	22.60	01/05/2021	
Total 600-60902-340:					22.60	22.60		
600-60920-221								
31	ALLIANT ENERGY/WP&L	31-122220A	0420288389 - 230 PROGRESS D	12/22/2020	5.03	5.03	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220AA	5909800000 - 220 PROGRESS D	12/22/2020	16.71	16.71	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220B	0470910000 - 240 PROGRESS D	12/22/2020	27.60	27.60	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220EE	7255110000 - 221 E COTTAGE G	12/22/2020	84.34	84.34	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220G	1366250000 - 200 PROGRESS D	12/22/2020	142.09	142.09	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220GG	8469260000 - 225 BONNIE RD	12/22/2020	42.02	42.02	12/17/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60920-221:					317.79	317.79		
600-60920-225								
2421	CHARTER COMMUNICATIONS	005419412062	INTERNET AND TV AT MUNICIP	12/22/2020	13.72	13.72	12/16/2020	
2421	CHARTER COMMUNICATIONS	005702312012	BUSINESS TV @ MUNICIPAL SE	12/22/2020	2.93	2.93	12/16/2020	
2421	CHARTER COMMUNICATIONS	005854212102	PHONE AT MUNICIPAL SERVICE	12/22/2020	15.75	15.75	12/22/2020	
3912	FRONTIER	3912-010521	608-839-4698 VILLAGE HALL FA	01/05/2021	14.24	14.24	12/31/2020	
Total 600-60920-225:					46.64	46.64		
600-60920-340								
1462	ALSCO	IMIL1635925	MATS AT MUNICIPAL SERVICES	12/22/2020	10.71	10.71	12/22/2020	
1462	ALSCO	IMIL1635926	MATS & UNIFORMS	12/22/2020	14.68	14.68	12/22/2020	
1462	ALSCO	IMIL1635927	MATS AT VILLAGE HALL	12/22/2020	7.99	7.99	12/22/2020	
1462	ALSCO	IMIL1638198	MATS AT MUNICIPAL SERVICES	12/22/2020	10.71	10.71	12/22/2020	
1462	ALSCO	IMIL1638199	MATS & UNIFORMS	12/22/2020	14.68	14.68	12/22/2020	
1462	ALSCO	IMIL1638200	MATS AT VILLAGE HALL	12/22/2020	7.99	7.99	12/22/2020	
1462	ALSCO	IMIL1640527	MATS AT MUNICIPAL SERVICES	01/05/2021	10.71	10.71	01/05/2021	
1462	ALSCO	IMIL1640528	MATS & UNIFORMS	01/05/2021	14.68	14.68	01/05/2021	
1462	ALSCO	IMIL1640529	MATS AT VILLAGE HALL	01/05/2021	7.99	7.99	01/05/2021	
1462	ALSCO	IMIL1642829	MATS AT MUNICIPAL SERVICES	01/05/2021	10.71	10.71	01/05/2021	
1462	ALSCO	IMIL1642830	MATS & UNIFORMS	01/05/2021	14.68	14.68	01/05/2021	
1462	ALSCO	IMIL1642831	MATS AT VILLAGE HALL	01/05/2021	7.99	7.99	01/05/2021	
2421	CHARTER COMMUNICATIONS	001728212052	MONTHLY BASIC BUSINESS TV	12/22/2020	32.96	32.96	12/16/2020	
2421	CHARTER COMMUNICATIONS	007371512052	MONTHLY PHONE CHARGE - 10	12/22/2020	29.84	29.84	12/16/2020	
930	COMPUTER MAGIC INC	5472	SERVICE AGREEMENT - OFFIC	12/22/2020	47.28	47.28	12/22/2020	
212	GORDON FLESCH CO	IN13163986	CONTRACT COPY CHARGES - 1	01/05/2021	17.50	17.50	01/05/2021	
Total 600-60920-340:					261.10	261.10		
600-60924-510								
1062	BAER INSURANCE SERVICES L	4185	BLANKET CRIME BONDS	12/22/2020	120.25	120.25	12/22/2020	
Total 600-60924-510:					120.25	120.25		
600-60925-511								
1062	BAER INSURANCE SERVICES L	4466	WORKERS COMP - 1ST QTR 20	01/05/2021	1,174.20	1,174.20	01/05/2021	
Total 600-60925-511:					1,174.20	1,174.20		
600-60933-385								
3	LANDMARK SERVICES COOPE	3-122220PW	PW FUEL - NOVEMBER 2020	12/22/2020	292.27	292.27	12/22/2020	
Total 600-60933-385:					292.27	292.27		
600-60935-340								
2688	ACE HARDWARE OF COTTAGE	2688-010521	SHOP SUPPLIES	01/05/2021	16.54	16.54	01/05/2021	
6480	CINTAS	5045054501	FIRST AID KIT SUPPLIES - MSB	12/22/2020	11.27	11.27	12/22/2020	
6480	CINTAS	5045054555	FIRST AID KIT SUPPLIES - VILL	12/22/2020	.79	.79	12/22/2020	
6649	CONVERGINT TECHNOLOGIES	262495	MSB ALARM MONITORING	12/22/2020	131.11	131.11	12/22/2020	
3912	FRONTIER	3912-122220	608-839-1603 FAX & SCADA SY	12/22/2020	56.67	56.67	12/16/2020	
6500	HOMBURG, BRUCE	0000001	STRAW FOR DITCHES RESTOR	01/05/2021	40.33	40.33	01/05/2021	
4458	O'REILLY AUTO PARTS	4331-353974	CODE READER	01/05/2021	12.80	12.80	01/05/2021	
5711	OVERHEAD DOOR COMPANY	25385	MSB GARAGE DOOR REPAIR	12/22/2020	149.00	149.00	12/22/2020	
2813	POMP'S TIRE SERVICE INC	80230000	FLAT REPAIR	01/05/2021	6.00	6.00	01/05/2021	
2813	POMP'S TIRE SERVICE INC	80230399	TIRE REPAIR	12/22/2020	5.50	5.50	12/22/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1901	SCHILLING SUPPLY COMPANY	805129-00	MSB SOAP	12/22/2020	6.61	6.61	12/22/2020	
11	SUPERIOR CHEMICAL CORP	286539	WELLS & MSB HANDSOAP	12/22/2020	37.70	37.70	12/22/2020	
Total 600-60935-340:					474.32	474.32		
601-60821-221								
31	ALLIANT ENERGY/WP&L	31-122220HH	9204600000 - COMMERCE PKW	12/22/2020	198.47	198.47	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220L	2222530000 - 4195 VILAS RD LO	12/22/2020	42.30	42.30	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220T	4153410000 - 110 S MAIN ST LIF	12/22/2020	936.76	936.76	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220U	4668230000 - TRILLIUM TRL LIF	12/22/2020	61.41	61.41	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220V	5067730000 - 4195 VILAS RD LIF	12/22/2020	1,846.24	1,846.24	12/17/2020	
Total 601-60821-221:					3,085.18	3,085.18		
601-60828-385								
3	LANDMARK SERVICES COOPE	3-122220PW	PW FUEL - NOVEMBER 2020	12/22/2020	292.27	292.27	12/22/2020	
Total 601-60828-385:					292.27	292.27		
601-60831-340								
1463	CORE & MAIN LP	N67826	MARKING PAINT	01/05/2021	48.00	48.00	01/05/2021	
142	GRAINGER	9738385252	MARKING FLAGS	12/22/2020	14.18	14.18	12/22/2020	
Total 601-60831-340:					62.18	62.18		
601-60832-340								
3912	FRONTIER	3912-122220	608-839-1603 FAX & SCADA SY	12/22/2020	56.67	56.67	12/16/2020	
Total 601-60832-340:					56.67	56.67		
601-60834-340								
2688	ACE HARDWARE OF COTTAGE	2688-010521	SHOP SUPPLIES	01/05/2021	16.54	16.54	01/05/2021	
6480	CINTAS	5045054501	FIRST AID KIT SUPPLIES - MSB	12/22/2020	11.27	11.27	12/22/2020	
6480	CINTAS	5045054555	FIRST AID KIT SUPPLIES - VILL	12/22/2020	.79	.79	12/22/2020	
6649	CONVERGINT TECHNOLOGIES	262495	MSB ALARM MONITORING	12/22/2020	131.11	131.11	12/22/2020	
6500	HOMBURG, BRUCE	0000001	STRAW FOR DITCHES RESTOR	01/05/2021	40.33	40.33	01/05/2021	
4458	O'REILLY AUTO PARTS	4331-353974	CODE READER	01/05/2021	12.80	12.80	01/05/2021	
5711	OVERHEAD DOOR COMPANY	25385	MSB GARAGE DOOR REPAIR	12/22/2020	149.00	149.00	12/22/2020	
2813	POMP'S TIRE SERVICE INC	80230000	FLAT REPAIR	01/05/2021	6.00	6.00	01/05/2021	
2813	POMP'S TIRE SERVICE INC	80230399	TIRE REPAIR	12/22/2020	5.50	5.50	12/22/2020	
1901	SCHILLING SUPPLY COMPANY	805129-00	MSB SOAP	12/22/2020	6.61	6.61	12/22/2020	
11	SUPERIOR CHEMICAL CORP	286539	WELLS & MSB HANDSOAP	12/22/2020	37.70	37.70	12/22/2020	
Total 601-60834-340:					417.65	417.65		
601-60850-221								
31	ALLIANT ENERGY/WP&L	31-122220A	0420288389 - 230 PROGRESS D	12/22/2020	5.03	5.03	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220AA	5909800000 - 220 PROGRESS D	12/22/2020	16.71	16.71	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220B	0470910000 - 240 PROGRESS D	12/22/2020	27.60	27.60	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220EE	7255110000 - 221 E COTTAGE G	12/22/2020	84.34	84.34	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220G	1366250000 - 200 PROGRESS D	12/22/2020	142.09	142.09	12/17/2020	
31	ALLIANT ENERGY/WP&L	31-122220GG	8469260000 - 225 BONNIE RD	12/22/2020	42.02	42.02	12/17/2020	
Total 601-60850-221:					317.79	317.79		
601-60850-225								
2421	CHARTER COMMUNICATIONS	005419412062	INTERNET AND TV AT MUNICIPAL	12/22/2020	13.72	13.72	12/16/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2421	CHARTER COMMUNICATIONS	005702312012	BUSINESS TV @ MUNICIPAL SE	12/22/2020	2.93	2.93	12/16/2020	
2421	CHARTER COMMUNICATIONS	005854212102	PHONE AT MUNICIPAL SERVICE	12/22/2020	15.75	15.75	12/22/2020	
3912	FRONTIER	3912-010521	608-839-4698 VILLAGE HALL FA	01/05/2021	14.24	14.24	12/31/2020	
Total 601-60850-225:					46.64	46.64		
601-60850-340								
1462	ALSCO	IMIL1635925	MATS AT MUNICIPAL SERVICES	12/22/2020	10.71	10.71	12/22/2020	
1462	ALSCO	IMIL1635926	MATS & UNIFORMS	12/22/2020	14.68	14.68	12/22/2020	
1462	ALSCO	IMIL1635927	MATS AT VILLAGE HALL	12/22/2020	7.99	7.99	12/22/2020	
1462	ALSCO	IMIL1638198	MATS AT MUNICIPAL SERVICES	12/22/2020	10.71	10.71	12/22/2020	
1462	ALSCO	IMIL1638199	MATS & UNIFORMS	12/22/2020	14.68	14.68	12/22/2020	
1462	ALSCO	IMIL1638200	MATS AT VILLAGE HALL	12/22/2020	7.99	7.99	12/22/2020	
1462	ALSCO	IMIL1640527	MATS AT MUNICIPAL SERVICES	01/05/2021	10.71	10.71	01/05/2021	
1462	ALSCO	IMIL1640528	MATS & UNIFORMS	01/05/2021	14.68	14.68	01/05/2021	
1462	ALSCO	IMIL1640529	MATS AT VILLAGE HALL	01/05/2021	7.99	7.99	01/05/2021	
1462	ALSCO	IMIL1642829	MATS AT MUNICIPAL SERVICES	01/05/2021	10.71	10.71	01/05/2021	
1462	ALSCO	IMIL1642830	MATS & UNIFORMS	01/05/2021	14.68	14.68	01/05/2021	
1462	ALSCO	IMIL1642831	MATS AT VILLAGE HALL	01/05/2021	7.99	7.99	01/05/2021	
2421	CHARTER COMMUNICATIONS	001728212052	MONTHLY BASIC BUSINESS TV	12/22/2020	32.96	32.96	12/16/2020	
2421	CHARTER COMMUNICATIONS	007371512052	MONTHLY PHONE CHARGE - 10	12/22/2020	29.84	29.84	12/16/2020	
930	COMPUTER MAGIC INC	5472	SERVICE AGREEMENT - OFFIC	12/22/2020	47.28	47.28	12/22/2020	
212	GORDON FLESCH CO	IN13163986	CONTRACT COPY CHARGES - 1	01/05/2021	17.49	17.49	01/05/2021	
Total 601-60850-340:					261.09	261.09		
601-60853-510								
1062	BAER INSURANCE SERVICES L	4185	BLANKET CRIME BONDS	12/22/2020	120.25	120.25	12/22/2020	
Total 601-60853-510:					120.25	120.25		
601-60853-511								
1062	BAER INSURANCE SERVICES L	4466	WORKERS COMP - 1ST QTR 20	01/05/2021	969.70	969.70	01/05/2021	
Total 601-60853-511:					969.70	969.70		
Grand Totals:					17,673.55	17,673.55		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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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"

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF NOVEMBER 18, 2020**

- 1. Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:01 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. Commission members present were: Charlie Rogers (chair), Mike Hackel, Heidi Murphy, Jon Russell and Joanna Williams. Staff present were: Administrator Matt Giese, Public Works Director JJ Larson, Village Engineer Kevin Lord, and Utility Clerk Kristen Krause. Also present were Jeff Brochtrup, Todd Gebert and Bill Walker of the Madison Metropolitan Sewerage District (MMSD) and 3 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.** Mike Payne, of 245 Knollview Drive, Janesville, WI, was present and spoke on behalf of his parents, Susan and Richard Payne, of 4235 Vilas Road, Cottage Grove, WI, who were also present. Mr. Payne voiced his concern over an agenda item that was acted on at the October 1, 2020 Utility Commission meeting as well as the recent utility extension along Vilas Road. His concerns stemmed from a lack of communication about the utility extension project and that his parents’ home was not taken into consideration for future connection to the utility services. He had reached out to JJ Larson in October after his parents’ mailbox was removed and placed in their yard. Mr. Payne felt that his parents should have been given the same opportunity as the other two homes that had wyes and risers placed for future connection. Mr. Payne was also told that there would be the possibility to connect directly to the sewer manhole located in front of the driveway, although he felt that this presented issues in finding a contractor that would be willing/able to do this.
- 4. Presentation on Madison Metropolitan Sewerage District rate setting.**

Jeff Brochtrup of MMSD was present to explain how the rates are set for municipalities. He gave an overview of the district’s billing parameters and rate setting methodology, went over the trends for the district, the budget and parameter loading and more specifically, the Village’s loading and how it plays into the estimated costs for MMSD in 2021. When MMSD sets rates, they take the budgeted service charges in \$ and divide by the estimated loads (billable units in lbs.). What gets billed to their customers is figured by multiplying the rate by the actual load from the customer. Seven parameters are used in the billing process: volume, CBOD, suspended solids, nitrogen, phosphorus, equivalent meters and actual customers. Brochtrup explained that the most impactful issue for Cottage Grove this year was the actual load. He compared loads coming from the district as a whole and compared them to the loads coming specifically from Cottage Grove. Cottage Grove showed a large increase in volume of loads for CBOD, solids, nitrogen and phosphorus in 2020. The Village’s share of districts loads went up overall. The other issues that affected the rates this year were the required service charge increase of 5.2% for the district as a whole and a significant decrease in flows and loadings from the district as a whole in 2020 after Covid-19 hit. Cottage Grove had an estimated increase of 19.8% for 2020 and an estimated increase of 24.4.% for 2021. Most of the 24.4% is going to be a catch up.

Todd Gebert, who is responsible for the quarterly billing, also added that the estimated service charge increase for 2021 was largely due to the increase of pollutants in Cottage Grove’s loads. He explained that MMSD does its sampling from the Vilas Road Lift Station, which provides for really good samples. In the

January samples, Gebert noted that the loadings were twice what they normally are over the last five years. After seeing these results, MMSD immediately went back and re-sampled for an additional four or five days and continued to see the same data. At the second quarter sampling, the pollutants still tested high, but not quite as high as the first quarter's and MMSD did an additional three days of sampling to confirm. Third quarter sampling showed that the pollutants came down a little more and no additional testing was done. In October, the fourth quarter data so far is showing loads back down to the five-year averages. Gebert agreed with Brochtrup that this increase in pollutants is not related to population growth, but rather a point source by either an industrial or commercial entity.

Village Administrator Matt Giese asked Brochtrup and Gebert if the increase in rates, due to the pollutant loads caused by an industrial or commercial entity, would be passed on to those types of customers only and not the entire customer base. Brochtrup and Gebert indicated that they were not able to locate the exact point source of the pollutant loads and therefore could not allocate them to a particular customer. Larson explained that industrial water customers are already allocated differently based on their meters. Giese asked if Larson can do some more investigation into this when meeting with Baker Tilly. Giese also asked Brochtrup and Gebert if they have any recommendations on how to find the source that is driving these pollutant loads up. Gebert suggested doing more sampling upstream but noted that it will be challenging since Cottage Grove doesn't have a baseline to compare to. He also stated that Larson reached out to him regarding assisting with this sampling, but due to Covid-19, Gebert's staff is currently struggling to keep up with their own workload and would not be able to help at this time. Larson said that he will put some funds into the budget next year for some sampling so that the Village can create a baseline.

5. Old Business

a. Update on Well #3 maintenance.

Municipal Well is behind schedule due to another project but will be out to work on Well #3 starting next Monday, November 23. While Well #3 is down for maintenance, Well #2 will be the only supply in the low zone.

b. Update on water and sewer extension along Vilas Road.

The water and sewer extension along Vilas Road is complete aside from a few punch list items. Lord is waiting for final numbers from the contractor.

c. Update on lead and copper testing.

Larson reported that the Village is now finished with the lead and copper testing for the year and we are in compliance. Best practice warranted offering a couple of residents additional testing. The next round of required lead and copper testing will occur in three years and Larson is hopeful that the approved sites from this year will still be on the list at that time.

d. Update on sustainability programs (rain barrel/compost bins/etc.).

Murphy reported that the budget was approved, giving the go ahead for sustainable programs to commence in 2021. Larson and Murphy will meet to discuss the logistics and then reach out to vendors to initiate the programs.

6. New Business

a. Presentation of CMAR response from DNR.

The Compliance Maintenance Annual Report (CMAR) was submitted to the DNR and returned with all positive remarks. Larson reported that the Village is in good shape regarding its wastewater collection and maintenance requirements.

b. Water and sewer budget update.

Larson explained that Baker Tilly is still working through some numbers and that the budget will be presented next month. At this time, Larson commented that while the water side of the budget is looking good, the sewer side will require a sewer rate study.

7. Engineer's Report.

Vilas Road Sewer and Water – Project is complete. MSA will develop a punch list for the Contractor to complete and work on final payment. A change order will be completed as rock was encountered between two soil borings on the project along with a change in construction techniques and existing force main that was found and removed.

Sanitary System Flows – MSA discussed options with Larson on providing further analysis on the inflow and infiltration and provided a cost estimate for the 2021 budget.

Glacial Drumlin Path/Clark Street – MSA has completed preliminary plans for the grant eligible project and will be having a meeting with the Bike/Ped Committee for a final review and recommendation. MSA and staff have had further conversations with the property owners to the west of Vilas Road and currently are awaiting an agreement to be prepared and executed between the Village and the property owner to complete the design of the additional Village improvements along Clark and Grove Streets.

MGSD Utility Extension – The public watermain has been completed for the project.

Development Reviews – MSA is reviewing developments looking to continue. Cottage Grove Commons Phase 2 still consists of relaying a section off sanitary sewer due to the roadway configuration. Westlawn 5th Addition and Quarry Ridge Estates Phase B have started to submit information looking to start a new phase. Each project would extend utilities and a single street for new residential lots. Still waiting to hear a start date for the utilities at the Atwell Suites hotel.

8. Director's Report

Budget Update

Proposed budgets have been submitted to Baker Tilly for analysis. As of this writing, a Simplified Rate Case is adequate for the Water Utility. The Sewer Utility may recommend a rate study.

Vilas Water/Sewer Extension

The paving and striping of the roadway were completed last week.

Well 3 Maintenance

Municipal Well & Pump was scheduled to begin work this week, but have been delayed and will start next Monday, November 23.

Wellhouse meter testing

Due to the pandemic, testing was put on hold. Larson has still been in touch with the Contractor and is hopeful that the work will get done yet this year.

AMI Cost Reporting

Still finalizing the numbers of the total project cost for the PSC.

Lead & Copper testing

The lead and copper testing is complete and the DNR certification has been sent in. Our system remains in compliance.

Additional Sewer Televising

Staff is working to clean and coordinate additional televising with the Contractor.

Additional Utility position

Larson is working on a position description for Commission consideration. Broadly, the position would work under the Director and primarily handle Digger's Hotline tickets and Right-of-Way permitting/coordination/follow-up. There is a host of other water/sewer responsibilities that would be additional duties.

9. **Approve vouchers for payment.** Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$240,451.34. Motion carried by a unanimous voice vote of 5-0-0.
10. **Approve the minutes of the October 14, 2020 meeting.** Motion by Hackel, seconded by Williams, to approve the minutes of the October 14, 2020 meeting as presented. Motion carried by a unanimous voice vote of 5-0-0.
11. **Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, December 9, 2020 at 5:00 p.m.
12. **Future agenda items.**
 - Budget
 - Vilas Road property extension
13. **Adjournment.** Motion by Rogers, seconded by Hackel, to adjourn the meeting at 5:48 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.

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF DECEMBER 16, 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, it was determined that a quorum was present, and that the agenda had been properly posted. Commission members present were Charlie Rogers (chair), Heidi Murphy and Jon Russell. Mike Hackel and Joanna Williams were absent and excused. Staff present were: Administrator Matt Giese, Public Works Director JJ Larson, Village Engineer Kevin Lord, Village Attorney Larry Konopacki and Utility Clerk Kristen Krause. Also present were Vicki Hellenbrand of Baker Tilly and 3 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. **Discuss future non-resident sewer connection on Vilas Road.**
Mike Payne of 245 Knollview Drive, Janesville, WI, was present to discuss his parent’s property at 4235 Vilas Road and the installation of wyes and risers for future sewer connections. Mr. Payne first requested changes to the November minutes under Public Appearances. Referencing the wyes and risers that were installed for two properties during the 2020 utility extension project, Mr. Payne also stated that he would like to see the Village install wyes and risers for future sewer connections. Village Attorney Konopacki explained that the situation was different between the two properties that received wyes and risers in the 2020 project because they were located in the Village and Mr. Payne’s parents’ property was in the Town of Cottage Grove. Atty Konopacki also explained that Mr. Payne should have legal documentation that states that he can speak on behalf of his parents who are the owners of the property discussed. No formal action was taken.
 - b. **Update on Well #3 maintenance.**
Municipal Well & Pump is re-building the pump at Well #3. The recommended treatment was to scrub and bail. The maintenance overall is going very well.
 - c. **Update sustainability programs.**
Larson and Murphy will have a meeting tomorrow to discuss sustainability programs.
5. **New Business**
 - a. **Discuss and consider Hydrite’s installation of extraction well in Huston Park.**
Larson explained that the well would be off to the side and flush mounted, similar to the original extraction well on the east side of the park. **Motion** by Murphy, seconded by Russell, to approve Hydrite’s installation of an additional extraction well in Huston Park. Motion carried with a unanimous voice vote of 3-0-0.
 - b. **Discuss and consider 2021 Water Utility operating budget.**
Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

c. Discuss and consider 2021 Sewer Utility operating budget.

Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

d. Discuss and consider Water Utility Capital Plan.

Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

e. Discuss and consider Sewer Utility Capital Plan.

Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

f. Discuss and consider sewer rates for 2021.

Vicki Hellenbrand of Baker Tilly was present to share the minimum recommendation of a 14% increase in sewer rates. After speaking with Giese and Larson and reviewing the budget it was determined that a sewer rate case was needed. The proposed increase will cover the costs related to MMSD. Future adjustments will be needed to cover the capital items that will be coming up in the next couple of years. No formal action was taken. **Motion** by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

6. Engineer's Report.

Vilas Road Sewer and Water – Project is complete. MSA is reviewing the sanitary tapes and final pay request for the project. MSA will develop a punch list for the Contractor to complete as it is anticipated that restoration work will need to be done in the spring.

Glacial Drumlin Path/Clark Street – MSA has completed preliminary plans for the grant eligible project and had a meeting with the Bike/Ped Committee for a final review and recommendation. MSA and staff have had further conversations with the property owners to the west of Vilas Road and currently are awaiting an agreement to be prepared and executed between the Village and the property owner to complete the design of the additional Village improvements along Clark and Grove Streets.

Westlawn Fifth Addition Phase 2 – Utility work has started within the past week for the sanitary work along Damascus Trail for Phase 2 of the development. MSA has been reviewing the shop drawings and have had discussions with the Developer in regard to the future lift station planned for Phases 5 and 6 of the development.

Development Reviews – MSA is reviewing developments looking to continue. Cottage Grove Commons Phase 2 pre-construction meeting occurred today. Quarry Ridge Estates Phase B is anticipated to begin shortly. MSA is reviewing the plans of the Glen Grove Apartments, Highland Village and The Farm development as submitted.

7. Director's Report

Well 3 Maintenance

Municipal Well & Pump pulled everything out just before Thanksgiving. They recommended a complete pump rebuild and we opted to do so. The borehole was televised, and no issues were found. They only recommended routine brushing and bailing. Right now, they are currently waiting on a replacement part

delivery and as of this writing, they plan to be back working the week of the 21st. Well #2 is currently supplying the low zone while #3 is off and we've had no issues.

Additional water system test requirement

For the first time in anyone's memory, the Village was required to take an asbestos sample from our water distribution system (per our DNR rep, it's required every nine years for our system). No labs in Wisconsin conduct this test, so it had to be sent to one in Minnesota. The results received on December 10 indicated that there was none detected. Since the test was conducted after September, we're required to report it on our annual report as being completed outside the testing window.

AMI Cost Reporting

Still finalizing the numbers of the total project cost for the PSC.

Additional Utility position

The position description in in this month's budget materials for consideration. The Village Board approved funding for the position: 10% with General Fund money, with remaining planned 45% Water and 45% Sewer. Assuming it is authorized, Larson plans to offer the job internally to our existing staff first. The position will ease the workload for the rest of the Foreman's staff and allow us to be a bit more efficient across the board by having one person dedicated to these utility-specific duties.

8. **Approve vouchers for payment.** Motion by Rogers, seconded by Russell, to approve payment of the vouchers in the amount of \$22,865.39. Motion carried by a unanimous voice vote of 3-0-0.
9. **Approve the minutes of the November 18, 2020 meeting.** Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried by a unanimous voice vote of 3-0-0.
10. **Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, January 13, 2021 at 5:00 p.m.
11. **Future agenda items.**
 - Water & Sewer Budget
 - Water & Sewer Capital Plans
 - Municipal Services Building roof
12. **Adjournment.**

No formal adjournment, as quorum ended at 5:32 pm when Murphy left the meeting.

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.