



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Utility Commission
Wednesday, May 10, 2023
5:00 p.m.

This meeting will take place as a hybrid meeting both virtually via Zoom and in person at the Village Hall located at 221 E. Cottage Grove Road. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/83051547944?pwd=a1Q2S3gwdlh3bEZrTDYvKzY3bUNXZz09>. You can also join via phone by dialing 1-312-626-6799 and use Meeting ID **830 5154 7944** #. When asked for your Participant ID, just press #, when asked for the Passcode enter **221**. You may also choose to participate by providing public comment prior to the meeting via email to the Director of Public Works, Brian Peterson at bpeterson@villageofcottagegrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

AGENDA

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. Discuss and consider valve exerciser/sewer cleaner purchase.

Documents:

[VALVE EXERCISER, SEWER CLEANER MEMO.PDF](#)

5. New Business
 - a. Discuss meter at church on North Main Street.
6. Engineer's Report

Documents:

[ENGINEER REPORT MAY 2023.PDF](#)

7. Director's Report

8. Approve Vouchers For Payment.

Documents:

[VOUCHERS FOR PAYMENT 4.7.23 TO 5.4.23.PDF](#)

9. Approve The Minutes Of The April 12, 2023 Utility Commission Meeting.

Documents:

[UTILITY COMMISSION MINUTES 4.12.23.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.



Staff Memo

Meeting Date: May 10, 2023

Memo Date: May 3, 2023
To: Utility Commission
From: Brian Peterson Director of Public Works/ Utilities
Jon Bublitz, Utility Superintendent
Subject: Valve Turner/ Manhole Cleaner

Background

While the Village continues to grow at an exceptional rate it does add additional infrastructure for our Utility Department to maintain. With the Purchase of the Valve Exerciser/ Sewer Cleaner it will help us maintain the requirements of the DNR regarding water and sewer infrastructure maintenance.

Finance Department Funding Recommendation

Purchase a new Valve Turner/ Manhole Cleaner :

40% - Water (\$36,446.00)

60% - Sewer (\$54,669.00)

Recommendation

Purchase the Valve Exerciser/ Serwer Cleaner as described in the attached quote.



Engineer's Report Utility Commission Village of Cottage Grove May 2023 Report

Shady Grove Subdivision

Strand will review the pumping station and electrical components in Shady Grove in the coming months. Strand has been waiting for this review until the full mechanical and electrical system is installed at the station. The contractor is still waiting on some electrical control components. The station is online and communicating with the Village's SCADA system and appears to be operating properly.

Authentix Cottage Grove

Strand is working with the developer and its contractor to repair two dips in the sanitary sewer mains within the development. Village staff, Strand, the contractor, and developer met on-site at the end of March 2023 to discuss the dips within the sanitary sewer and one dip was repaired in mid-April 2023. Village staff and Strand are still waiting on a schedule for the second dip, as it is buried 14 feet deep and will impact existing parking stalls, curb and gutter, and access to an apartment building.

Village Utility Projects

Strand is currently working with the Zilber Development Group for the design of a new lift station on the northern portion of TID #10. This lift station will serve the north 70 acres and west 40 acres of TID #10. A force main will also be installed along CTH N from Faber Road to the gravity sanitary sewer near CTH TT for the pumping station. The pumping station and force main will be designed to be modified to accept future growth to the north as the Village expands. Updated design drawings from the developer are expected in the next 2 months and construction on the utility may begin in fall 2023.

The 2023 Streets Improvements project will include pulverization of the existing asphalt on Crawford Drive from Oak Street to Cottage Grove Road. Additionally, there will be spot concrete driveway, sidewalk, and curb and gutter replacements, and inlet replacements. The project will be advertised in early May 2023 for awarding of the contract in late May or early June 2023.

Strand's task order was approved for the 2023 Flow Metering Program for four sanitary manholes to be installed and monitored for 8 weeks. The flow metering equipment rentals have been ordered, and the meters should be installed at the end of April 2023 and will then be removed at the end of June 2023 to analyze the data.

Strand's task order for the Ridge Lift Station was approved in April 2023. Strand has begun work on the Preliminary Engineering Report to be completed in summer 2023.

Strand received a preliminary proposal from LW Allen on a complete SCADA upgrade for Village assets including SCADA computers, panels, and systems on wells, elevated tanks, and lift stations. Strand and the Village will be discussing the proposed improvements with LW Allen and developing a priority list to move forward in the coming months pending Utility Commission approval.

Prepared and respectfully submitted by Kyela R. Specht, P.E., Strand Associates, Inc.®

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	S487291	METERS	04/18/2023	8,453.64	8,453.64	04/18/2023	
Total 600-34600:					8,453.64	8,453.64		
600-37300								
6490	JX TRUCK CENTER - MADISON	13195051P	DECALS	04/18/2023	54.20	54.20	04/18/2023	
7116	Madison Auto Trim LLC	23159	TRUCK EQUIPMENT	05/02/2023	164.99	164.99	05/02/2023	
3516	MADISON TRUCK EQUIPMENT I	20331	PICK UP TRUCK PLOW	05/02/2023	1,470.90	1,470.90	05/02/2023	
3516	MADISON TRUCK EQUIPMENT I	20416	TRUCK LIGHTS	05/02/2023	788.10	788.10	05/02/2023	
3516	MADISON TRUCK EQUIPMENT I	20417	TRUCK LIGHTS	05/02/2023	788.10	788.10	05/02/2023	
Total 600-37300:					3,266.29	3,266.29		
600-60620-221								
31	ALLIANT ENERGY/WP&L	31-041823-10	1960850000 - DONNA ST WELL	04/18/2023	1,303.84	1,303.84	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-13	2320700000 - 704 N MAIN ST W	04/18/2023	55.96	55.96	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-17	3143950000 - HWY N TOWER	04/18/2023	86.18	86.18	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-20	3917900000 - 220 GROVE ST	04/18/2023	20.09	20.09	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-30	6101720000 - 4722 GASTON CIR	04/18/2023	230.56	230.56	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-34	7541940000 - 704 N MAIN ST W	04/18/2023	1,323.14	1,323.14	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-40	9829150000 - 1000 DAMASUS T	04/18/2023	67.91	67.91	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-8	1670310000 - 1507 LANDMARK	04/18/2023	2,494.34	2,494.34	04/18/2023	
Total 600-60620-221:					5,582.02	5,582.02		
600-60630-210								
104	STATE LABORATORY OF HYGIE	734967	SPECIMEN TESTING	04/18/2023	28.00	28.00	04/18/2023	
104	STATE LABORATORY OF HYGIE	739249	SPECIMEN TESTING	04/18/2023	226.00	226.00	04/18/2023	
Total 600-60630-210:					254.00	254.00		
600-60630-340								
6121	HAWKINS INC	6451652	CHEMICALS FOR WELLS	05/02/2023	964.63	964.63	05/02/2023	
Total 600-60630-340:					964.63	964.63		
600-60650-340								
7113	Midco Diving & Marine Services In	4784	WATER TOWER & TANK DIVING	04/18/2023	8,178.00	8,178.00	04/07/2023	
Total 600-60650-340:					8,178.00	8,178.00		
600-60654-340								
7001	WM METERING TECHNOLOGY	1413	HYDRANT METER TESTING	05/02/2023	1,780.50	1,780.50	05/02/2023	
Total 600-60654-340:					1,780.50	1,780.50		
600-60902-340								
111	POSTMASTER	111-050223	POSTAGE - PAST DUE NOTICE	05/02/2023	129.43	129.43	04/27/2023	
594	US CELLULAR	0573751876	AMI AT WATER TOWER	05/02/2023	22.52	22.52	05/02/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60902-340:					151.95	151.95		
600-60920-221								
31	ALLIANT ENERGY/WP&L	31-041823	0420288389 - 230 PROGRESS D	04/18/2023	14.62	14.62	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-1	0470910000 - 240 PROGRESS D	04/18/2023	32.88	32.88	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-29	5909800000 - 220 PROGRESS D	04/18/2023	54.72	54.72	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-33	7255110000 - VILLAGE HALL	04/18/2023	101.13	101.13	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-35	8469260000 - 225 BONNIE RD	04/18/2023	108.50	108.50	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-6	1366250000 - 200 PROGRESS D	04/18/2023	151.76	151.76	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823E	2783.00 - VILLAGE HALL	04/18/2023	32.02	32.02	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823H	8990.01 - 225 BONNIE RD	04/18/2023	29.17	29.17	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823I	PROGRESS DRIVE WATER AND	04/18/2023	135.81	135.81	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823J	50000.00 - WELL HOUSE #4	04/18/2023	158.91	158.91	04/18/2023	
Total 600-60920-221:					819.52	819.52		
600-60920-225								
198	TDS	019525	MSB PHONE & INTERNET	05/02/2023	34.33	34.33	05/02/2023	
198	TDS	198-050223VH	VILLAGE HALL PHONE AND INT	05/02/2023	35.45	35.45	05/02/2023	
Total 600-60920-225:					69.78	69.78		
600-60920-340								
1462	ALSCO	IMIL1900172	MATS AT MUNICIPAL SERVICES	04/18/2023	14.61	14.61	04/18/2023	
1462	ALSCO	IMIL1900173	UNIFORMS	04/18/2023	12.45	12.45	04/18/2023	
1462	ALSCO	IMIL1900174	MATS AT VILLAGE HALL	04/18/2023	10.21	10.21	04/18/2023	
1462	ALSCO	IMIL1902232	MATS AT MUNICIPAL SERVICES	04/18/2023	14.61	14.61	04/18/2023	
1462	ALSCO	IMIL1902233	MATS & UNIFORMS	04/18/2023	12.45	12.45	04/18/2023	
1462	ALSCO	IMIL1902234	MATS AT VILLAGE HALL	04/18/2023	10.21	10.21	04/18/2023	
2427	COOPER, LAWRENCE D	4262023	MEALS @ WRWA CONFERENC	05/02/2023	97.08	97.08	05/02/2023	
5	GFC LEASING CO	I00812278	LEASE #M168577	04/18/2023	73.75	73.75	04/18/2023	
6962	GRACIOUS LIVING CORPORATI	3133215	COMPOST BIN SALE	05/02/2023	618.72	618.72	05/02/2023	
198	TDS	198-050223VH	VILLAGE HALL PHONE AND INT	05/02/2023	35.45	35.45	05/02/2023	
4987	TOTAL WATER TREATMENT SY	1042946	BOTTLED WATER - VILLAGE H	05/02/2023	7.46	7.46	05/02/2023	
Total 600-60920-340:					907.00	907.00		
600-60923-210								
15	BAKER TILLY VIRCHOW KRAUS	BT2362480	2022 AUDIT	04/18/2023	5,249.25	5,249.25	04/18/2023	
6454	HYDROCORP INC	0071462-IN	CROSS CONNECTION CONTRO	04/18/2023	625.00	625.00	04/18/2023	
6454	HYDROCORP INC	0071924-IN	CROSS CONNECTION CONTRO	05/02/2023	625.00	625.00	05/02/2023	
6906	JOHNSON BLOCK & COMPANY	507080	APRIL MANAGED SERVICES	05/02/2023	1,155.35	1,155.35	05/02/2023	
6906	JOHNSON BLOCK & COMPANY	507563	2023 SOFTWARE	05/02/2023	220.00	220.00	05/02/2023	
4428	STAFFORD ROSENBAUM LLP	1280060	GENERAL LEGAL	05/02/2023	1,438.08	1,438.08	05/02/2023	
6791	STRAND ASSOCIATES INC	0195777	GENERAL VILLAGE ENGINEERI	05/02/2023	555.80	555.80	05/02/2023	
6791	STRAND ASSOCIATES INC	0195778	UTILITY ENGINEERING SUPPO	05/02/2023	2,404.33	2,404.33	05/02/2023	
7082	Trilogy Consulting LLC	1485	RATE CAST/IMPACT FEE	04/18/2023	270.00	270.00	04/18/2023	
Total 600-60923-210:					12,542.81	12,542.81		
600-60930-340								
6904	AT&T MOBILITY LLC	287312732888	CELL PHONES	05/02/2023	137.07	137.07	05/02/2023	
6480	CINTAS	5151761375	FIRST AID KIT AT MSB	04/18/2023	3.00	3.00	04/18/2023	
12	QUILL CORP	31595203	COPY PAPER	04/18/2023	13.99	13.99	04/18/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60930-340:					154.06	154.06		
600-60933-380								
754	BOBCAT OF MADISON INC	01-110078	FILTERS	04/18/2023	11.55	11.55	04/18/2023	
754	BOBCAT OF MADISON INC	01-110200	FILTERS	04/18/2023	32.51	32.51	04/18/2023	
754	BOBCAT OF MADISON INC	1767	BOBCAT ANNUAL TRADE-IN	04/18/2023	800.00	800.00	04/18/2023	
181	BROOKS TRACTOR INC	S33815	REPAIR LOADER	05/02/2023	6.81	6.81	05/02/2023	
5223	DIESEL FORWARD	1586	ANNUAL DOT INSPECTION & M	05/02/2023	175.24	175.24	05/02/2023	
5223	DIESEL FORWARD	1587	ANNUAL DOT INSPECTION & M	05/02/2023	173.18	173.18	05/02/2023	
5223	DIESEL FORWARD	1602	ANNUAL DOT INSPECTION & M	05/02/2023	224.90	224.90	05/02/2023	
6883	HALRON LUBRICANTS INC	0188084-IN	VEHICLE MAINT SUPPLIES	05/02/2023	133.02	133.02	05/02/2023	
5921	MID-STATE EQUIPMENT	D47010	BLADE (6)	04/18/2023	67.03	67.03	04/18/2023	
2813	POMP'S TIRE SERVICE INC	80284676	TIRES	04/18/2023	148.36	148.36	04/18/2023	
2813	POMP'S TIRE SERVICE INC	80284676	TIRES	04/18/2023	148.36	148.36	04/18/2023	
Total 600-60933-380:					1,920.96	1,920.96		
600-60933-385								
6987	Kwik Trip Inc	6987-041823	FUEL	04/18/2023	447.00	447.00	04/10/2023	
3	Landmark Services Cooperative	452023	MARCH FUEL	04/18/2023	278.60	278.60	04/18/2023	
Total 600-60933-385:					725.60	725.60		
600-60935-340								
33	BADGER WELDING SUPPLIES I	3761425	MONTHLY CYLINDER LEASE	04/18/2023	2.48	2.48	04/18/2023	
6480	CINTAS	5151761359	FIRST AID KIT AT VILLAGE HALL	04/18/2023	8.41	8.41	04/18/2023	
5220	CRYSTAL CLEANERS INC	25856	CLEANING AT MSB	04/18/2023	29.70	29.70	04/18/2023	
6121	HAWKINS INC	6445512	CHEMICAL PUMP REPAIR	05/02/2023	1,325.00	1,325.00	05/02/2023	
6121	HAWKINS INC	6453155	CHEMICAL SCALE REPAIR	05/02/2023	2,670.31	2,670.31	05/02/2023	
5350	LAUFENBERG LAWN CARE LLC	4202023	VILLAGE HALL - LAWN TREATM	05/02/2023	12.00	12.00	05/02/2023	
5350	LAUFENBERG LAWN CARE LLC	4212023	MSB - LAWN TREATMENT	05/02/2023	12.00	12.00	05/02/2023	
6570	NIR ROOF CARE INC	160380	MSB ROOF REPAIR	05/02/2023	164.00	164.00	05/02/2023	
Total 600-60935-340:					4,223.90	4,223.90		
601-37300								
6490	JX TRUCK CENTER - MADISON	13195051P	DECALS	04/18/2023	54.20	54.20	04/18/2023	
7116	Madison Auto Trim LLC	23159	TRUCK EQUIPMENT	05/02/2023	164.99	164.99	05/02/2023	
3516	MADISON TRUCK EQUIPMENT I	20331	PICK UP TRUCK PLOW	05/02/2023	1,470.90	1,470.90	05/02/2023	
3516	MADISON TRUCK EQUIPMENT I	20416	TRUCK LIGHTS	05/02/2023	788.10	788.10	05/02/2023	
3516	MADISON TRUCK EQUIPMENT I	20417	TRUCK LIGHTS	05/02/2023	788.10	788.10	05/02/2023	
Total 601-37300:					3,266.29	3,266.29		
601-60821-221								
31	ALLIANT ENERGY/WP&L	31-041823-11	2222530000 - 4195 VILAS RD LO	04/18/2023	46.58	46.58	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-21	4153410000 - 110 S MAIN ST	04/18/2023	1,169.19	1,169.19	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-22	4668230000 - TRILLIUM TRL LIF	04/18/2023	69.35	69.35	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-23	5067730000 - 4195 VILAS RD LIF	04/18/2023	2,187.17	2,187.17	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-36	9204600000 - COMMERCE PKW	04/18/2023	286.70	286.70	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-4	1162130000 - BUSS RD LIFT STA	04/18/2023	86.40	86.40	04/18/2023	
Total 601-60821-221:					3,845.39	3,845.39		
601-60822-222								
37	MADISON METRO SEWERAGE	IN000018517	QUARTER 1/2023 - SEWER TRE	05/02/2023	216,201.47	216,201.47	05/02/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 601-60822-222:					216,201.47	216,201.47		
601-60828-385								
6987	Kwik Trip Inc	6987-041823	FUEL	04/18/2023	447.00	447.00	04/10/2023	
3	Landmark Services Cooperative	452023	MARCH FUEL	04/18/2023	278.60	278.60	04/18/2023	
Total 601-60828-385:					725.60	725.60		
601-60832-340								
6807	SJE LLC	CD99476272	PUMP CONTROL REPAIR	04/18/2023	547.66	547.66	04/18/2023	
Total 601-60832-340:					547.66	547.66		
601-60834-340								
243	ADS MECHANICAL	27237	VILAS LIFT STATION HVAC MAI	05/02/2023	1,267.10	1,267.10	05/02/2023	
33	BADGER WELDING SUPPLIES I	3761425	MONTHLY CYLINDER LEASE	04/18/2023	2.48	2.48	04/18/2023	
754	BOBCAT OF MADISON INC	01-110078	FILTERS	04/18/2023	11.55	11.55	04/18/2023	
754	BOBCAT OF MADISON INC	01-110200	FILTERS	04/18/2023	32.51	32.51	04/18/2023	
754	BOBCAT OF MADISON INC	1767	BOBCAT ANNUAL TRADE-IN	04/18/2023	800.00	800.00	04/18/2023	
181	BROOKS TRACTOR INC	S33815	REPAIR LOADER	05/02/2023	6.81	6.81	05/02/2023	
6480	CINTAS	5151761359	FIRST AID KIT AT VILLAGE HALL	04/18/2023	8.41	8.41	04/18/2023	
6480	CINTAS	5151761375	FIRST AID KIT AT MSB	04/18/2023	3.00	3.00	04/18/2023	
5220	CRYSTAL CLEANERS INC	25856	CLEANING AT MSB	04/18/2023	29.70	29.70	04/18/2023	
5223	DIESEL FORWARD	1586	ANNUAL DOT INSPECTION & M	05/02/2023	175.24	175.24	05/02/2023	
5223	DIESEL FORWARD	1587	ANNUAL DOT INSPECTION & M	05/02/2023	173.18	173.18	05/02/2023	
5223	DIESEL FORWARD	1602	ANNUAL DOT INSPECTION & M	05/02/2023	224.90	224.90	05/02/2023	
6883	HALRON LUBRICANTS INC	0188084-IN	VEHICLE MAINT SUPPLIES	05/02/2023	133.02	133.02	05/02/2023	
5350	LAUFENBERG LAWN CARE LLC	4202023	VILLAGE HALL - LAWN TREATM	05/02/2023	12.00	12.00	05/02/2023	
5350	LAUFENBERG LAWN CARE LLC	4212023	MSB - LAWN TREATMENT	05/02/2023	12.00	12.00	05/02/2023	
5921	MID-STATE EQUIPMENT	D47010	BLADE (6)	04/18/2023	67.03	67.03	04/18/2023	
6570	NIR ROOF CARE INC	160380	MSB ROOF REPAIR	05/02/2023	164.00	164.00	05/02/2023	
Total 601-60834-340:					3,122.93	3,122.93		
601-60850-250								
31	ALLIANT ENERGY/WP&L	31-041823	0420288389 - 230 PROGRESS D	04/18/2023	14.62	14.62	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-1	0470910000 - 240 PROGRESS D	04/18/2023	32.88	32.88	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-29	5909800000 - 220 PROGRESS D	04/18/2023	54.72	54.72	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-33	7255110000 - VILLAGE HALL	04/18/2023	101.13	101.13	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-35	8469260000 - 225 BONNIE RD	04/18/2023	108.50	108.50	04/18/2023	
31	ALLIANT ENERGY/WP&L	31-041823-6	1366250000 - 200 PROGRESS D	04/18/2023	151.76	151.76	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823A	1805.00 POST OFFICE LIFT STA	04/18/2023	185.01	185.01	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823E	2783.00 - VILLAGE HALL	04/18/2023	32.02	32.02	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823H	8990.01 - 225 BONNIE RD	04/18/2023	29.17	29.17	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823I	PROGRESS DRIVE WATER AND	04/18/2023	135.81	135.81	04/18/2023	
189	COTTAGE GROVE WATER & SE	189-041823K	52000.00 - VILAS RD LIFT STATI	04/18/2023	1,299.42	1,299.42	04/18/2023	
198	TDS	198-050223VH	VILLAGE HALL PHONE AND INT	05/02/2023	70.90	70.90	05/02/2023	
Total 601-60850-250:					2,215.94	2,215.94		
601-60850-340								
1462	ALSCO	IMIL1900172	MATS AT MUNICIPAL SERVICES	04/18/2023	14.61	14.61	04/18/2023	
1462	ALSCO	IMIL1900173	UNIFORMS	04/18/2023	12.45	12.45	04/18/2023	
1462	ALSCO	IMIL1900174	MATS AT VILLAGE HALL	04/18/2023	10.21	10.21	04/18/2023	
1462	ALSCO	IMIL1902232	MATS AT MUNICIPAL SERVICES	04/18/2023	14.61	14.61	04/18/2023	
1462	ALSCO	IMIL1902233	MATS & UNIFORMS	04/18/2023	12.45	12.45	04/18/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1462	ALSCO	IMIL1902234	MATS AT VILLAGE HALL	04/18/2023	10.21	10.21	04/18/2023	
6904	AT&T MOBILITY LLC	287312732888	CELL PHONES	05/02/2023	137.07	137.07	05/02/2023	
5	GFC LEASING CO	I00812278	LEASE #M168577	04/18/2023	73.75	73.75	04/18/2023	
6962	GRACIOUS LIVING CORPORATI	3133215	COMPOST BIN SALE	05/02/2023	618.72	618.72	05/02/2023	
111	POSTMASTER	111-050223	POSTAGE - WATER & SEWER BI	05/02/2023	129.43	129.43	04/27/2023	
12	QUILL CORP	31595203	COPY PAPER	04/18/2023	13.99	13.99	04/18/2023	
198	TDS	019525	MSB PHONE & INTERNET	05/02/2023	34.33	34.33	05/02/2023	
4987	TOTAL WATER TREATMENT SY	1042946	BOTTLED WATER - VILLAGE H	05/02/2023	7.46	7.46	05/02/2023	
Total 601-60850-340:					1,089.29	1,089.29		
601-60852-210								
15	BAKER TILLY VIRCHOW KRAUS	BT2362480	2022 AUDIT	04/18/2023	5,249.25	5,249.25	04/18/2023	
6906	JOHNSON BLOCK & COMPANY	507080	APRIL MANAGED SERVICES	05/02/2023	1,155.35	1,155.35	05/02/2023	
6906	JOHNSON BLOCK & COMPANY	507563	2023 SOFTWARE	05/02/2023	220.00	220.00	05/02/2023	
4428	STAFFORD ROSENBAUM LLP	1280060	GENERAL LEGAL	05/02/2023	1,438.08	1,438.08	05/02/2023	
6791	STRAND ASSOCIATES INC	0195777	GENERAL VILLAGE ENGINEERI	05/02/2023	555.80	555.80	05/02/2023	
6791	STRAND ASSOCIATES INC	0195778	UTILITY ENGINEERING SUPPO	05/02/2023	2,404.32	2,404.32	05/02/2023	
7082	Trilogy Consulting LLC	1485	RATE CAST/IMPACT FEE	04/18/2023	420.00	420.00	04/18/2023	
Total 601-60852-210:					11,442.80	11,442.80		
Grand Totals:					292,452.03	292,452.03		

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 APRIL 12, 2023**

1. **Call to Order.** The in-person meeting was called to order by Chairperson Charlie 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 (chair), Mike Hackel, Jon Russell, Chris Stoa and Joanna Williams. Staff present were Deputy Administrator JJ Larson, Public Works Director Brian Peterson, Finance Director Cameron Sawyer, Utility Superintendent Jon Bublitz and Village Engineer Josh Straka. One member of the public was in attendance.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**

Dave Conklin of Bryn Mawr Church was present to discuss the Village Utility’s request to place a water meter in the church. He discussed the history of water service for the church and the issues related to installing a meter at this time.
4. **Old Business**
 - a. **Discuss and consider online payment provider.**

Sawyer spoke about and is recommending a new online payment processing provider called Community Portal which better integrates with our accounting system, shows payments in real time for better customer information and would also provide a consolidated system for all types of payments in the Village. He also noted that costs with Community Portal are less than the other software provider that was presented at the previous month’s meeting. **Motion** by Hackel, seconded by Russell, to approve the presented proposal for Community Portal as the new online payment provider. Motion carried with a unanimous voice vote of 5-0-0
5. **New Business**
 - a. **Discuss and consider R-2 Collector purchase.**

Peterson explained that Strand is currently collecting GIS information for new construction, but the Village does not have anyone acquiring data in the established areas of the Village. With the addition of our new Utility Superintendent Jon Bublitz who is familiar with GIS and this process, and the purchase of an R-2 Collector, we will fill that gap. Straka added that this is useful tool and helps municipalities do more in house as opposed to having consultants perform the work. **Motion** by Rogers, seconded by Hackel, to approve spending \$12,398.55 for the purchase of an R-2 Collector. Motion carried with a unanimous voice vote of 5-0-0.
 - b. **Discuss and consider Valve Exerciser/Sewer Cleaner.**

Bublitz explained the need for the valve exerciser based on DNR requirements and the growth of the Village. This tool will help staff keep up with the maintenance of our infrastructure. Sawyer added that with the size of the Village, it is not feasible for staff to manually perform these tasks. Rogers would like more information on how this equipment will be funded before making a decision. **Motion** by Hackel, seconded by Williams, to table this item until next month. Motion carried with a unanimous voice vote of 5-0-0.

c. **Discuss and consider spending, not to exceed \$47,500, on the Ridge Lift Station design.**

Straka explained the need for a lift station on the east side of the Village in the Taylor Street/Ridge Road area. **Motion** by Stoa, seconded by Williams, to approve spending funds, not to exceed \$47,500, on the Ridge Lift Station design. Motion carried with a unanimous voice vote of 5-0-0.

d. **Discuss and consider spending \$35,000-\$45,000 on flow monitoring services.**

Straka spoke about the high flow areas in the Village and the need for collecting devices to provide necessary data as the Village continues to expand. **Motion** by Hackel, seconded by Russell, to approve spending up to \$40,000 for sanitary flow monitoring services. Motion carried with a unanimous voice vote of 5-0-0.

6. **Engineer's Report.**

Shady Grove Subdivision

Strand will review the pumping station and electrical components in Shady Grove in spring 2023. Strand has been waiting for this review until the full mechanical system is installed at the station. The contractor is still waiting on some electrical control components. The station is online and communicating with the Village's SCADA system and appears to be operating properly.

Authentix Cottage Grove

Strand is working with the developer and its contractor to repair two dips in the sanitary sewer mains within the development. Village staff, Strand, the contractor, and developer met on-site at the end of March 2023 to discuss the dips within the sanitary sewer. A plan and timeline for addressing these locations will be forthcoming.

Village Utility Projects

Strand is currently working with the Zilber Development Group for the design of a new lift station on the northern portion of TID #10. This lift station will serve the north 70 acres and west 40 acres of TID #10. A force main will also be installed along CTH N from Faber Road to the gravity sanitary sewer near CTH TT for the pumping station. The pumping station and force main will be designed to be modified to accept future growth to the north as the Village expands.

Strand held a meeting with Village staff in mid-March 2023 to discuss upcoming CIP utility planning, Strand provided a scope and fee to Village staff at the end of March 2023 for sanitary flow monitoring for this spring 2023. Additionally, Well No. 2 was discussed for future improvements and a new generator was discussed at Well No. 3. Budgetary numbers were provided to staff for consideration.

Strand met with Village staff in March 2023 to start the planning process for a regional pumping station on the Village's east side along Ridge Road. Strand provided a Task Order to Village staff to provide a Preliminary Engineering Report for the Ridge Lift Station to provide preliminary force main alignment and lift station concepts. If approved, the Preliminary Engineering Report will be completed in summer 2023.

Based on construction in summer 2022, the Village Standard Detail Drawings and Material Cut-Sheet were updated to include Village staff's desired specification for future projects.

7. **Director's Report**

Peterson reported that a recent lightning strike that hit some pine trees next to Well #2 had affected the electrical equipment inside. Insurance is working on assessing exactly what equipment was affected. He also noted that the Well #2 building will be replaced in the future.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Russell, to approve payment of the vouchers in the amount of \$116,840.47. Motion carried by a unanimous voice vote of 5-0-0.

9. Approve the minutes of the March 8, 2023 Utility Commission meeting.

Motion by Williams, seconded by Hackel, to approve the minutes from the March 8, 2023 meeting as presented. Motion carried by a unanimous voice vote of 5-0-0.

10. Set next meeting date. The next meeting of the Utility Commission will be held on Wednesday, May 10, 2023, at 5:00 p.m. This meeting will be held in person at the Village Hall.

11. Future agenda items.

- Discuss church meter.
- Discuss valve exerciser.

12. Adjournment.

Motion by Rogers, seconded by Williams, to adjourn at 6:00 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Brian Peterson, Director of Public Works (*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.