

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

UTILITY COMMISSION

Wednesday, March 9, 2022

5:00 PM

AGENDA

This will be a virtual meeting. 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 jl Larson@village.cottage-grove.wi.us.

If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

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
5. New Business
 - a. Discuss water/sewer system capacity north of I-94.
 - b. Discuss and consider submitting for funding for PFAs testing.
 - c. Discuss meeting format moving forward.

Documents:

[DNR LETTER PFAS TESTING.PDF](#)

6. Engineer's Report

Documents:

[ENGINEER REPORT MARCH 2022.PDF](#)

7. Director's Report

Documents:

[DIRECTOR REPORT MARCH 2022.PDF](#)

8. Approve Vouchers For Payment.

Documents:

[VOUCHERS FOR PAYMENT 2.4.22 TO 3.2.22.PDF](#)

9. Approve The Minutes Of The February 9, 2022 Utility Commission Meeting.

Documents:

[UTILITY COMMISSION MINUTES 2.9.22.PDF](#)

10. Set Date For Next Meeting.

11. Future Agenda Items.

12. 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 be 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 .

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
101 S. WEBSTER STREET
BOX 7921
MADISON WI 53707-7921

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



February 18, 2022

LARSON, JJ - DIR OF PUBLIC WORKS/UTILITIES
210 PROGRESS DR, STE 2
COTTAGE GROVE, WI 53527

PWS: 11302181

SUBJECT: PFAS Drinking Water Samples – 2022 Wisconsin PFAS Sampling Program

Dear Water System Owner/Operator:

Environmentally persistent synthetic chemicals known as Per- and Polyfluoroalkyl Substances (PFAS) are chemicals with production and use since at least the 1950s. Due to the identified environmental and human health concerns for PFAS, the Department of Natural Resources (DNR) will fund and support local communities with a voluntary statewide PFAS drinking water sampling program for municipal public water systems. The PFAS sampling program will begin in Spring 2022.

The purpose of PFAS drinking water sampling is to assist municipal public water systems and their local communities that are interested in learning whether their municipal water supply is impacted by PFAS. The sampling can provide information for protection of public health, welfare, and the environment. Certain PFAS substances have identified public health concerns. PFAS samples will be analyzed at the Wisconsin State Lab of Hygiene (WSLH) at no cost to your public water system.

Additional information regarding the PFAS sampling program is available on our DNR website at <https://dnr.wisconsin.gov/topic/PFAS/PWSampling>. The PFAS sampling program is expected to begin in Spring 2022. Please contact us at DNRDGPFASSampling@wisconsin.gov if you would like to sign up to participate in the program or if you have any questions. All interested water systems will be invited to a virtual information session where staff from DNR, WSLH, and Department of Health Services will provide details of the program.

Thank you for your interest in the PFAS drinking water sampling program and your efforts to provide safe drinking water to your customers.

Sincerely,



Adam DeWeese
Chief, Public Water Supply Section
Department of Natural Resources



**Engineer's Report
Utility Commission**
Village of Cottage Grove
March 2022 Report

Shady Grove Subdivision

Utility construction is still on hold because of frost levels. RG Huston Company, Inc. (RG Huston) will continue utility construction again late this winter, if weather permits, or early spring 2022.

Authentix Cottage Grove

The Village's water main testing was completed in February 2022 by Integrity Grading and Excavating (IGE). The sanitary sewer testing will occur later this winter with the storm sewer installation along Cottage Grove Road tentatively planned for spring 2022.

Fifth Addition to Westlawn Estates

Strand continues to work with Homburg Contractors, Inc. (Homburg) on its lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra Circle. Strand received a second submittal in February and its anticipated lift station construction is not expected until spring 2023. Utility construction along Paris Lane is still on hold because of frost levels. Homburg will continue utility construction late this winter, if weather permits, or early spring 2022.

Quarry Ridge Estates

Quarry Ridge–Phase C drawings and a land disturbance permit was submitted in late February 2022. Strand is currently finalizing the drawing review and anticipates the land disturbance permit will be issued in early March 2022. The developer plans to start construction in March or April 2022, weather permitting.

Development Reviews

Strand continues to attend weekly meetings with the developer and their development team for Project Silver Eagle. Some of the main topics discussed include utility extension to other areas in TID #10, traffic generation, and stormwater control.

Upcoming Village Utility Projects

Strand has continued to move forward with the 2022 street improvement project designs, which will include the water main replacement on Taylor Street. The water main will be replaced from Main Street to Forreston Drive to replace an older, undersized 6-inch water main. Bidding for the project will occur in March 2022. Construction is anticipated to begin in May 2022.

Strand will begin meeting with JJ and staff to discuss the water and sewer studies for the Village. These studies will review the overall Village's existing infrastructure and future needs to help create a five- to ten-year capital improvement plan for each utility.

Prepared and respectfully submitted by Josh J. Straka, P.E., Strand Associates, Inc.®.



Department of Public Works

Director's Monthly Report to the Utility
Commission
March 9th, 2022

Staffing Update - Deputy Director of Public Works & Utilities

GovHR began the recruitment for our Deputy Director position, we opted for the "Professional Outreach Option" where the recruitment firm utilizes their networks, connections and relationships to advertise and recruit broadly, but the background checks, interviewing and final selection are left up to staff.

Given the current hiring climate, the competitive nature in this space and after consultation with the recruiter on the specifics of the role, he recommended a higher salary. Given that the position was planned and budgeted for an April 1st start (which cannot happen) any small potential increase in the starting salary will still come in under budget for the year.

Utility Account Write-Offs

The Utility wrote off a total of \$9.19 from 4 accounts.

2022 Project Updates

Clark & Grove (small section of water main looping) is out for bid now. The plan is to do most of the work after Firemen's Fest.

E. Taylor reconstruction (replacement of AC water main) will be bid in the coming weeks.

Strand's team will be working on system evaluations and updating our CIP for both the water and sanitary systems. Upon completion of that work, Baker Tilly will update our water and sewer impact fees.

Report Criteria:

Detail report.
 Invoices with totals above \$0.00 included.
 Paid and unpaid invoices included.
 [Report].GL Account and Title = "600000000000"-6019999999"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-34600								
1463	CORE & MAIN LP	P794911	METERS	02/08/2022	2,240.00	2,240.00	02/08/2022	
1463	CORE & MAIN LP	Q100236	METERS	02/08/2022	4,030.00	4,030.00	02/08/2022	
1463	CORE & MAIN LP	Q247700	METERS	02/22/2022	80.00	80.00	02/23/2022	
Total 600-34600:					6,350.00	6,350.00		
600-60600-340								
2688	ACE HARDWARE OF COTTAGE	2688-020822	WELL 2 SUPPLIES	02/08/2022	52.20	52.20	02/08/2022	
244	CONNEY SAFETY PRODUCTS	06057016	SAFETY GEAR	02/08/2022	5.73	5.73	02/08/2022	
244	CONNEY SAFETY PRODUCTS	06059002	SAFETY GEAR	02/08/2022	4.00	4.00	02/08/2022	
244	CONNEY SAFETY PRODUCTS	06059239	SAFETY GEAR	02/08/2022	84.34	84.34	02/08/2022	
4912	VIKEN, DAVID	4912-013122	SAFETY BOOTS REIMBURSEM	02/08/2022	18.99	18.99	02/08/2022	
Total 600-60600-340:					165.26	165.26		
600-60605-240								
243	ADS MECHANICAL	26061	WELL 4 HVAC REPAIRS	02/22/2022	665.16	665.16	02/23/2022	
Total 600-60605-240:					665.16	665.16		
600-60620-221								
31	ALLIANT ENERGY/WP&L	31-020822BB	6101720000 - 4720 GASTON CIR	02/08/2022	270.48	270.48	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822FF	7541940000 - 704 MAIN ST WEL	02/08/2022	1,115.32	1,115.32	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822G	1670310000 - 1507 LANDMARK	02/08/2022	2,667.66	2,667.66	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822I	1960850000 - DONNA ST WELL	02/08/2022	1,711.21	1,711.21	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822LL	9829150000 - 1000 DAMASCUS	02/08/2022	66.88	66.88	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822P	31439500000 - HWY N TOWER	02/08/2022	99.50	99.50	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822S	3917900000 - 220 GROVE ST	02/08/2022	23.43	23.43	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020922L	2320700000 - 704 N MAIN ST W	02/08/2022	101.21	101.21	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-022222AA	6101720000 - 4720 GASTON CIR	02/22/2022	268.83	268.83	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222EE	7541940000 - 704 MAIN ST WEL	02/22/2022	1,073.70	1,073.70	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222G	1670310000 - 1507 LANDMARK	02/22/2022	2,676.53	2,676.53	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222I	1960850000 - DONNA ST WELL	02/22/2022	1,735.35	1,735.35	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222K	2320700000 - 704 N MAIN ST W	02/22/2022	116.32	116.32	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222KK	9829150000 - 1000 DAMASCUS	02/22/2022	73.03	73.03	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222O	3143950000 - HWY N TOWER	02/22/2022	99.84	99.84	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222R	3917900000 - 220 GROVE ST	02/22/2022	21.42	21.42	02/23/2022	
Total 600-60620-221:					12,120.71	12,120.71		
600-60630-210								
6373	WI STATE LABORATORY OF HY	704134	WATER TESTING	02/08/2022	116.00	116.00	02/08/2022	
Total 600-60630-210:					116.00	116.00		
600-60630-340								
6121	HAWKINS INC	6106109	WATER TREATMENT CHEMICAL	02/08/2022	775.18	775.18	02/08/2022	
Total 600-60630-340:					775.18	775.18		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-60651-340								
142	GRAINGER	9186045531	THERMOMETER	02/08/2022	38.69	38.69	02/08/2022	
Total 600-60651-340:					38.69	38.69		
600-60902-311								
111	POSTMASTER	111-020822	POSTAGE - WATER & SEWER BI	02/08/2022	92.46	92.46	01/28/2022	
Total 600-60902-311:					92.46	92.46		
600-60902-340								
1463	CORE & MAIN LP	Q297614	SENSUS ANNUAL AMI	02/22/2022	14,205.00	14,205.00	02/23/2022	
594	US CELLULAR	0484888621	AMI AT WATER TOWER	02/08/2022	22.52	22.52	02/08/2022	
Total 600-60902-340:					14,227.52	14,227.52		
600-60920-221								
31	ALLIANT ENERGY/WP&L	31-020822	0420288389 - 230 PROGRESS D	02/08/2022	13.62	13.62	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822A	0470910000 - 240 PROGRESS D	02/08/2022	55.84	55.84	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822AA	5909800000 - 220 PROGRESS D	02/08/2022	66.18	66.18	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822E	1366250000 - 200 PROGRESS D	02/08/2022	203.27	203.27	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822EE	7255110000 - VILLAGE HALL	02/08/2022	122.48	122.48	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822GG	8469260000 - 225 BONNIE RD	02/08/2022	194.78	194.78	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-022222	0420288389 - 230 PROGRESS D	02/22/2022	11.89	11.89	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222A	0470910000 - 240 PROGRESS D	02/22/2022	62.78	62.78	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222DD	7255110000 - VILLAGE HALL	02/22/2022	124.09	124.09	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222E	1366250000 - 200 PROGRESS D	02/22/2022	212.68	212.68	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222FF	8469260000 - 225 BONNIE RD	02/22/2022	248.23	248.23	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222Z	5909800000 - 220 PROGRESS D	02/22/2022	90.10	90.10	02/23/2022	
Total 600-60920-221:					1,405.94	1,405.94		
600-60920-225								
2421	CHARTER COMMUNICATIONS	005419402062	BUSINESS TV @ MUNICIPAL SE	02/22/2022	13.67	13.67	02/23/2022	
2421	CHARTER COMMUNICATIONS	005702301312	BUSINESS TV @ MUNICIPAL SE	02/22/2022	2.91	2.91	02/23/2022	
2421	CHARTER COMMUNICATIONS	005854201102	PHONE AT MUNICIPAL SERVICE	02/08/2022	11.52	11.52	02/08/2022	
198	TDS	1.22.22	MSB PHONE & INTERNET	02/08/2022	51.35	51.35	02/01/2022	
198	TDS	198-020822VH	VILLAGE HALL PHONE AND INT	02/08/2022	83.69	83.69	02/01/2022	
594	US CELLULAR	0487073660	CELL PHONE CHARGES - PUBL	02/08/2022	28.06	28.06	02/08/2022	
594	US CELLULAR	0487073660	GIS/TABLETS	02/08/2022	21.00	21.00	02/08/2022	
Total 600-60920-225:					212.20	212.20		
600-60920-330								
5801	EHLERS	KQNG44PC79	SEMINAR REGISTRATION FEE	02/08/2022	60.00	60.00	02/08/2022	
5224	WISCONSIN DNR	5224-022222	DNR WATER LICNESE TEST FE	02/22/2022	50.00	50.00	02/09/2022	
6458	WISCONSIN RURAL WATER AS	4267	TRAINING CLASS FOR VINCE &	02/08/2022	38.61	38.61	02/08/2022	
Total 600-60920-330:					148.61	148.61		
600-60920-332								
4912	VIKEN, DAVID	4912-021522	MILEAGE TO/FROM CONFEREN	02/22/2022	20.87	20.87	02/23/2022	
Total 600-60920-332:					20.87	20.87		
600-60920-340								
1462	ALSCO	IMIL1766132	MATS AT MUNICIPAL SERVICES	02/08/2022	12.80	12.80	02/08/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1462	ALSCO	IMIL1766133	MATS & UNIFORMS	02/08/2022	15.67	15.67	02/08/2022	
1462	ALSCO	IMIL1766134	MATS AT VILLAGE HALL	02/08/2022	9.11	9.11	02/08/2022	
1462	ALSCO	IMIL1768357	MATS AT MUNICIPAL SERVICES	02/08/2022	12.80	12.80	02/08/2022	
1462	ALSCO	IMIL1768358	MATS & UNIFORMS	02/08/2022	26.14	26.14	02/08/2022	
1462	ALSCO	IMIL1768359	MATS AT VILLAGE HALL	02/08/2022	9.11	9.11	02/08/2022	
1462	ALSCO	IMIL1770623	MATS AT MUNICIPAL SERVICES	02/08/2022	12.80	12.80	02/08/2022	
1462	ALSCO	IMIL1770624	MATS & UNIFORMS	02/08/2022	18.44	18.44	02/08/2022	
1462	ALSCO	IMIL1770625	MATS AT VILLAGE HALL	02/08/2022	9.11	9.11	02/08/2022	
1462	ALSCO	IMIL1772888	MATS AT MUNICIPAL SERVICES	02/22/2022	12.80	12.80	02/23/2022	
1462	ALSCO	IMIL1772889	MATS & UNIFORMS	02/22/2022	18.44	18.44	02/23/2022	
1462	ALSCO	IMIL1772890	MATS AT VILLAGE HALL	02/22/2022	9.11	9.11	02/23/2022	
1462	ALSCO	IMIL1775162	MATS AT MUNICIPAL SERVICES	02/22/2022	12.80	12.80	02/23/2022	
1462	ALSCO	IMIL1775163	MATS & UNIFORMS	02/22/2022	41.64	41.64	02/23/2022	
1462	ALSCO	IMIL1775164	MATS AT VILLAGE HALL	02/22/2022	9.11	9.11	02/23/2022	
2421	CHARTER COMMUNICATIONS	001728202052	MONTHLY BASIC BUSINESS TV	02/22/2022	32.85	32.85	02/23/2022	
2421	CHARTER COMMUNICATIONS	007371502052	MONTHLY PHONE CHARGE - 2/	02/22/2022	29.16	29.16	02/23/2022	
930	COMPUTER MAGIC INC	6348	MONTHLY SERVICE AGREEME	02/08/2022	204.64	204.64	02/08/2022	
930	COMPUTER MAGIC INC	6381	JAN/FEB ADDITIONAL PAYMENT	02/08/2022	230.25	230.25	02/08/2022	
626	DIGGERS HOTLINE INC	210013551PP1	1ST PREPAYMENT 2022 CHARG	02/08/2022	737.23	737.23	02/08/2022	
6762	DRUG&ALCOHOL TESTING 24/7	13718	DRUG TESTING	02/08/2022	13.90	13.90	02/08/2022	
5	GFC LEASING CO	I00711697	LEASE #M168577- 2/20/22 - 3/19	02/08/2022	73.75	73.75	02/08/2022	
2506	PELLITTERI WASTE SYSTEMS	2593471	DATE SHRED	02/08/2022	18.85	18.85	02/08/2022	
12	QUILL CORP	22187968	PAPER TOWELS & TOILET PAP	02/08/2022	25.87	25.87	02/08/2022	
12	QUILL CORP	22189336	GARBAGE BAGS	02/08/2022	12.14	12.14	02/08/2022	
12	QUILL CORP	22805158	OFFICE SUPPLIES	02/22/2022	18.43	18.43	02/23/2022	
12	QUILL CORP	22844791	BELL	02/22/2022	1.24	1.24	02/23/2022	
6807	SJE LLC	CD99422304	SCADA REPAIR	02/22/2022	508.54	508.54	02/23/2022	
198	TDS	198-020822VH	VILLAGE HALL PHONE AND INT	02/08/2022	83.69	83.69	02/01/2022	
4987	TOTAL WATER TREATMENT SY	0960229	BOTTLED WATER - VILLAGE HA	02/08/2022	4.80	4.80	02/08/2022	
Total 600-60920-340:					2,225.22	2,225.22		
600-60923-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1994476	PROFESSIONAL SERVICES - A	02/22/2022	4,019.00	4,019.00	02/23/2022	
6454	HYDROCORP INC	0065426-IN	CROSS CONNECTION CONTRO	02/08/2022	625.00	625.00	02/08/2022	
6791	STRAND ASSOCIATES INC	0179313	MONTHLY REPORTS, MEETING	02/08/2022	1,065.53	1,065.53	02/08/2022	
6791	STRAND ASSOCIATES INC	0179314	UTILITY COMMISSION MEETIN	02/08/2022	266.50	266.50	02/08/2022	
6791	STRAND ASSOCIATES INC	0179315G	CR DEVELOPMENT MEETING	02/08/2022	69.44	69.44	02/08/2022	
6791	STRAND ASSOCIATES INC	0180136	GIS MAPPING	02/22/2022	72.81	72.81	02/23/2022	
6791	STRAND ASSOCIATES INC	0180136	MONTHLY REPORTS AND MEE	02/22/2022	340.19	340.19	02/23/2022	
6791	STRAND ASSOCIATES INC	0180136	VILLAGE CONSTRUCTION SPE	02/22/2022	486.78	486.78	02/23/2022	
6791	STRAND ASSOCIATES INC	0180137	UTILITY MEETING, REPORTS, &	02/22/2022	1,025.65	1,025.65	02/23/2022	
6791	STRAND ASSOCIATES INC	0180138-4	THREE OAKS MEETING	02/22/2022	91.31	91.31	02/23/2022	
Total 600-60923-210:					8,062.21	8,062.21		
600-60933-385								
3	LANDMARK SERVICES COOPE	2220131	PUBLIC WORKS FUEL	02/22/2022	716.66	716.66	02/23/2022	
Total 600-60933-385:					716.66	716.66		
600-60935-340								
2688	ACE HARDWARE OF COTTAGE	2688-020822	SHOP SUPPLIES	02/08/2022	45.13	45.13	02/08/2022	
2688	ACE HARDWARE OF COTTAGE	2688-020822	THERMOMETER	02/08/2022	8.59	8.59	02/08/2022	
33	BADGER WELDING SUPPLIES I	3693075	WELDING SUPPLIES	02/22/2022	2.48	2.48	02/23/2022	
754	BOBCAT OF MADISON INC	01-101185	TOOLCAT REPAIR	02/08/2022	299.38	299.38	02/08/2022	
6480	CINTAS	5094343415	FIRST AID KIT AT MSB	02/22/2022	3.53	3.53	02/23/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6480	CINTAS	5094343463	FIRST AID KIT AT VILLAGE HALL	02/22/2022	7.40	7.40	02/23/2022	
5220	CRYSTAL CLEANERS INC	24299	CLEANING AT MSB	02/08/2022	36.40	36.40	02/08/2022	
5220	CRYSTAL CLEANERS INC	24373	CLEANING AT MSB	02/22/2022	36.40	36.40	02/23/2022	
5223	DIESEL FORWARD	344040	FUEL TREATMENT	02/08/2022	23.93	23.93	02/08/2022	
142	GRAINGER	9177752012	LIGHT BULBS	02/08/2022	1.86	1.86	02/08/2022	
142	GRAINGER	9177752038	LIGHT BULBS	02/08/2022	5.58	5.58	02/08/2022	
142	GRAINGER	9202317484	MSB SUPPLIES	02/22/2022	4.51	4.51	02/23/2022	
142	GRAINGER	9203280384	SHOP SUPPLIES	02/22/2022	4.46	4.46	02/23/2022	
167	NAPA AUTO PARTS	720959	OIL AND AIR FILTERS	02/08/2022	19.13	19.13	02/08/2022	
167	NAPA AUTO PARTS	721702	SHOP SUPPLIES	02/22/2022	4.12	4.12	02/23/2022	
167	NAPA AUTO PARTS	721940	SHOP SUPPLIES	02/22/2022	11.91	11.91	02/23/2022	
4458	O'REILLY AUTO PARTS	4331-385274	SHOP SUPPLIES	02/08/2022	1.77	1.77	02/08/2022	
4458	O'REILLY AUTO PARTS	4331-386353	TRUCK PARTS	02/08/2022	6.23	6.23	02/08/2022	
4458	O'REILLY AUTO PARTS	4331-387091	TRUCK PARTS	02/08/2022	3.60	3.60	02/08/2022	
2813	POMP'S TIRE SERVICE INC	80257644	NEW TIRES 1 TON	02/08/2022	387.72	387.72	02/08/2022	
2813	POMP'S TIRE SERVICE INC	80258547	TIRE REPAIR	02/08/2022	6.51	6.51	02/08/2022	
4447	REINDERS INC	6005892-00	MOWER PARTS	02/08/2022	40.71	40.71	02/08/2022	
Total 600-60935-340:					961.35	961.35		
601-60821-221								
31	ALLIANT ENERGY/WP&L	31-020822HH	9204600000 - COMMERCE PKW	02/08/2022	266.66	266.66	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822J	22225300000 - 4195 VILAS RD L	02/08/2022	43.41	43.41	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822T	4153410000 - 110 S MAIN ST	02/08/2022	1,261.53	1,261.53	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822U	4668230000 - TRILLIUM TRL LIF	02/08/2022	73.67	73.67	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822V	5067730000 - 4195 VILAS RD LIF	02/08/2022	3,115.50	3,115.50	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-022222GG	9204600000 - COMMERCE PKW	02/22/2022	274.70	274.70	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222J	22225300000 - 4195 VILAS RD LO	02/22/2022	45.62	45.62	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222S	4153410000 - 110 S MAIN ST	02/22/2022	1,253.74	1,253.74	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222T	4668230000 - TRILLIUM TRL LIF	02/22/2022	69.70	69.70	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222U	5067730000 - 4195 VILAS RD LIF	02/22/2022	3,142.37	3,142.37	02/23/2022	
Total 601-60821-221:					9,546.90	9,546.90		
601-60822-222								
37	MADISON METRO SEWERAGE	IN000017520	QUARTER 4/2021 - SEWER TRE	02/08/2022	188,418.89	188,418.89	02/08/2022	
Total 601-60822-222:					188,418.89	188,418.89		
601-60827-340								
244	CONNEY SAFETY PRODUCTS	06057016	SAFETY GEAR	02/08/2022	5.73	5.73	02/08/2022	
244	CONNEY SAFETY PRODUCTS	06059002	SAFETY GEAR	02/08/2022	4.00	4.00	02/08/2022	
244	CONNEY SAFETY PRODUCTS	06059239	SAFETY GEAR	02/08/2022	84.33	84.33	02/08/2022	
6762	DRUG&ALCOHOL TESTING 24/7	13718	DRUG TESTING	02/08/2022	13.90	13.90	02/08/2022	
11	SUPERIOR CHEMICAL CORP	320722	WET WELL TREATMENT CHEMI	02/08/2022	1,376.77	1,376.77	02/08/2022	
11	SUPERIOR CHEMICAL CORP	325212	WET WELL TREATMENT CHEMI	02/08/2022	1,112.50	1,112.50	02/08/2022	
4912	VIKEN, DAVID	4912-013122	SAFETY BOOTS REIMBURSEM	02/08/2022	18.99	18.99	02/08/2022	
Total 601-60827-340:					2,616.22	2,616.22		
601-60828-385								
3	LANDMARK SERVICES COOPE	2220131	PUBLIC WORKS FUEL	02/22/2022	716.65	716.65	02/23/2022	
Total 601-60828-385:					716.65	716.65		
601-60831-240								
2186	EXPEDITERS INC, THE	3144	MANHOLE DISHES	02/08/2022	538.25	538.25	02/08/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 601-60831-240:					538.25	538.25		
601-60831-340								
150	USA BLUE BOOK	860435	SEWER TOOLS	02/08/2022	593.96	593.96	02/08/2022	
Total 601-60831-340:					593.96	593.96		
601-60832-340								
6807	SJE LLC	CD99421594	SCADA REPAIR	02/22/2022	236.88	236.88	02/23/2022	
6807	SJE LLC	CD99422304	SCADA REPAIR	02/22/2022	508.54	508.54	02/23/2022	
Total 601-60832-340:					745.42	745.42		
601-60834-340								
2688	ACE HARDWARE OF COTTAGE	2688-020822	SHOP SUPPLIES	02/08/2022	45.12	45.12	02/08/2022	
33	BADGER WELDING SUPPLIES I	3693075	WELDING SUPPLIES	02/22/2022	2.48	2.48	02/23/2022	
754	BOBCAT OF MADISON INC	01-101185	TOOLCAT REPAIR	02/08/2022	299.38	299.38	02/08/2022	
6480	CINTAS	5094343415	FIRST AID KIT AT MSB	02/22/2022	3.53	3.53	02/23/2022	
6480	CINTAS	5094343463	FIRST AID KIT AT VILLAGE HALL	02/22/2022	7.40	7.40	02/23/2022	
5220	CRYSTAL CLEANERS INC	24299	CLEANING AT MSB	02/08/2022	36.40	36.40	02/08/2022	
5220	CRYSTAL CLEANERS INC	24373	CLEANING AT MSB	02/22/2022	36.40	36.40	02/23/2022	
5223	DIESEL FORWARD	344040	FUEL TREATMENT	02/08/2022	23.92	23.92	02/08/2022	
142	GRAINGER	9177752012	LIGHT BULBS	02/08/2022	1.86	1.86	02/08/2022	
142	GRAINGER	9177752038	LIGHT BULBS	02/08/2022	5.58	5.58	02/08/2022	
142	GRAINGER	9202317484	MSB SUPPLIES	02/22/2022	4.51	4.51	02/23/2022	
142	GRAINGER	9203280384	SHOP SUPPLIES	02/22/2022	4.46	4.46	02/23/2022	
167	NAPA AUTO PARTS	720959	OIL AND AIR FILTERS	02/08/2022	19.12	19.12	02/08/2022	
167	NAPA AUTO PARTS	721702	SHOP SUPPLIES	02/22/2022	4.12	4.12	02/23/2022	
167	NAPA AUTO PARTS	721940	SHOP SUPPLIES	02/22/2022	11.91	11.91	02/23/2022	
4458	O'REILLY AUTO PARTS	4331-385274	SHOP SUPPLIES	02/08/2022	1.76	1.76	02/08/2022	
4458	O'REILLY AUTO PARTS	4331-386353	TRUCK PARTS	02/08/2022	6.23	6.23	02/08/2022	
4458	O'REILLY AUTO PARTS	4331-387091	TRUCK PARTS	02/08/2022	3.60	3.60	02/08/2022	
2813	POMP'S TIRE SERVICE INC	80257644	NEW TIRES 1 TON	02/08/2022	387.72	387.72	02/08/2022	
2813	POMP'S TIRE SERVICE INC	80258547	TIRE REPAIR	02/08/2022	6.51	6.51	02/08/2022	
4447	REINDERS INC	6005892-00	MOWER PARTS	02/08/2022	40.71	40.71	02/08/2022	
Total 601-60834-340:					952.72	952.72		
601-60840-311								
111	POSTMASTER	111-020822	POSTAGE - PAST DUE NOTICE	02/08/2022	92.46	92.46	01/28/2022	
Total 601-60840-311:					92.46	92.46		
601-60850-221								
31	ALLIANT ENERGY/WP&L	31-020822	0420288389 - 230 PROGRESS D	02/08/2022	13.62	13.62	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822A	0470910000 - 240 PROGRESS D	02/08/2022	55.84	55.84	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822AA	5909800000 - 220 PROGRESS D	02/08/2022	66.18	66.18	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822E	1366250000 - 200 PROGRESS D	02/08/2022	203.27	203.27	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822EE	7255110000 - VILLAGE HALL	02/08/2022	122.48	122.48	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-020822GG	8469260000 - 225 BONNIE RD	02/08/2022	194.78	194.78	01/31/2022	
31	ALLIANT ENERGY/WP&L	31-022222	0420288389 - 230 PROGRESS D	02/22/2022	11.89	11.89	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222A	0470910000 - 240 PROGRESS D	02/22/2022	62.78	62.78	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222DD	7255110000 - VILLAGE HALL	02/22/2022	124.09	124.09	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222E	1366250000 - 200 PROGRESS D	02/22/2022	212.68	212.68	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222FF	8469260000 - 225 BONNIE RD	02/22/2022	248.23	248.23	02/23/2022	
31	ALLIANT ENERGY/WP&L	31-022222Z	5909800000 - 220 PROGRESS D	02/22/2022	90.10	90.10	02/23/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 601-60850-221:					1,405.94	1,405.94		
601-60850-225								
2421	CHARTER COMMUNICATIONS	005419402062	BUSINESS TV @ MUNICIPAL SE	02/22/2022	13.67	13.67	02/23/2022	
2421	CHARTER COMMUNICATIONS	005702301312	BUSINESS TV @ MUNICIPAL SE	02/22/2022	2.91	2.91	02/23/2022	
2421	CHARTER COMMUNICATIONS	005854201102	PHONE AT MUNICIPAL SERVICE	02/08/2022	11.51	11.51	02/08/2022	
198	TDS	1.22.22	MSB PHONE & INTERNET	02/08/2022	51.34	51.34	02/01/2022	
198	TDS	198-020822VH	VILLAGE HALL PHONE AND INT	02/08/2022	83.69	83.69	02/01/2022	
594	US CELLULAR	0487073660	CELL PHONE CHARGES - PUBL	02/08/2022	28.06	28.06	02/08/2022	
594	US CELLULAR	0487073660	GIS/TABLETS	02/08/2022	21.00	21.00	02/08/2022	
Total 601-60850-225:					212.18	212.18		
601-60850-330								
5801	EHLERS	KQNG44PC79	SEMINAR REGISTRATION FEE	02/08/2022	60.00	60.00	02/08/2022	
6458	WISCONSIN RURAL WATER AS	4267	TRAINING CLASS FOR VINCE &	02/08/2022	38.60	38.60	02/08/2022	
Total 601-60850-330:					98.60	98.60		
601-60850-332								
4912	VIKEN, DAVID	4912-021522	MILEAGE TO/FROM CONFEREN	02/22/2022	20.86	20.86	02/23/2022	
Total 601-60850-332:					20.86	20.86		
601-60850-340								
1462	ALSCO	IMIL1766132	MATS AT MUNICIPAL SERVICES	02/08/2022	12.80	12.80	02/08/2022	
1462	ALSCO	IMIL1766133	MATS & UNIFORMS	02/08/2022	15.67	15.67	02/08/2022	
1462	ALSCO	IMIL1766134	MATS AT VILLAGE HALL	02/08/2022	9.11	9.11	02/08/2022	
1462	ALSCO	IMIL1768357	MATS AT MUNICIPAL SERVICES	02/08/2022	12.80	12.80	02/08/2022	
1462	ALSCO	IMIL1768358	MATS & UNIFORMS	02/08/2022	26.14	26.14	02/08/2022	
1462	ALSCO	IMIL1768359	MATS AT VILLAGE HALL	02/08/2022	9.11	9.11	02/08/2022	
1462	ALSCO	IMIL1770623	MATS AT MUNICIPAL SERVICES	02/08/2022	12.80	12.80	02/08/2022	
1462	ALSCO	IMIL1770624	MATS & UNIFORMS	02/08/2022	18.44	18.44	02/08/2022	
1462	ALSCO	IMIL1770625	MATS AT VILLAGE HALL	02/08/2022	9.11	9.11	02/08/2022	
1462	ALSCO	IMIL1772888	MATS AT MUNICIPAL SERVICES	02/22/2022	12.80	12.80	02/23/2022	
1462	ALSCO	IMIL1772889	MATS & UNIFORMS	02/22/2022	18.44	18.44	02/23/2022	
1462	ALSCO	IMIL1772890	MATS AT VILLAGE HALL	02/22/2022	9.11	9.11	02/23/2022	
1462	ALSCO	IMIL1775162	MATS AT MUNICIPAL SERVICES	02/22/2022	12.80	12.80	02/23/2022	
1462	ALSCO	IMIL1775163	MATS & UNIFORMS	02/22/2022	41.64	41.64	02/23/2022	
1462	ALSCO	IMIL1775164	MATS AT VILLAGE HALL	02/22/2022	9.11	9.11	02/23/2022	
2421	CHARTER COMMUNICATIONS	001728202052	MONTHLY BASIC BUSINESS TV	02/22/2022	32.85	32.85	02/23/2022	
2421	CHARTER COMMUNICATIONS	007371502052	MONTHLY PHONE CHARGE - 2/	02/22/2022	29.16	29.16	02/23/2022	
930	COMPUTER MAGIC INC	6348	MONTHLY SERVICE AGREEME	02/08/2022	204.64	204.64	02/08/2022	
930	COMPUTER MAGIC INC	6381	JAN/FEB ADDITIONAL PAYMENT	02/08/2022	230.25	230.25	02/08/2022	
626	DIGGERS HOTLINE INC	210013551PP1	1ST PREPAYMENT 2022 CHARG	02/08/2022	737.22	737.22	02/08/2022	
5	GFC LEASING CO	I00711697	LEASE #M168577- 2/20/22 - 3/19	02/08/2022	73.75	73.75	02/08/2022	
2506	PELLITTERI WASTE SYSTEMS	2593471	DATE SHRED	02/08/2022	18.85	18.85	02/08/2022	
12	QUILL CORP	22187968	PAPER TOWELS & TOILET PAP	02/08/2022	25.87	25.87	02/08/2022	
12	QUILL CORP	22189336	GARBAGE BAGS	02/08/2022	12.14	12.14	02/08/2022	
12	QUILL CORP	22805158	OFFICE SUPPLIES	02/22/2022	18.43	18.43	02/23/2022	
12	QUILL CORP	22844791	BELL	02/22/2022	1.24	1.24	02/23/2022	
198	TDS	198-020822VH	VILLAGE HALL PHONE AND INT	02/08/2022	83.69	83.69	02/01/2022	
4987	TOTAL WATER TREATMENT SY	0960229	BOTTLED WATER - VILLAGE HA	02/08/2022	4.80	4.80	02/08/2022	
Total 601-60850-340:					1,702.77	1,702.77		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
601-60852-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1994476	PROFESSIONAL SERVICES - A	02/22/2022	4,019.00	4,019.00	02/23/2022	
6791	STRAND ASSOCIATES INC	0179313	MONTHLY REPORTS, MEETING	02/08/2022	1,065.54	1,065.54	02/08/2022	
6791	STRAND ASSOCIATES INC	0179314	UTILITY COMMISSION MEETIN	02/08/2022	266.51	266.51	02/08/2022	
6791	STRAND ASSOCIATES INC	0179315G	CR DEVELOPMENT MEETING	02/08/2022	69.44	69.44	02/08/2022	
6791	STRAND ASSOCIATES INC	0180136	GIS MAPPING	02/22/2022	72.81	72.81	02/23/2022	
6791	STRAND ASSOCIATES INC	0180136	MONTHLY REPORTS AND MEE	02/22/2022	340.19	340.19	02/23/2022	
6791	STRAND ASSOCIATES INC	0180136	VILLAGE CONSTRUCTION SPE	02/22/2022	486.78	486.78	02/23/2022	
6791	STRAND ASSOCIATES INC	0180137	UTILITY MEETING, REPORTS, &	02/22/2022	1,025.65	1,025.65	02/23/2022	
6791	STRAND ASSOCIATES INC	0180138-4	THREE OAKS MEETING	02/22/2022	91.31	91.31	02/23/2022	
Total 601-60852-210:					7,437.23	7,437.23		
Grand Totals:					263,403.09	263,403.09		

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 FEBRUARY 9, 2022**

1. **Call to Order.** The virtual Zoom meeting was called to order by Rogers at 5:00 p.m.
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, Heidi Murphy, Jon Russell and Joanna Williams. Mike Hackel was absent and excused. Staff present were: Public Works Director JJ Larson and Village Engineer Josh Straka.
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. **2022 Street project updates.**
Larson discussed the small portions of the projects along E. Taylor and Clark & Grove St. projects that involve water main installation or replacement.
5. **New Business**
 - a. **Discuss and consider water utility budget.**
Larson presented the budget and referenced the memo in the packet on the costs in 2022 to update the CIP and conduct an updated impact fee study. Larson also discussed the increase in staffing costs due to the planned hiring of a Deputy Director of Public Works. Larson also reiterated the plan to begin the process of a full rate case with the PSC later in 2022. **Motion** by Murphy to approve the water utility budget as presented, seconded by Russell. Motion carried with a unanimous voice vote, 4-0-0.
 - b. **Discuss and consider sewer utility budget.**
Larson presented the budget and referenced the memo in the packet on the costs in 2022 to update the CIP and conduct an updated impact fee study. Larson also discussed the increase in staffing costs due to the planned hiring of a Deputy Director of Public Works. Larson pointed out that the costs for wastewater treatment from Madison Metropolitan Sewerage District did not go up for the first time in years. Motion by Rogers to approve the sewer utility budget as presented, seconded by Williams. Motion carried with a unanimous voice vote, 4-0-0.
6. **Engineer’s Report.**

Shady Grove Subdivision

Sanitary sewer, water main, and storm sewer construction continued through the first part of January until the weather and frost stopped construction. RG Huston Company, Inc. (RG Huston) will continue utility construction late this winter, if weather permits, or early spring 2022.

Authentix Cottage Grove

The Village’s water main and sewer main testing will be completed in January and February 2022 by Integrity Grading and Excavating (IGE). The storm sewer installation along Cottage Grove Road is tentatively planned for spring 2022.

Fifth Addition to Westlawn Estates

Strand continues to work with Homburg Contractors, Inc. (Homburg) on its lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra Circle. Strand anticipates a formal second review in early February 2022. Construction of the water main, sanitary services, and storm sewer continued through the first part of January 2022 until the weather and frost stopped construction. Homburg will continue utility construction late this winter, if weather permits, or early spring 2022.

Quarry Ridge Estates

Quarry Ridge Phase C drawings and a land disturbance permit was reviewed in mid-January with comments sent back to the developer and the developer's engineer. The developer's current schedule is to start construction in March or April 2022, weather permitting.

Development Reviews

Strand attended a meeting with potential developer for the Three Oaks parcels along Ridge Road. The developer will move forward with its due diligence before purchasing the property for residential development. A future regional lift station may be required on this side of the community to serve this and other developments.

Strand attended meetings with the developer's engineer for Project Silver Eagle and other TID #10 developments. Some of the main topics discussed include utility extension, traffic generation, and stormwater control.

Upcoming Village Utility Projects

Strand met with JJ in early January to discuss a preliminary layout for the water main along Taylor Street. The water main will be replaced from Main Street to Forreston Drive to replace an older undersized water main. Bidding for the project will occur in March 2022. Construction is anticipated to begin in May 2022.

7. Director's Report

Project Update

MSA finished and Strand reviewed plans for the Clark & Grove Street Improvements. This project involves adding a loop to the water main the rest of the way through Bakken Park to Grove Street and connected into existing water on Clark.

Strand is finalizing plans for E. Taylor/Ridge Rd. construction. This project involves the replacement of asbestos cement water main on part of E. Taylor.

Office Hours Change

For years the posted office hours of the Public Works & Utilities Department have been 7:30am to 3:30pm. Given our lean staff levels Village-wide, we changed the posted hours to align with the Parks & Rec Department in our building as well as Village Hall. This will provide coverage across the phones and in-person visits when staff is unavailable. As of Monday, January 31st Department hours are 8:00am – 4:00pm Monday through Friday. Department field staff will still keep their hours (6:30am – 2:30pm).

Staffing Updates

Public Works Technician

With Jake's departure, we were fortunate that we had a great "runner up candidate" from our last hiring process for the Public Works Technician position only a few months ago. Officer Vince Jeffords,

member of the Cottage Grove Police Department since 1999, became our newest Public Works Technician on January 10th.

Obviously, Vince brings a wealth of experience in public service and Village-specific knowledge. More importantly than that, we are confident he will be a great fit with our close-knit, small team. Every one of our staff knows Vince well and has worked side-by-side with him in different situations through the years.

While he will still have to earn his Class B CDL, Vince already has his Class C, and he has passed the written exam portion of the Class B so he's well on his way. He will be required to earn his DNR Water Certification in Groundwater and Distribution in the coming year.

We are incredibly fortunate to have such a dedicated public servant who recognizes they want a change in career, but still looking to work in service to the citizens of Cottage Grove. I am very optimistic about the future of our Department and the part Vince will play in that future.

Deputy Director of Public Works & Utilities

The position description for the new Public Works Position is complete, after consultation with experts in municipal recruitment we changed the title to Deputy Director of Public Works & Utilities. The Village is utilizing GovHR for assistance with the candidate recruitment and the process will kick off later this week. I hope to have the position filled by late April – mid-May.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Russell, to approve payment of the vouchers in the amount of \$70,574.46. Motion carried by a unanimous voice vote of 4-0-0.

9. Approve the minutes of the December 8, 2021, meeting.

Motion by Williams, seconded by Murphy, to approve the minutes from the December 8, 2021, meeting as presented. Motion carried by a unanimous voice vote of 4-0-0.

10. Set next meeting date. The next meeting of the Utility Commission will be held on Wednesday, March 9, 2022, at 5:00 p.m.

11. Future agenda items.

- PFAs testing
- System capacity north of I-94

12. Adjournment.

Motion by Russell, seconded by Williams, to adjourn at 5:32 pm. Motion carried with a unanimous voice vote of 4-0-0.

Respectfully submitted by JJ Larson, Director of Public Works/Deputy Administrator

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.