

**VILLAGE OF COTTAGE GROVE
MEETING**

NOTICE OF PUBLIC

UTILITY COMMISSION

Wednesday, April 14, 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. Update on Utility Technician position.
6. Engineer's Report.

Documents:

[ENGINEER REPORT_APRIL 2021.PDF](#)

7. Director's Report.

Documents:

[DIRECTOR REPORT_APRIL 2021.PDF](#)

8. Approve Vouchers For Payment.

Documents:

[3.5.2021 TO 4.8.2021 VOUCHERS FOR PAYMENT.PDF](#)

9. Approve The Minutes Of The March 10, 2021 Utility Commission Meeting.

Documents:

[UTILITY COMMISSION MINUTES 3.10.21.PDF](#)

10. Set Date For Next Meeting.
11. Future Agenda Items.
12. Adjournment.

Notice:

1. Persons needing special accommodations should call 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.

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS
klord@msa-ps.com

DATE: April 2021 Report

GLACIAL DRUMLIN PATH/CLARK STREET – MSA has received approval to bid this project. We are planning to advertise on April 15th and 22nd with a bid opening of May 7th. 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 – Utilities have been installed and tested for Phase 2. Roadwork will continue when the weather allows.

ATWELL SUITES HOTEL CTH TT – Utilities have been installed and tested along the proposed entrance drive from CTH TT. Roadwork will continue when the weather allows.

COTTAGE GROVE COMMONS PHASE 2 – Site utility work is in progress. The mainline water and sewer is completed and services are being installed. Storm sewer is under construction. Utilities have been taking some additional time with rock excavation.

QUARRY RIDGE ESTATES PHASE B – Utility work is to begin this week on the Phase B portion of the project and MSA will be inspecting the public improvements.

VILAS ROAD UTILITIES – MSA started reviewing the cost estimates for extending utilities (water and sanitary sewer) along Vilas Road to serve proposed properties to the west side of Vilas Road. The Village has had further discussions with respect to the extension.

DEVELOPMENT REVIEWS – MSA is reviewing developments looking to continue. MSA is reviewing the plans of the Continental Development and Grand Appliance as submitted.



Village of Cottage Grove

Department of Public Works Director's Monthly Report to the Utility Commission April 14th, 2021

Well 2 maintenance

- Plan to update the specs and get bidding documents prepared to pull, inspect and maintain Well #2 later this summer.
- Can be very flexible with timing, only limits are during flushing in spring & fall.

AMI cost reporting

- Submitted final costs to the PSC docket.
- Reached out & as of this writing, still waiting to hear from PSC if project can be considered closed.

Spring Flushing

- Flushing will begin in mid-April and continue into early May.

Additional Utility position

- Position was posted widely, and application deadline extended through April 2nd.
- Only received one applicant; plan to re-evaluate the position description and reach out to area communities for comps.

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	N785925	WATER METERS	03/16/2021	2,340.00	2,340.00	03/16/2021	
1463	CORE & MAIN LP	N800286	WATER METERS	03/16/2021	2,130.00	2,130.00	03/16/2021	
1463	CORE & MAIN LP	N813182	WATER METERS	03/16/2021	680.00	680.00	03/16/2021	
Total 600-34600:					5,150.00	5,150.00		
600-37300								
754	BOBCAT OF MADISON INC	32299	BOBCAT ANNUAL TRADE-IN	03/16/2021	560.95	560.95	03/16/2021	
Total 600-37300:					560.95	560.95		
600-60620-221								
31	ALLIANT ENERGY/WP&L	31-040621AA	610720000 - GASTON CIRCLE W	04/06/2021	220.17	220.17	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621EE	7541940000 - 704 N MAIN ST W	04/06/2021	896.98	896.98	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621H	1670310000 - 1507 LANDMARK	04/06/2021	2,375.57	2,375.57	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621J	1960850000 - DONNA ST WELL	04/06/2021	1,644.69	1,644.69	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621KK	9829150000 - 1000 DAMASCUS	04/06/2021	65.12	65.12	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621L	2320700000 - 704 N MAIN ST W	04/06/2021	71.93	71.93	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621O	3143950000 - HWY N TOWER	04/06/2021	84.25	84.25	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621R	391790000 - 220 GROVE ST	04/06/2021	20.52	20.52	03/24/2021	
Total 600-60620-221:					5,379.23	5,379.23		
600-60630-210								
150	USA BLUE BOOK	544914	TESTING SUPPLIES	04/06/2021	67.80	67.80	04/06/2021	
6373	WI STATE LABORATORY OF HY	667877	WATER TESTING	03/16/2021	206.00	206.00	03/16/2021	
Total 600-60630-210:					273.80	273.80		
600-60630-340								
6121	HAWKINS INC	4900026	WATER TREATMENT CHEMICAL	04/06/2021	631.52	631.52	04/06/2021	
Total 600-60630-340:					631.52	631.52		
600-60652-340								
1463	CORE & MAIN LP	N886230	MARKING PAINT	04/06/2021	192.00	192.00	04/06/2021	
150	USA BLUE BOOK	544914	MARKING POSTS	04/06/2021	360.64	360.64	04/06/2021	
1953	USELMAN PLUMBING LLC	2480	REPIPE METER HORN	04/06/2021	272.00	272.00	04/06/2021	
Total 600-60652-340:					824.64	824.64		
600-60902-310								
933	LITHO SPECIALISTS	ls31187	WATER & SEWER UTILITY BILL	04/06/2021	246.88	246.88	04/06/2021	
Total 600-60902-310:					246.88	246.88		
600-60902-311								
111	POSTMASTER	111-040621	POSTAGE - 1ST QTR WATER &	04/06/2021	350.58	350.58	03/31/2021	
6410	QUADIENT	58273835	METER RENTAL	03/16/2021	11.36	11.36	03/16/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60902-311:					361.94	361.94		
600-60902-340								
594	US CELLULAR	428075632	AMI AT WATER TOWER	04/06/2021	22.52	22.52	04/06/2021	
Total 600-60902-340:					22.52	22.52		
600-60920-221								
31	ALLIANT ENERGY/WP&L	31-040621	0420288389 - 230 PROGRESS D	04/06/2021	17.66	17.66	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621A	0470910000 - 240 PROGRESS D	04/06/2021	31.36	31.36	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621DD	7255110000 - 221 E COTTAGE G	04/06/2021	94.32	94.32	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621F	1366250000 - 200 PROGRESS D	04/06/2021	148.01	148.01	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621FF	8469260000 - 225 BONNIE RD	04/06/2021	185.91	185.91	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621Z	5909800000 - 220 PROGRESS D	04/06/2021	45.52	45.52	03/24/2021	
Total 600-60920-221:					522.78	522.78		
600-60920-225								
2421	CHARTER COMMUNICATIONS	005419403062	INTERNET AND TV AT MUNICIP	03/16/2021	14.03	14.03	03/16/2021	
2421	CHARTER COMMUNICATIONS	005702303012	BUSINESS TV @ MUNICIPAL SE	03/16/2021	2.91	2.91	03/16/2021	
2421	CHARTER COMMUNICATIONS	58542031021	PHONE AT MUNICIPAL SERVICE	04/06/2021	15.58	15.58	04/06/2021	
3912	FRONTIER	3912-040621V	608-839-4698 VILLAGE HALL FA	04/06/2021	14.56	14.56	03/24/2021	
594	US CELLULAR	0424608163	CELL PHONE CHARGES - PUBL	03/16/2021	34.85	34.85	03/16/2021	
594	US CELLULAR	0424608163	GIS/SCADA	03/16/2021	29.89	29.89	03/16/2021	
Total 600-60920-225:					111.82	111.82		
600-60920-240								
5653	ENVIRONMENTAL SYSTEMS RE	93992495	ANNUAL GIS	03/16/2021	390.00	390.00	03/16/2021	
Total 600-60920-240:					390.00	390.00		
600-60920-340								
2972	ALERE TOXICOLOGY SERVICE	L278640	EMPLOYEE RANDOM DRUG SC	04/06/2021	13.19	13.19	04/06/2021	
1462	ALSCO	IMIL1663819	MATS AT MUNICIPAL SERVICES	03/16/2021	11.22	11.22	03/16/2021	
1462	ALSCO	IMIL1663820	MATS & UNIFORMS	03/16/2021	14.95	14.95	03/16/2021	
1462	ALSCO	IMIL1663821	MATS AT VILLAGE HALL	03/16/2021	8.15	8.15	03/16/2021	
1462	ALSCO	IMIL1666121	MATS AT MUNICIPAL SERVICES	03/16/2021	11.22	11.22	03/16/2021	
1462	ALSCO	IMIL1666122	MATS & UNIFORMS	03/16/2021	14.95	14.95	03/16/2021	
1462	ALSCO	IMIL1666123	MATS AT VILLAGE HALL	03/16/2021	8.15	8.15	03/16/2021	
1462	ALSCO	IMIL1668435	MATS AT MUNICIPAL SERVICES	04/06/2021	11.22	11.22	04/06/2021	
1462	ALSCO	IMIL1668436	MATS & UNIFORMS	04/06/2021	14.95	14.95	04/06/2021	
1462	ALSCO	IMIL1668437	MATS AT VILLAGE HALL	04/06/2021	8.15	8.15	04/06/2021	
1462	ALSCO	IMIL1670719	MATS AT MUNICIPAL SERVICES	04/06/2021	11.22	11.22	04/06/2021	
1462	ALSCO	IMIL1670720	MATS & UNIFORMS	04/06/2021	14.95	14.95	04/06/2021	
1462	ALSCO	IMIL1670721	MATS AT VILLAGE HALL	04/06/2021	8.15	8.15	04/06/2021	
6540	APG MEDIA OF WISCONSIN LL	25602-0221	PARK AND REC SPRING 2021 G	04/06/2021	73.60	73.60	04/06/2021	
2421	CHARTER COMMUNICATIONS	17282030521	MONTHLY BASIC BUSINESS TV	03/16/2021	33.67	33.67	03/16/2021	
2421	CHARTER COMMUNICATIONS	73715030521	MONTHLY PHONE CHARGE - 3/	03/16/2021	29.84	29.84	03/16/2021	
930	COMPUTER MAGIC INC	5629	SERVICE AGREEMENT - COTTA	03/16/2021	165.94	165.94	03/16/2021	
930	COMPUTER MAGIC INC	5666	SERVICE AGREEMENT - OFFIC	04/06/2021	47.28	47.28	04/06/2021	
5	GFC LEASING CO	I00642771	LEASE #M107469 & M111367 - 3/	03/16/2021	55.25	55.25	03/16/2021	
212	GORDON FLESCH CO	IN13264453	CONTRACT COPY CHARGES -	04/06/2021	14.56	14.56	04/06/2021	
4987	TOTAL WATER TREATMENT SY	0905250	BOTTLED WATER - FEBRUARY	03/16/2021	3.22	3.22	03/16/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60920-340:					573.83	573.83		
600-60923-210								
6454	HYDROCORP	0060952-IN	CROSS CONNECTION CONTRO	04/06/2021	1,147.00	1,147.00	04/06/2021	
Total 600-60923-210:					1,147.00	1,147.00		
600-60924-510								
1062	BAER INSURANCE SERVICES L	4467	LIABILITY - 2ND QTR 2021	03/16/2021	2,628.80	2,628.80	03/16/2021	
4312	CNA SURETY	61323280	BOND FOR VILLAGE TREASUR	03/16/2021	20.00	20.00	03/16/2021	
Total 600-60924-510:					2,648.80	2,648.80		
600-60925-511								
1062	BAER INSURANCE SERVICES L	4467	WORKERS COMP - 2ND QTR 20	03/16/2021	1,298.12	1,298.12	03/16/2021	
Total 600-60925-511:					1,298.12	1,298.12		
600-60933-380								
5223	DIESEL FORWARD	SRI - 013418	VACTOR ANNUAL MAINT/INSPE	03/16/2021	174.14	174.14	03/16/2021	
5805	ENVIROTECH EQUIPMENT CO	21-0015472-1	SWEEPER MAINTENANCE	04/06/2021	63.81	63.81	04/06/2021	
Total 600-60933-380:					237.95	237.95		
600-60933-385								
3	LANDMARK SERVICES COOPE	2210228	FEBRUARY FUEL	03/16/2021	680.01	680.01	03/16/2021	
Total 600-60933-385:					680.01	680.01		
600-60935-340								
2688	ACE HARDWARE OF COTTAGE	2688-040621	SHOP SUPPLIES	04/06/2021	19.60	19.60	04/06/2021	
33	BADGER WELDING SUPPLIES I	3637070	WELDING SUPPLIES	03/16/2021	1.12	1.12	03/16/2021	
2	BURKE TRUCK & EQUIPMENT	28274	PLOW TRUCK REPAIR	03/16/2021	116.00	116.00	03/16/2021	
2	BURKE TRUCK & EQUIPMENT	28304	PLOW PARTS	04/06/2021	136.14	136.14	04/06/2021	
6480	CINTAS	5054496629	FIRST AID KIT AT MSB	03/16/2021	3.69	3.69	03/16/2021	
5220	CRYSTAL CLEANERS INC	23288	CLEANING AT MSB	03/16/2021	36.40	36.40	03/16/2021	
3912	FRONTIER	3912-031621P	608-839-1603 FAX & SCADA SY	03/16/2021	58.33	58.33	03/16/2021	
4458	O'REILLY AUTO PARTS	4331-359095	SHOP SUPPLIES	03/16/2021	6.79	6.79	03/16/2021	
4458	O'REILLY AUTO PARTS	4331-359099	SHOP SUPPLIES	03/16/2021	3.75	3.75	03/16/2021	
4458	O'REILLY AUTO PARTS	4331-360830	WIPERS	04/06/2021	5.87	5.87	04/06/2021	
5711	OVERHEAD DOOR COMPANY	26287	MSB GARAGE DOOR REPAIR	03/16/2021	61.13	61.13	03/16/2021	
11	SUPERIOR CHEMICAL CORP	294447	SHOP SUPPLIES	03/16/2021	49.92	49.92	03/16/2021	
2665	ZARNOTH BRUSH WORKS INC	0183782-IN	STREET SWEEPER BRUSHES (04/06/2021	161.60	161.60	04/06/2021	
Total 600-60935-340:					660.34	660.34		
601-37300								
754	BOBCAT OF MADISON INC	32299	BOBCAT ANNUAL TRADE-IN	03/16/2021	560.94	560.94	03/16/2021	
Total 601-37300:					560.94	560.94		
601-60821-221								
31	ALLIANT ENERGY/WP&L	31-040621GG	9204600000 - COMMERCE PKW	04/06/2021	230.12	230.12	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621K	2222530000 - 4195 VILAS RD LO	04/06/2021	42.41	42.41	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621S	4153410000 - 110 S MAIN ST LIF	04/06/2021	1,022.69	1,022.69	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621T	4668230000 - TRILLIUM TRL LIF	04/06/2021	62.16	62.16	03/24/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
31	ALLIANT ENERGY/WP&L	31-040621U	5067730000 - 4195 VILAS RD LIF	04/06/2021	2,466.13	2,466.13	03/24/2021	
Total 601-60821-221:					3,823.51	3,823.51		
601-60827-340								
11	SUPERIOR CHEMICAL CORP	294447	WET WELL TREATMENT CHEMI	03/16/2021	1,028.76	1,028.76	03/16/2021	
11	SUPERIOR CHEMICAL CORP	295833	SANITARY ROOT TREATMENT	04/06/2021	147.09	147.09	04/06/2021	
Total 601-60827-340:					1,175.85	1,175.85		
601-60828-380								
5223	DIESEL FORWARD	SRI - 013418	VACTOR ANNUAL MAINT/INSPE	03/16/2021	174.13	174.13	03/16/2021	
5805	ENVIROTECH EQUIPMENT CO	21-0015472-1	SWEEPER MAINTENANCE	04/06/2021	63.81	63.81	04/06/2021	
Total 601-60828-380:					237.94	237.94		
601-60828-385								
3	LANDMARK SERVICES COOPE	2210228	FEBRUARY FUEL	03/16/2021	680.01	680.01	03/16/2021	
Total 601-60828-385:					680.01	680.01		
601-60831-340								
1463	CORE & MAIN LP	N886230	MARKING PAINT	04/06/2021	192.00	192.00	04/06/2021	
1463	CORE & MAIN LP	N886246	MARKING FLAGS	04/06/2021	175.96	175.96	04/06/2021	
Total 601-60831-340:					367.96	367.96		
601-60832-340								
3950	CUMMINS SALES AND SERVICE	F6-3029	SOUTH MAIN GENERATOR REP	04/06/2021	4,776.74	4,776.74	04/06/2021	
3912	FRONTIER	3912-031621P	608-839-1603 FAX & SCADA SY	03/16/2021	58.33	58.33	03/16/2021	
Total 601-60832-340:					4,835.07	4,835.07		
601-60834-340								
2688	ACE HARDWARE OF COTTAGE	2688-040621	SHOP SUPPLIES	04/06/2021	19.59	19.59	04/06/2021	
33	BADGER WELDING SUPPLIES I	3637070	WELDING SUPPLIES	03/16/2021	1.12	1.12	03/16/2021	
2	BURKE TRUCK & EQUIPMENT	28274	PLOW TRUCK REPAIR	03/16/2021	116.00	116.00	03/16/2021	
2	BURKE TRUCK & EQUIPMENT	28304	PLOW PARTS	04/06/2021	136.15	136.15	04/06/2021	
6480	CINTAS	5054496629	FIRST AID KIT AT MSB	03/16/2021	3.68	3.68	03/16/2021	
5220	CRYSTAL CLEANERS INC	23288	CLEANING AT MSB	03/16/2021	36.40	36.40	03/16/2021	
4458	O'REILLY AUTO PARTS	4331-359095	SHOP SUPPLIES	03/16/2021	6.80	6.80	03/16/2021	
4458	O'REILLY AUTO PARTS	4331-359099	SHOP SUPPLIES	03/16/2021	3.75	3.75	03/16/2021	
4458	O'REILLY AUTO PARTS	4331-360830	WIPERS	04/06/2021	5.87	5.87	04/06/2021	
5711	OVERHEAD DOOR COMPANY	26287	MSB GARAGE DOOR REPAIR	03/16/2021	61.12	61.12	03/16/2021	
11	SUPERIOR CHEMICAL CORP	294447	SHOP SUPPLIES	03/16/2021	49.92	49.92	03/16/2021	
2665	ZARNOTH BRUSH WORKS INC	0183782-IN	STREET SWEEPER BRUSHES (04/06/2021	161.60	161.60	04/06/2021	
Total 601-60834-340:					602.00	602.00		
601-60840-310								
933	LITHO SPECIALISTS	ls31187	WATER & SEWER UTILITY BILL	04/06/2021	246.87	246.87	04/06/2021	
Total 601-60840-310:					246.87	246.87		
601-60840-311								
111	POSTMASTER	111-040621	POSTAGE - 1ST QTR WATER &	04/06/2021	350.57	350.57	03/31/2021	
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601-60840-340								
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601-60850-221								
31	ALLIANT ENERGY/WP&L	31-040621	0420288389 - 230 PROGRESS D	04/06/2021	17.66	17.66	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621A	0470910000 - 240 PROGRESS D	04/06/2021	31.36	31.36	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621DD	7255110000 - 221 E COTTAGE G	04/06/2021	94.32	94.32	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621F	1366250000 - 200 PROGRESS D	04/06/2021	148.01	148.01	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621FF	8469260000 - 225 BONNIE RD	04/06/2021	185.91	185.91	03/24/2021	
31	ALLIANT ENERGY/WP&L	31-040621Z	5909800000 - 220 PROGRESS D	04/06/2021	45.52	45.52	03/24/2021	
Total 601-60850-221:					522.78	522.78		
601-60850-225								
2421	CHARTER COMMUNICATIONS	005419403062	INTERNET AND TV AT MUNICIP	03/16/2021	14.02	14.02	03/16/2021	
2421	CHARTER COMMUNICATIONS	005702303012	BUSINESS TV @ MUNICIPAL SE	03/16/2021	2.91	2.91	03/16/2021	
2421	CHARTER COMMUNICATIONS	58542031021	PHONE AT MUNICIPAL SERVICE	04/06/2021	15.58	15.58	04/06/2021	
3912	FRONTIER	3912-040621V	608-839-4698 VILLAGE HALL FA	04/06/2021	14.56	14.56	03/24/2021	
594	US CELLULAR	0424608163	CELL PHONE CHARGES - PUBL	03/16/2021	34.85	34.85	03/16/2021	
594	US CELLULAR	0424608163	GIS/SCADA	03/16/2021	29.89	29.89	03/16/2021	
Total 601-60850-225:					111.81	111.81		
601-60850-240								
5653	ENVIRONMENTAL SYSTEMS RE	93992495	ANNUAL GIS	03/16/2021	390.00	390.00	03/16/2021	
Total 601-60850-240:					390.00	390.00		
601-60850-340								
1462	ALSCO	IMIL1663819	MATS AT MUNICIPAL SERVICES	03/16/2021	11.22	11.22	03/16/2021	
1462	ALSCO	IMIL1663820	MATS & UNIFORMS	03/16/2021	14.95	14.95	03/16/2021	
1462	ALSCO	IMIL1663821	MATS AT VILLAGE HALL	03/16/2021	8.15	8.15	03/16/2021	
1462	ALSCO	IMIL1666121	MATS AT MUNICIPAL SERVICES	03/16/2021	11.22	11.22	03/16/2021	
1462	ALSCO	IMIL1666122	MATS & UNIFORMS	03/16/2021	14.95	14.95	03/16/2021	
1462	ALSCO	IMIL1666123	MATS AT VILLAGE HALL	03/16/2021	8.15	8.15	03/16/2021	
1462	ALSCO	IMIL1668435	MATS AT MUNICIPAL SERVICES	04/06/2021	11.22	11.22	04/06/2021	
1462	ALSCO	IMIL1668436	MATS & UNIFORMS	04/06/2021	14.95	14.95	04/06/2021	
1462	ALSCO	IMIL1668437	MATS AT VILLAGE HALL	04/06/2021	8.15	8.15	04/06/2021	
1462	ALSCO	IMIL1670719	MATS AT MUNICIPAL SERVICES	04/06/2021	11.22	11.22	04/06/2021	
1462	ALSCO	IMIL1670720	MATS & UNIFORMS	04/06/2021	14.95	14.95	04/06/2021	
1462	ALSCO	IMIL1670721	MATS AT VILLAGE HALL	04/06/2021	8.15	8.15	04/06/2021	
6540	APG MEDIA OF WISCONSIN LL	25602-0221	PARK AND REC SPRING 2021 G	04/06/2021	73.60	73.60	04/06/2021	
2421	CHARTER COMMUNICATIONS	17282030521	MONTHLY BASIC BUSINESS TV	03/16/2021	33.67	33.67	03/16/2021	
2421	CHARTER COMMUNICATIONS	73715030521	MONTHLY PHONE CHARGE - 3/	03/16/2021	29.84	29.84	03/16/2021	
930	COMPUTER MAGIC INC	5629	SERVICE AGREEMENT - COTTA	03/16/2021	165.94	165.94	03/16/2021	
930	COMPUTER MAGIC INC	5666	SERVICE AGREEMENT - OFFIC	04/06/2021	47.28	47.28	04/06/2021	
5	GFC LEASING CO	I00642771	LEASE #M107469 & M111367 - 3/	03/16/2021	55.25	55.25	03/16/2021	
212	GORDON FLESCH CO	IN13264453	CONTRACT COPY CHARGES -	04/06/2021	14.56	14.56	04/06/2021	
4987	TOTAL WATER TREATMENT SY	0905250	BOTTLED WATER - FEBRUARY	03/16/2021	3.22	3.22	03/16/2021	
Total 601-60850-340:					560.64	560.64		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
601-60853-510								
1062	BAER INSURANCE SERVICES L	4467	LIABILITY - 2ND QTR 2021	03/16/2021	2,628.80	2,628.80	03/16/2021	
4312	CNA SURETY	61323280	BOND FOR VILLAGE TREASUR	03/16/2021	20.00	20.00	03/16/2021	
Total 601-60853-510:					2,648.80	2,648.80		
601-60853-511								
1062	BAER INSURANCE SERVICES L	4467	WORKERS COMP - 2ND QTR 20	03/16/2021	1,072.04	1,072.04	03/16/2021	
Total 601-60853-511:					1,072.04	1,072.04		
Grand Totals:					39,933.47	39,933.47		

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 MARCH 10, 2021**

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), Mike Hackel, Heidi Murphy, Jon Russell and Joanna Williams. Staff present were: Administrator Matt Giese, Public Works Director JJ Larson, Village Engineer Kevin Lord, Village Planner Erin Ruth and Utility Clerk Kristen Krause. Also present was one (1) member of the public.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**
None.
4. **Old Business**
 - a. **Update on Well #3 maintenance.**
The well is back in service and all that is left is the confirmation and maintenance on the back-up engine.
 - b. **Update sustainability programs.**
Larson and Murphy announced that next week the rain barrel program website will go live. Village residents will be able to purchase up to two (2) subsidized rain barrels for \$50/each. Any additional barrels for residents will be \$75/each and non-residents will also be able to purchase the barrels for \$75/each. The order deadline is June 6 and pick-up will be June 12. The Village will be invoiced for \$25/each for the subsidized barrels sold. The Sustainability Committee is also recommending that the Village Board preliminarily earmark some funds for solar panels for the Municipal Services Building in next year’s budget. Murphy explained that the Village will be putting together an application for a grant for solar panels through Solar For Good that would cover up to \$10,000 or 20% of the project cost, whichever is greater.
5. **New Business**
 - a. **Discuss potential water and sewer extension along Vilas Road.**
Larson reported that Baker Tilly confirmed the account balances for the water and sewer impact fee funds and also confirmed that these funds are unrestricted. Larson provided two possible versions of funding for funding this project. Ruth presented the preliminary plans from the developer and explained that they are seeking assistance from the Village to run water and sewer service to their proposed development. Lord explained that the depth of the sewer for this area is 25-30’ deep and that Vilas Road would need to be rebuilt as part of this project. The extension in service that the developer is looking for is approximately 1,600’. Committee members voiced concerns over dewatering costs given the location of the proposed development, a guarantee if the development does not move forward, what other areas would be served by this extension, having the developer invest more in the project and relying less on the Utility/taxpayers, keeping the impact fee funds at a reasonable level and if we are setting a precedence for future developments. Giese explained that the Utility needs to have a cost-benefit analysis done. He also stated that the

developer is willing to discuss a development guarantee. The property owner will also be incentivized to sell the land to the developer to get the project completed since they will be paying a portion of the project to run the water and sewer extension. Giese will share the committee's comments/concerns with the landowner and developer. The committee will continue to discuss this item at next month's meeting. No formal action was taken.

b. Security update and information.

Larson spoke briefly about the recent hack of a Florida utility and explained that the Village does not have a digital or automated chemical feed to the water supply. All chemicals in the Village are adjusted manually. He noted that there are alarms and protocols set up for water level monitoring. Larson also stated that he will soon be working on a vulnerability assessment that is required by the EPA, as well as an emergency response plan.

6. Engineer's Report.

Glacial Drumlin Path/Clark Street – MSA has submitted plans to WisDOT on the grant portion of the plans for the Glacial Drumlin Path. Easements are being secured prior to WisDOT authoring the bidding of the project. 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 – Utilities have been installed and tested for Phase 2. Roadwork will continue when the weather allows.

Atwell Suites Hotel CTH TT – Utilities have been installed and tested along the proposed entrance drive from CTH TT. Roadwork will continue when the weather allows.

Cottage Grove Commons Phase 2 – Site utility work just started to continue with additional public improvements. The Contractor graded the site closer to proposed conditions prior to completing the utility work and did not work during the cold stretch.

Quarry Ridge Estates Phase B – Utility work began again for sanitary laterals to be installed from the first phase of construction. The Village and Developer are working through items with respect to surety and the Koch Pipeline prior to starting Phase B.

Vilas Road Utilities – MSA started reviewing the cost estimates for extending utilities (water & sanitary sewer) along Vilas Road to serve proposed properties to the west side of Vilas Road.

Development Reviews – MSA is reviewing developments looking to continue. MSA is reviewing the plans of Glen Grove Apartments, Highland Village and Shady Grove as submitted.

7. Director's Report

Well 3 Maintenance

Work on Well #3 is mostly complete. The only outstanding item is to run the backup engine. Municipal Well & Pump has us on their schedule with their mechanic to complete this soon.

Well 2 Maintenance

The Village plans to update the specs and get bidding documents prepared to pull, inspect and maintain Well #2 later this summer. Larson noted that there is flexibility in the timing of this inspection/maintenance, with the only limits being during the spring and fall hydrant flushing periods.

AMI Cost Reporting

Final costs have been submitted to the PSC docket. As of this writing, the Village has not yet received a response/confirmation of project closure or acceptance.

Spring Flushing

Spring hydrant flushing will begin mid-April and run through early May.

Additional Utility position

The position was posted widely and closes on March 19th.

Potential water/sewer extension along Vilas Road

There was a preliminary meeting with landowners to discuss the potential project which would bring water/sewer mains along Vilas Road to the south.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$285,250.15. Motion carried by a unanimous voice vote of 5-0-0.

9. Approve the minutes of the January 13, 2021 meeting.

Motion by Murphy, seconded by Williams, to approve the minutes from the January 13, 2021 meeting as presented. 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, April 14, 2021 at 5:00 p.m.

11. Future agenda items.

- Potential Vilas Road water & sewer extension project.

12. Adjournment.

Motion by Murphy, seconded by Williams, to adjourn at 5:38 pm.

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.