



## **VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING**

**Utility Commission**  
Wednesday, June 14, 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/87935517210?pwd=eXAxSCsyT1phRXRid0VaY1pneGdQQT09>. You can also join via phone by dialing 1-312-626-6799 and use Meeting ID **879 3551 7210** #. 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](mailto: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 meter at church on North Main Street.
5. New Business
  - a. Discuss and consider compensation for remotely attending to a SCADA call.
  - b. Discuss and consider application for Simplified Rate Case to the Public Service Commission.
  - c. Discuss and consider application for Conventional Rate Case to the Public Service Commission.
  - d. Discuss and consider 2021 Compliance Maintenance Annual Report (CMAR).

Documents:

COMPENSATION MEMO.PDF  
MEMO ON RATE CASE APPLICATION(S) 6.14.23.PDF  
SRC\_APPLICATION.NOTICE 2023.PDF  
CMAR.2022.PDF

6. Engineer's Report

Documents:

[ENGINEER REPORT JUNE 2023.PDF](#)

7. Director's Report

Documents:

[DIRECTOR REPORT JUNE 2023.DOCX](#)

8. Approve Vouchers For Payment.

Documents:

[VOUCHERS FOR PAYMENT 5.5.23 TO 6.8.23.PDF](#)

9. Approve The Minutes Of The May 10, 2023 Utility Commission Meeting.

Documents:

[UTILITY COMMISSION MINUTES 5.10.23.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

**Memo Date:** June 14, 2023  
**To:** Utility Commission  
**From:** Brian Peterson, Director of Public Works & Utilities  
**Subject:** Compensation

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## **Background**

The Village currently compensates its staff with a minimum of two hours of time and a half pay to address any SCADA (Supervisory Control And Data Acquisition) calls outside normal work hours per the personal policy. This operation in the past required the individual to physically come in and do a site visit, which in most cases would take two hours.

## **Overview and Justification of Requests**

Each crew member takes a weeklong turn at being on call and managing SCADA. With our staff having smart phones it allows us the ability to manage a portion of the SCADA calls from an alternative location.

## **Recommendation**

Staff recommends compensating crew members with a minimum of one hour of time and a half pay if the SCADA call is outside normal work hours and does not require you to physically come to work and do a site visit.

# STAFF REPORT

<b>MTG. DATE:</b>	<b>June 14th, 2023</b>
<b>TO:</b>	Utility Commission
<b>FROM:</b>	JJ Larson – Deputy Administrator/Director of Administrative Services
<b>RE:</b>	<b>Conventional Rate Case (CRC) Application</b>

## BACKGROUND

The Water Utility has only raised rates twice since 2015. For the newer members of this Commission below is a brief history of water rates in recent years.

- **2017** - The most recent Conventional Rate Case (CRC) was implemented over two steps.
  - A simplified summary of this case is the Utility was playing catch-up; on neglected operating expense increases and on capturing the significant capital improvements that came in the preceding years:
    - Gaston Rd. Transmission Main
    - Water Tower construction
    - Well #4 Upgrades
    - PRV addition
    - Conversion to AMI (began in 2013, completed in 2020).
- **2019** - Simplified Rate Case (SRC) for 3%.
- **2021** - SRC was never implemented due to an oversight by the firm managing the submission.

## SUMMARY OF SIMPLIFIED RATE CASE APPLICATION

Trilogy recommends the Utility submit a SRC immediately, allowing the Utility to implement a simple 8% increase next quarter to lessen the required increase that will result from the Conventional Rate Case.

## RECOMMENDATION

Staff recommends approval of moving forward with submission of the Simplified Rate Case application immediately.

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## SUMMARY OF CONVENTIONAL RATE CASE APPLICATION

The following offers a high-level overview of the application we intend to submit to the Public Service Commission (PSC).

- The application calls for an overall increase of 40%, or 32% assuming the implementation of the 8% SRC immediately. It is expected that this rate increase will not take effect until the second quarter of next year. It is important to understand this overall increase is to the 'bottom line' revenue amount required to run the Water Utility. The specifics of how each customer class and individual water user are impacted are incredibly nuanced and the reason rate development is such a complex process so tightly regulated by the Public Service Commission.
- The application includes a shift to a 'conservation rate' for residential water meters. Our current rate structure offers a lower per-gallon rate as customers use more water each quarterly billing period. This proposed shift will increase the per-gallon cost of water in a block structure to encourage our customers to conserve. Multi-family residential customers will be charged a uniform rate for all water use, treating all sizes of buildings the same. With the change to a conservation rate structure, residential customers who use more water will see a larger increase in the portion of their bill related to volume of water used. The examples below show the volumetric charges for an average customer using 12,000 gallons per quarter (4,000 gallons per month) and a large residential customer using 36,000 gallons per quarter (12,000 gallons per month) under the existing rates and the proposed rates. The rates shown in this table are the current rates, before the 8% SRC, and the proposed rates

after the 8% SRC and the 32% CRC increase. These are the volumetric rates only and do not include the fixed service charge and public fire protection charge per meter.

### Current Rate Structure

Usage Block	Rate / 1,000 gallons	Example Customer Using 12,000 gallons / qtr.		Example Customer Using 36,000 gallons / qtr.	
		Usage	Qtrly. Charge	Usage	Qtrly. Charge
First 30,000 gallons / qtr	\$3.93	12,000	\$47.16	30,000	\$117.90
Next 70,000 gallons / qtr	\$3.88	0	\$0.00	6,000	\$23.28
Next 100,000 gallons / qtr	\$3.83	0	\$0.00	0	\$0.00
Over 200,000 gallons / qtr	\$3.09	0	\$0.00	0	\$0.00
<b>Total</b>		<b>12,000</b>	<b>\$47.16</b>	<b>36,000</b>	<b>\$141.18</b>
Per Month			\$15.72		\$47.06

### Proposed Rate Structure

Usage Block	Rate / 1,000 gallons	Example Customer Using 4,000 gallons / month		Example Customer Using 12,000 gallons / month	
		Usage	Monthly Charge	Usage	Monthly Charge
First 4,000 gallons / month	\$4.84	4,000	\$19.36	4,000	\$19.36
Next 4,000 gallons / month	\$5.16	0	\$0.00	4,000	\$20.64
Over 8,000 gallons / month	\$6.14	0	\$0.00	4,000	\$24.56
<b>Total</b>		<b>4,000</b>	<b>\$19.36</b>	<b>12,000</b>	<b>\$64.56</b>
Increase per Month			\$3.64		\$17.50
Percent Increase			23.2%		37.2%

Including the service charge and public fire protection charge, the average residential customer using 12,000 gallons per quarter (4,000 gallons per month) will see the following impacts from the proposed SRC and CRC:

Current quarterly bill: \$106.08 (\$35.36 per month)  
 Quarterly bill after SRC: \$114.57 (\$38.19 per month)  
 Monthly bill after CRC: \$48.76

- The application includes shifting the Utility billing cycle to monthly billing which offers multiple benefits to our customers and our operations.
  - Satisfy the last outstanding item of the Utility's Advance Metering Infrastructure Construction Authorization from the Public Service Commission.
  - Facilitate faster collection of Utility cash.
  - Encourage residents to utilize paperless billing, electronic payments and lessen staff time spent processing bills and payments.
- Implementation will put the Water Utility on sound financial footing moving forward. With the recent Master Plan work completed by Strand and development of an updated Capital Plan, the rates will be properly developed to ensure sound financial foundation as the community and our Utility continue to grow. The biggest Water Utility investment planned in the next decade is the improvements to Well #2. With the uncertainty around interest rates, projects costs and inflation it is appropriate that we incorporate this work into this CRC now versus looking to increase rates again in a few years to complete that project. The proposed rates will provide funds to cover operation and maintenance expenses, taxes (primarily PILOT payments to the Village), existing debt service, and approximately \$377,000 per year to cash fund routine capital improvements or debt service for future bond issues.

**ADDITIONAL NOTE**

For additional context from my experience, the 2017 CRC called for an overall increase of 34% to the required revenue (implemented in two steps; 25% and 8%). Our Utility Clerk and I were very prepared in our messaging in anticipation of a significant amount of concern from our customers. Between the two of us, there was only one 'complaint,' a call I took from someone who read the article in the paper and was ranting for quite some time before saying "...sure glad I don't live or own a house in the Village" and hung up on me. I share this to illustrate that most of our customers see the entire Utility bill as the "water bill" and even though this required increase to the water rate is significant, the impact on the average customer's bill will be much less than it may seem when presented as a percentage increase. The Sewer Utility portion is a higher percentage of that bill, and we are not forecasting a significant increase there. So, even for astute customers, the increase they see on what they perceive as their "water bill" will be less than half, percentagewise, of what we are reporting here on this application.

This CRC also converts us to monthly billing, a long-time goal of our Utility and one the PSC strongly encourages. This has many benefits as we have outlined, but a major one for our customers is spreading out the bills into more manageable, smaller, monthly payments. Even a family with a higher household income can struggle to budget for large utility bills arriving quarterly. So, even with the increase in rates, I anticipate most customers will find the impact easier to manage in their household budgets.

**RECOMMENDATION**

Staff recommends approval of moving forward with submission of the Conventional Rate Case application as presented.

## Simplified Rate Case Application - Water Class C

1390 - Cottage Grove Water and Sewer Utility

**Note:** this application is not officially submitted until it is uploaded to the Commission's Electronic Records Filing System.  
 Public Service Commission of Wisconsin (filing this form out is in accordance with Wis.Stat196.193)  
 PO Box 7854 3011(1/1/2020)  
 Madison WI 53707-7854

Preparer Name: **Erik Granum**  
 Preparer Phone Number: **(920)723-2169**  
 Preparer Email Address: **egranum@trilogy-llc.com**  
 Date Application will be filed with the PSC: **06/21/2023**  
**Notice** Date to be Mailed/Published: **06/19/2023**  
 Newspaper Name: **Wisconsin State Journal**  
 Rate Effective Date: **10/01/2023**

	Annual Report Information	Page	
1	Total Sales of Water	W-1	\$1,423,850
2	Rate Increase Factor		8.0%
3	Line 1 * Line 2		\$113,908
4	Net Operating Income (Operating Revenues - Operating Expenses)	W-1	\$133,904
5	Adjusted Total Operating Income (Line 3 + Line 4)		\$247,812
6	Average Net Rate Base - Water Utility	F-23	\$7,242,208
7	Line 5 / Line 6		3.4%
8	<b>Test 1 - Financial Eligibility Qualifies *</b>		<b>Yes</b>
9	Adjusted Operating Income (Line 5)		
10	Total Operation & Maintenance (O&M) expense (600 and 900 accounts only)		
11	Line 9 / Line 10		
12	<b>Test 2 - Financial Eligibility Qualifies **</b>		

\* Eligible if line 7 <= 6.50%

\*\* Eligible if line 11 <= 6.0%

### History Check

Effective Date of the Last Full Rate Case: **01/01/2017**

Rates from last full rate case have been in effect for at least one full calendar year and the current annual report has been filed. **Yes**

If Class AB, it has been 5 years or less since the last full rate case. **NA**

Effective Date of the Last SRC: **07/01/2019**

Rates from the last SRC have been in effect for one year (12 months). **Yes**

#### Water Meter Rates

5/8" meter rate at the last full rate case: **24.60**

Current 5/8" meter rate: **25.34**

If Class C or D, current rate is less than 40% higher than the last full rate case. **Yes**

5/8" meter rate percent increase since last full rate case: **3.01%**

**Notice of Rate Increase**  
**Water Customers of the Cottage Grove Water and Sewer Utility**

This is to give you notice that the Cottage Grove Water and Sewer Utility will file an application on June 21, 2023, with the Public Service Commission of Wisconsin (PSC), for authority to increase water rates. Rates for general service will increase 8.0 percent. The increase is necessary to reduce the existing deficiency in present rates. The request is being made under Wis. Stat. 196.193. Rate increases granted under this statute do not require a public hearing. The effect of the increase for some selected customers is shown below. Public Fire Protection and Wholesale rates (if applicable) will also increase 8.0 percent.

<b>Customer Classification</b>	<b>Meter Size</b>	<b>Gallons</b>	<b>Existing Quarterly Rate</b>	<b>Revised Quarterly Rate</b>
Average Residential	5/8	12,000	\$72.50	\$78.25
Large Residential	3/4	24,000	\$119.66	\$129.13
Multifamily	1	120,000	\$515.54	\$556.70
Commercial	1	50,000	\$244.94	\$264.40
Industrial	3	860,000	\$3,009.66	\$3,252.48

Cottage Grove Water and Sewer Utility anticipates that this rate increase will go into effect on October 1, 2023. If you have any questions about the rate increase request, call the Cottage Grove Water and Sewer Utility at (608) 839-5813.

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 2022

## Financial Management

1. Provider of Financial Information Name: <input type="text" value="JJ Larson"/> Telephone: <input type="text" value="608-839-5813"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="jlarson@village.cottage-grove.wi.us"/>		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2022"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		<b>0</b>
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2022"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/>		
3.2 Equipment Replacement Fund Activity		
<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$ <input type="text" value="404,657.00"/>	
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$ <input type="text" value="0.00"/>	
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="404,657.00"/>	
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$ <input type="text" value="71,166.67"/>	
	+	

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 2022

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 475,823.67

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 475,823.67

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Participate in the construction and cost of a new east side regional pumping station and forcemain on the east side of the Village.	\$5,500,000	2025
2	Addition of the 'Golf Course' interceptor. Developer owns land & installation may be development driven.	\$1,500,000	2028
3	Northside Lift Station/Forcemain (Development driven)	\$2,500,000	2028
4	Ollie Street sewer main replacement.	\$600,000	2024
5	Vilas Road Interceptor East - extension	\$1,225,000	2033

## 5. Financial Management General Comments

## ENERGY EFFICIENCY AND USE

### 6. Collection System

#### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

#### **COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations:

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 **2022**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	27,482	1,597
February	25,440	1,520
March	23,765	1,264
April	25,774	1,103
May	22,245	595
June	20,632	66
July	22,790	37
August	19,442	28
September	22,185	28
October	20,390	177
November	20,501	392
December	22,182	895
<b>Total</b>	<b>272,828</b>	<b>7,702</b>
<b>Average</b>	<b>22,736</b>	<b>642</b>

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 **2022**

## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Nothing additional at this time. Sewer Utility already utilizes VFDs on certain pumps and will continue to look for opportunities to improve efficiency.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 2022

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Zero backups or SSOs  
Utilize Village platforms to educate customers  
Proactive manhole inspections and rehab  
Maintain sewer cleaning/jetting levels

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Village Ordinance 312-3

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2015-07-30

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 **2022**

- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

The Village utilized Strand Associates to conduct a comprehensive Sanitary Sewer Utility Master Plan.

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="51.57"/>	% of system/year
Root removal	<input type="text" value="1"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="11.74"/>	% of system/year
Manhole inspections	<input type="text" value="20"/>	% of system/year
Lift station O&M	<input type="text" value="15"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="5"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 **2022**

Private sewer inspections  % of system/year  
 Private sewer I/I removal  % of private services  
 River or water crossings  % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

Total actual amount of precipitation last year in inches  
 Annual average precipitation (for your location)  
 Miles of sanitary sewer  
 Number of lift stations  
 Number of lift station failures  
 Number of sewer pipe failures  
 Number of basement backup occurrences  
 Number of complaints  
 Average daily flow in MGD (if available)  
 Peak monthly flow in MGD (if available)  
 Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)  
 Sewer pipe failures (pipe failures/sewer mile/yr)  
 Sanitary sewer overflows (number/sewer mile/yr)  
 Basement backups (number/sewer mile)  
 Complaints (number/sewer mile)  
 Peaking factor ratio (Peak Monthly:Annual Daily Avg)  
 Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 **2022**

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

No changes.

5.4 What is being done to address infiltration/inflow in your collection system?

The Village regularly inspects manholes and continues to rehab dozens of manholes annually. We've conducted flow testing in recent years and plan to do more in the future to continue to look for areas where I/I may be an issue.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 **2022**

## Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Cottage Grove Sewage Collection System

Last Updated: Reporting For:  
6/5/2023 **2022**

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**



**Engineer's Report  
Utility Commission**  
Village of Cottage Grove  
June 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 the final dip in the sanitary sewer main within the development. 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 installed the flow meters on four sanitary sewer manholes that were determined with Village staff to be critical points of capacity in the Village sewer system. The meters are anticipated to 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 utility 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 a local electrical contractor and developing a priority list and implementation schedule for Utility Commissions review and approval in the coming months.

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



## Director's Report June 2023

1. Public Works/Utilities staff recruitment update.

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
<b>600-34600</b>								
1463	CORE & MAIN LP	S815188	METERS	06/06/2023	1,390.00	1,390.00	06/06/2023	
1463	CORE & MAIN LP	S828012	METERS	06/06/2023	48.90	48.90	06/06/2023	
1463	CORE & MAIN LP	S844791	METERS	06/06/2023	81.50	81.50	06/06/2023	
1463	CORE & MAIN LP	S877399	METERS	06/06/2023	4,320.00	4,320.00	06/06/2023	
1463	CORE & MAIN LP	S880754	METERS	06/06/2023	1,565.00	1,565.00	06/06/2023	
1463	CORE & MAIN LP	S881615	METERS	06/06/2023	110.00	110.00	06/06/2023	
1463	CORE & MAIN LP	S881617	METERS	06/06/2023	110.00	110.00	06/06/2023	
150	USA BLUE BOOK	INV00004288	HYDRANT METERS	06/06/2023	4,119.65	4,119.65	06/06/2023	
Total 600-34600:					11,745.05	11,745.05		
<b>600-37200</b>								
6403	ENERGY PERFORMANCE LIGH	10-2369	LIGHTING UPGRADES - MSB, FI	05/16/2023	560.78	560.78	05/16/2023	
5854	LAFORCE INC	2043498SO	DOOR REPLACEMENT - MSB	05/16/2023	593.70	593.70	05/16/2023	
6570	NIR ROOF CARE INC	161359	BONNIE ROOF REPAIR	06/06/2023	593.25	593.25	06/06/2023	
Total 600-37200:					1,747.73	1,747.73		
<b>600-37900</b>								
7128	Seiler Instrument and Manufacturi	5707	R-2	05/16/2023	5,595.99	5,595.99	05/16/2023	
Total 600-37900:					5,595.99	5,595.99		
<b>600-39710</b>								
5592	ROBERT J NICKLES INC	8046	SCADA ANTENNA	05/16/2023	1,288.95	1,288.95	05/16/2023	
Total 600-39710:					1,288.95	1,288.95		
<b>600-60620-221</b>								
31	ALLIANT ENERGY/WP&L	31-051623-10	1960850000 - DONNA ST WELL	05/16/2023	1,587.81	1,587.81	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-13	2320700000 - 704 N MAIN ST W	05/16/2023	26.83	26.83	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-17	3143950000 - HWY N TOWER	05/16/2023	60.67	60.67	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-20	3917900000 - 220 GROVE ST	05/16/2023	19.54	19.54	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-30	6101720000 - GASTON CIR WAT	05/16/2023	149.72	149.72	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-34	7519400000 - 704 N MAIN ST WE	05/16/2023	1,296.79	1,296.79	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-40	9829150000 - 1000 DAMASCUS	05/16/2023	54.89	54.89	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-8	1670310000 - 1507 LANDMARK	05/16/2023	2,464.42	2,464.42	05/16/2023	
Total 600-60620-221:					5,660.67	5,660.67		
<b>600-60630-210</b>								
5933	NORTHERN LAKE SERVICE INC	2305947	SOC WATER TESTING	05/16/2023	450.00	450.00	05/16/2023	
104	STATE LABORATORY OF HYGIE	741709	DNR REQUIRED TESTING	05/16/2023	28.00	28.00	05/16/2023	
Total 600-60630-210:					478.00	478.00		
<b>600-60630-340</b>								
6121	HAWKINS INC	6481208	CHEMICALS FOR WELLS	06/06/2023	884.73	884.73	06/06/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60630-340:					884.73	884.73		
<b>600-60654-340</b>								
7124	Midwest Meter Inc	0155648-IN	HYDRANT METER	06/06/2023	2,117.59	2,117.59	06/06/2023	
150	USA BLUE BOOK	INV00008668	HYDRANT FLUSHING TOOLS	06/06/2023	2,292.90	2,292.90	06/06/2023	
Total 600-60654-340:					4,410.49	4,410.49		
<b>600-60902-210</b>								
15	BAKER TILLY VIRCHOW KRAUS	2404328	2022 AUDIT	05/16/2023	2,861.75	2,861.75	05/16/2023	
Total 600-60902-210:					2,861.75	2,861.75		
<b>600-60902-340</b>								
111	POSTMASTER	111-060623	POSTAGE - PAST DUE NOTICE	06/06/2023	63.64	63.64	05/31/2023	
594	US CELLULAR	0579764584	AMI AT WATER TOWER	06/06/2023	22.52	22.52	06/06/2023	
Total 600-60902-340:					86.16	86.16		
<b>600-60920-221</b>								
31	ALLIANT ENERGY/WP&L	31-051623	0420288389 - 230 PROGRESS D	05/16/2023	9.60	9.60	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-1	0470910000 - 240 PROGRESS D	05/16/2023	20.13	20.13	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-29	5909800000 - 220 PROGRESS D	05/16/2023	17.57	17.57	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-33	7255110000 - VILLAGE HALL	05/16/2023	84.31	84.31	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-35	8469260000 - 225 BONNIE RD	05/16/2023	47.51	47.51	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-6	1366250000 - 200 PROGRESS D	05/16/2023	119.65	119.65	05/16/2023	
Total 600-60920-221:					298.77	298.77		
<b>600-60920-225</b>								
198	TDS	019701	MSB PHONE & INTERNET	06/06/2023	34.11	34.11	06/06/2023	
198	TDS	198-060623	VILLAGE HALL PHONE AND INT	06/06/2023	35.41	35.41	06/06/2023	
Total 600-60920-225:					69.52	69.52		
<b>600-60920-340</b>								
1462	ALSCO	Alsco - 191453	MATS & UNIFORMS	06/06/2023	12.45	12.45	06/06/2023	
1462	ALSCO	IMIL1904321	MATS AT VILLAGE HALL	05/16/2023	10.21	10.21	05/16/2023	
1462	ALSCO	IMIL1908432	UNIFORMS	05/16/2023	13.11	13.11	05/16/2023	
1462	ALSCO	IMIL1910454	UNIFORMS	05/16/2023	13.11	13.11	05/16/2023	
1462	ALSCO	IMIL1912476	UNIFORMS	06/06/2023	13.11	13.11	06/06/2023	
1462	ALSCO	IMIL1914537	MATS AT MUNICIPAL SERVICES	06/06/2023	14.61	14.61	06/06/2023	
1462	ALSCO	IMIL1914539	MATS AT VILLAGE HALL	06/06/2023	10.21	10.21	06/06/2023	
1462	ALSCO	IMIL1916540	UNIFORMS	06/06/2023	13.11	13.11	06/06/2023	
1462	ALSCO	IMIL194319	MATS AT MUNICIPAL SERVICES	05/16/2023	14.61	14.61	05/16/2023	
1462	ALSCO	IMIL194320	MATS & UNIFORMS	05/16/2023	12.45	12.45	05/16/2023	
1462	ALSCO	IMIL196375	UNIFORMS	05/16/2023	13.11	13.11	05/16/2023	
5653	ENVIRONMENTAL SYSTEMS RE	94434112	ANNUAL GIS	06/06/2023	1,144.00	1,144.00	05/18/2023	
5653	ENVIRONMENTAL SYSTEMS RE	94453766	ANNUAL GIS	06/06/2023	86.00	86.00	05/18/2023	
5653	ENVIRONMENTAL SYSTEMS RE	94455856	ANNUAL GIS	06/06/2023	13.90	13.90	05/18/2023	
5	GFC LEASING CO	I00820006	LEASE #M168577	05/16/2023	73.75	73.75	05/16/2023	
5	GFC LEASING CO	I00827761	LEASE #M168577	06/06/2023	73.75	73.75	06/06/2023	
2506	PELLITTERI WASTE SYSTEMS	3721436	DATA SHREDDING	06/06/2023	35.15	35.15	06/06/2023	
12	QUILL CORP	32253548	QUILL RENEWAL	06/06/2023	14.00	14.00	06/06/2023	
6772	RAIN WATER SOLUTIONS INC	25512	RAIN BARREL PROGRAM	06/06/2023	258.33	258.33	06/06/2023	
7127	Recycling Connections	783	PAILS W/ COMPOST SALE	05/16/2023	130.82	130.82	05/16/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6782	SIGNS BY TOMORROW	I-20916	PARK SIGNS - MSB	06/06/2023	11.31	11.31	06/06/2023	
198	TDS	198-060623	VILLAGE HALL PHONE AND INT	06/06/2023	35.41	35.41	06/06/2023	
4987	TOTAL WATER TREATMENT SY	1047444	BOTTLED WATER - VILLAGE H	06/06/2023	5.90	5.90	06/06/2023	
4108	WI DNR	WU102743	2023 WATER USE FEES	06/06/2023	125.00	125.00	06/06/2023	
Total 600-60920-340:					2,147.41	2,147.41		
<b>600-60923-210</b>								
6454	HYDROCORP INC	0072379-IN	CROSS CONNECTION CONTRO	06/06/2023	625.00	625.00	06/06/2023	
6906	JOHNSON BLOCK & COMPANY	508167	MAY MANAGED SERVICES	05/16/2023	1,541.42	1,541.42	05/16/2023	
99	MSA PROFESSIONAL SERVICE	R00094085.0 5	TRANSITION INFORMATION	06/06/2023	62.50	62.50	06/06/2023	
4428	STAFFORD ROSENBAUM LLP	1281533	GENERAL LEGAL	06/06/2023	1,486.55	1,486.55	06/06/2023	
4428	STAFFORD ROSENBAUM LLP	1281533C	COMMUNITY PORTAL - PAYMEN	06/06/2023	60.40	60.40	06/06/2023	
6791	STRAND ASSOCIATES INC	0196619	GENERAL VILLAGE ENGINEERI	05/16/2023	807.65	807.65	05/16/2023	
6791	STRAND ASSOCIATES INC	0196620	UTILITY ENGINEERING SUPPO	05/16/2023	490.90	490.90	05/16/2023	
6791	STRAND ASSOCIATES INC	0196621K	KWIK TRIP SIDEWALK AND STO	05/16/2023	66.60	66.60	05/16/2023	
7082	Trilogy Consulting LLC	1495	RATE CAST/IMPACT FEE	05/16/2023	1,230.00	1,230.00	05/16/2023	
Total 600-60923-210:					6,371.02	6,371.02		
<b>600-60930-340</b>								
6904	AT&T MOBILITY LLC	287312732888	TABLETS	06/06/2023	137.07	137.07	05/18/2023	
6480	CINTAS	5143500957	FIRST AID KIT AT MSB	05/16/2023	7.29	7.29	05/16/2023	
6480	CINTAS	5157332679	FIRST AID KIT AT MSB	05/16/2023	16.00	16.00	05/16/2023	
11	SUPERIOR CHEMICAL CORP	361097	SHOP SUPPLIES	05/16/2023	27.64	27.64	05/16/2023	
11	SUPERIOR CHEMICAL CORP	363549	SHOP SUPPLIES	06/06/2023	27.51	27.51	06/06/2023	
Total 600-60930-340:					215.51	215.51		
<b>600-60933-380</b>								
5223	DIESEL FORWARD	1616	ANNUAL DOT INSPECTION & M	05/16/2023	220.82	220.82	05/16/2023	
5223	DIESEL FORWARD	1620	ANNUAL DOT INSPECTION & M	05/16/2023	177.44	177.44	05/16/2023	
5805	ENVIROTECH EQUIPMENT CO	22-0021177	SWEEPER MAINTENANCE	05/16/2023	105.68	105.68	05/16/2023	
6792	L.F. GEORGE INC	IC89273	WOOD CHIPPER PARTS & MAIN	06/06/2023	93.58	93.58	06/06/2023	
5746	LOGO PROMOTIONS LLC	5608	SAFETY VESTS	06/06/2023	59.68	59.68	06/06/2023	
5921	MID-STATE EQUIPMENT	D47371	TRACTOR PARTS	05/16/2023	36.61	36.61	05/16/2023	
5921	MID-STATE EQUIPMENT	P39707	MOWER PARTS	05/16/2023	7.87	7.87	05/16/2023	
167	NAPA AUTO PARTS	740329	AIR & OIL FILTERS	05/16/2023	20.78	20.78	05/16/2023	
4458	O'REILLY AUTO PARTS	4331-425654	FILTERS	05/16/2023	2.93	2.93	05/16/2023	
4447	REINDERS INC	6033098-00	MOWER PARTS	06/06/2023	20.02	20.02	06/06/2023	
Total 600-60933-380:					745.41	745.41		
<b>600-60933-385</b>								
6987	Kwik Trip Inc	6987-051623	FUEL	05/16/2023	218.84	218.84	05/09/2023	
3	Landmark Services Cooperative	4302023	FUEL	05/16/2023	163.18	163.18	05/16/2023	
Total 600-60933-385:					382.02	382.02		
<b>600-60935-340</b>								
33	BADGER WELDING SUPPLIES I	3766067	MONTHLY CYLINDER LEASE	05/16/2023	2.40	2.40	05/16/2023	
410	BILL'S KEY SHOP INC	55434W	ADDITIONAL MASTER KEYS FO	06/06/2023	38.80	38.80	06/06/2023	
410	BILL'S KEY SHOP INC	55454W	REKEY MSB - REC SPACE	06/06/2023	181.50	181.50	06/06/2023	
6480	CINTAS	5160653674	FIRST AID KIT SUPPLIES - VILL	06/06/2023	1.89	1.89	06/06/2023	
5220	CRYSTAL CLEANERS INC	25928	CLEANING AT MSB	05/16/2023	38.70	38.70	05/16/2023	
7107	Hach Company	13521009	WATER TESTING KIT	05/16/2023	54.99	54.99	05/16/2023	
7107	Hach Company	13587881	WATER TESTING KIT	06/06/2023	214.17	214.17	06/06/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6121	HAWKINS INC	6458173	CHEMICAL PUMP REPAIR	05/16/2023	3,607.65	3,607.65	05/16/2023	
6121	HAWKINS INC	6461969	CHEMICAL PUMP REPAIR	05/16/2023	332.26	332.26	05/16/2023	
6121	HAWKINS INC	6463429	CHEMICAL PUMP REPAIR	05/16/2023	323.71	323.71	05/16/2023	
5350	LAUFENBERG LAWN CARE LLC	051623	COTTAGE GROVE RD - LAWN T	06/06/2023	48.00	48.00	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	51523	VILLAGE HALL - LAWN TREATM	06/06/2023	16.00	16.00	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	5162023	WEED CONTROL - WELLS	06/06/2023	220.00	220.00	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	52223	MSB - LAWN TREATMENT	06/06/2023	90.00	90.00	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	52323	WEED CONTROL	06/06/2023	76.00	76.00	06/06/2023	
6570	NIR ROOF CARE INC	161515	BONNIE ROOF REPAIR	06/06/2023	150.00	150.00	06/06/2023	
4458	O'REILLY AUTO PARTS	4331-425601	WELLS SUPPLIES	05/16/2023	5.91	5.91	05/16/2023	
5711	OVERHEAD DOOR COMPANY	32279	DOOR REPAIR MSB	05/16/2023	87.40	87.40	05/16/2023	
6807	SJE LLC	CD99480311	SCADA REPAIR	05/16/2023	4,505.24	4,505.24	05/16/2023	
Total 600-60935-340:					9,994.62	9,994.62		
<b>601-18310</b>								
6791	STRAND ASSOCIATES INC	0196623	RIDGE LIFT STATION	05/16/2023	3,630.91	3,630.91	05/16/2023	
Total 601-18310:					3,630.91	3,630.91		
<b>601-37200</b>								
6403	ENERGY PERFORMANCE LIGH	10-2369	LIGHTING UPGRADES - MSB, FI	05/16/2023	560.78	560.78	05/16/2023	
5854	LAFORCE INC	2043498SO	DOOR REPLACEMENT - MSB	05/16/2023	593.70	593.70	05/16/2023	
6570	NIR ROOF CARE INC	161359	BONNIE ROOF REPAIR	06/06/2023	593.25	593.25	06/06/2023	
Total 601-37200:					1,747.73	1,747.73		
<b>601-37900</b>								
7128	Seiler Instrument and Manufacturi	5707	R-2	05/16/2023	5,595.99	5,595.99	05/16/2023	
Total 601-37900:					5,595.99	5,595.99		
<b>601-60821-221</b>								
31	ALLIANT ENERGY/WP&L	31-051623-11	2222530000 - 4195 VILAS RD LO	05/16/2023	46.58	46.58	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-21	4153410000 - 110 S MAIN ST	05/16/2023	1,158.57	1,158.57	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-22	4668230000 - TRILLIUM TRL LIF	05/16/2023	69.07	69.07	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-23	5067730000 - 4195 VILAS RD LIF	05/16/2023	1,632.99	1,632.99	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-36	9204600000 - COMMERCE PKW	05/16/2023	245.06	245.06	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-4	1162130000 - BUSS RD LIFT STA	05/16/2023	85.75	85.75	05/16/2023	
Total 601-60821-221:					3,238.02	3,238.02		
<b>601-60828-385</b>								
6987	Kwik Trip Inc	6987-051623	FUEL	05/16/2023	218.84	218.84	05/09/2023	
3	Landmark Services Cooperative	4302023	FUEL	05/16/2023	163.18	163.18	05/16/2023	
Total 601-60828-385:					382.02	382.02		
<b>601-60832-340</b>								
6807	SJE LLC	CD99482209	PUMP CONTROL REPAIR	06/06/2023	1,084.46	1,084.46	06/06/2023	
Total 601-60832-340:					1,084.46	1,084.46		
<b>601-60834-340</b>								
33	BADGER WELDING SUPPLIES I	3766067	MONTHLY CYLINDER LEASE	05/16/2023	2.40	2.40	05/16/2023	
410	BILL'S KEY SHOP INC	55434W	ADDITIONAL MASTER KEYS FO	06/06/2023	38.80	38.80	06/06/2023	
6480	CINTAS	5143500957	FIRST AID KIT AT MSB	05/16/2023	7.29	7.29	05/16/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6480	CINTAS	5157332679	FIRST AID KIT AT MSB	05/16/2023	16.00	16.00	05/16/2023	
6480	CINTAS	5160653674	FIRST AID KIT SUPPLIES - VILL	06/06/2023	1.89	1.89	06/06/2023	
5220	CRYSTAL CLEANERS INC	25928	CLEANING AT MSB	05/16/2023	38.70	38.70	05/16/2023	
5223	DIESEL FORWARD	1616	ANNUAL DOT INSPECTION & M	05/16/2023	220.82	220.82	05/16/2023	
5223	DIESEL FORWARD	1620	ANNUAL DOT INSPECTION & M	05/16/2023	177.44	177.44	05/16/2023	
5805	ENVIROTECH EQUIPMENT CO	22-0021177	SWEEPER MAINTENANCE	05/16/2023	105.68	105.68	05/16/2023	
6792	L.F. GEORGE INC	IC89273	WOOD CHIPPER PARTS & MAIN	06/06/2023	93.58	93.58	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	051623	COTTAGE GROVE RD - LAWN T	06/06/2023	48.00	48.00	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	51523	VILLAGE HALL - LAWN TREATM	06/06/2023	16.00	16.00	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	51623	WEED CONTROL - LIFT STATIO	06/06/2023	280.00	280.00	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	52223	MSB - LAWN TREATMENT	06/06/2023	90.00	90.00	06/06/2023	
5350	LAUFENBERG LAWN CARE LLC	52323	WEED CONTROL	06/06/2023	76.00	76.00	06/06/2023	
5746	LOGO PROMOTIONS LLC	5608	SAFETY VESTS	06/06/2023	59.68	59.68	06/06/2023	
5921	MID-STATE EQUIPMENT	D47371	TRACTOR PARTS	05/16/2023	36.61	36.61	05/16/2023	
5921	MID-STATE EQUIPMENT	P39707	MOWER PARTS	05/16/2023	7.87	7.87	05/16/2023	
167	NAPA AUTO PARTS	740329	AIR & OIL FILTERS	05/16/2023	20.78	20.78	05/16/2023	
4458	O'REILLY AUTO PARTS	4331-425654	FILTERS	05/16/2023	2.93	2.93	05/16/2023	
5711	OVERHEAD DOOR COMPANY	32279	DOOR REPAIR MSB	05/16/2023	87.40	87.40	05/16/2023	
4447	REINDERS INC	6033098-00	MOWER PARTS	06/06/2023	20.02	20.02	06/06/2023	
Total 601-60834-340:					1,447.89	1,447.89		
<b>601-60850-250</b>								
31	ALLIANT ENERGY/WP&L	31-051623	0420288389 - 230 PROGRESS D	05/16/2023	9.60	9.60	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-1	0470910000 - 240 PROGRESS D	05/16/2023	20.13	20.13	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-29	5909800000 - 220 PROGRESS D	05/16/2023	17.57	17.57	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-33	7255110000 - VILLAGE HALL	05/16/2023	84.31	84.31	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-35	8469260000 - 225 BONNIE RD	05/16/2023	47.51	47.51	05/16/2023	
31	ALLIANT ENERGY/WP&L	31-051623-6	1366250000 - 200 PROGRESS D	05/16/2023	119.65	119.65	05/16/2023	
198	TDS	198-060623	VILLAGE HALL PHONE AND INT	06/06/2023	70.82	70.82	06/06/2023	
Total 601-60850-250:					369.59	369.59		
<b>601-60850-340</b>								
1462	ALSCO	Alsco - 191453	MATS & UNIFORMS	06/06/2023	12.45	12.45	06/06/2023	
1462	ALSCO	IMIL1904321	MATS AT VILLAGE HALL	05/16/2023	10.21	10.21	05/16/2023	
1462	ALSCO	IMIL1908432	UNIFORMS	05/16/2023	13.11	13.11	05/16/2023	
1462	ALSCO	IMIL1910454	UNIFORMS	05/16/2023	13.11	13.11	05/16/2023	
1462	ALSCO	IMIL1912476	UNIFORMS	06/06/2023	13.11	13.11	06/06/2023	
1462	ALSCO	IMIL1914537	MATS AT MUNICIPAL SERVICES	06/06/2023	14.61	14.61	06/06/2023	
1462	ALSCO	IMIL1914539	MATS AT VILLAGE HALL	06/06/2023	10.21	10.21	06/06/2023	
1462	ALSCO	IMIL1916540	UNIFORMS	06/06/2023	13.11	13.11	06/06/2023	
1462	ALSCO	IMIL194319	MATS AT MUNICIPAL SERVICES	05/16/2023	14.61	14.61	05/16/2023	
1462	ALSCO	IMIL194320	MATS & UNIFORMS	05/16/2023	12.45	12.45	05/16/2023	
1462	ALSCO	IMIL196375	UNIFORMS	05/16/2023	13.11	13.11	05/16/2023	
6904	AT&T MOBILITY LLC	287312732888	TABLETS	06/06/2023	137.07	137.07	05/18/2023	
410	BILL'S KEY SHOP INC	55454W	REKEY MSB - REC SPACE	06/06/2023	181.50	181.50	06/06/2023	
5653	ENVIRONMENTAL SYSTEMS RE	94434112	ANNUAL GIS	06/06/2023	1,144.00	1,144.00	05/18/2023	
5653	ENVIRONMENTAL SYSTEMS RE	94453766	ANNUAL GIS	06/06/2023	86.00	86.00	05/18/2023	
5653	ENVIRONMENTAL SYSTEMS RE	94455856	ANNUAL GIS	06/06/2023	13.90	13.90	05/18/2023	
5	GFC LEASING CO	I00820006	LEASE #M168577	05/16/2023	73.75	73.75	05/16/2023	
5	GFC LEASING CO	I00827761	LEASE #M168577	06/06/2023	73.75	73.75	06/06/2023	
6570	NIR ROOF CARE INC	161515	BONNIE ROOF REPAIR	06/06/2023	150.00	150.00	06/06/2023	
2506	PELLITTERI WASTE SYSTEMS	3721436	DATA SHREDDING	06/06/2023	35.15	35.15	06/06/2023	
111	POSTMASTER	111-060623	POSTAGE - WATER & SEWER BI	06/06/2023	63.63	63.63	05/31/2023	
12	QUILL CORP	32253548	QUILL RENEWAL	06/06/2023	14.00	14.00	06/06/2023	
6772	RAIN WATER SOLUTIONS INC	25512	RAIN BARREL PROGRAM	06/06/2023	258.33	258.33	06/06/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7127	Recycling Connections	783	PAILS W/ COMPOST SALE	05/16/2023	130.81	130.81	05/16/2023	
6782	SIGNS BY TOMORROW	I-20916	PARK SIGNS - MSB	06/06/2023	11.30	11.30	06/06/2023	
11	SUPERIOR CHEMICAL CORP	361097	SHOP SUPPLIES	05/16/2023	27.64	27.64	05/16/2023	
11	SUPERIOR CHEMICAL CORP	363549	SHOP SUPPLIES	06/06/2023	27.51	27.51	06/06/2023	
198	TDS	019701	MSB PHONE & INTERNET	06/06/2023	34.11	34.11	06/06/2023	
4987	TOTAL WATER TREATMENT SY	1047444	BOTTLED WATER - VILLAGE H	06/06/2023	5.90	5.90	06/06/2023	
Total 601-60850-340:					2,608.44	2,608.44		
<b>601-60852-210</b>								
15	BAKER TILLY VIRCHOW KRAUS	2404328	2022 AUDIT	05/16/2023	2,861.75	2,861.75	05/16/2023	
6906	JOHNSON BLOCK & COMPANY	508167	MAY MANAGED SERVICES	05/16/2023	1,541.42	1,541.42	05/16/2023	
99	MSA PROFESSIONAL SERVICE	R00094085.0 5	TRANSITION INFORMATION	06/06/2023	62.50	62.50	06/06/2023	
4428	STAFFORD ROSENBAUM LLP	1281533	GENERAL LEGAL	06/06/2023	1,486.55	1,486.55	06/06/2023	
4428	STAFFORD ROSENBAUM LLP	1281533C	COMMUNITY PORTAL - PAYMEN	06/06/2023	60.40	60.40	06/06/2023	
6791	STRAND ASSOCIATES INC	0196619	GENERAL VILLAGE ENGINEERI	05/16/2023	807.65	807.65	05/16/2023	
6791	STRAND ASSOCIATES INC	0196620	UTILITY ENGINEERING SUPPO	05/16/2023	490.89	490.89	05/16/2023	
6791	STRAND ASSOCIATES INC	0196621K	KWIK TRIP SIDEWALK AND STO	05/16/2023	66.60	66.60	05/16/2023	
6791	STRAND ASSOCIATES INC	0196624	2023 FLOW METERING PROGR	05/16/2023	4,976.55	4,976.55	05/16/2023	
7082	Trilogy Consulting LLC	1495	RATE CAST/IMPACT FEE	05/16/2023	180.00	180.00	05/16/2023	
Total 601-60852-210:					12,534.31	12,534.31		
Grand Totals:					87,623.16	87,623.16		

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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 MAY 10, 2023**

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 and Jon Russell. Joanna Williams was absent. Staff present were: Public Works Director Brian Peterson, Deputy Administrator JJ Larson, Village Engineer Kyela Specht, Finance Director Cameron Sawyer, Utility Superintendent Jon Bublitz and Utility Clerk Kristen Krause. There were also five members of the public in attendance.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**  
None.
4. **Old Business**
  - a. **Discuss and consider valve exerciser/sewer cleaner purchase.**  
Peterson provided the quote that he received for the valve exerciser/sewer cleaner. Sawyer explained that this purchase would not have a negative effect on the water rates. **Motion** by Rogers, seconded by Hackel, to purchase the valve exerciser/sewer cleaner as presented. Motion carried with a unanimous voice vote of 4-0-0.
5. **New Business**
  - a. **Discuss meter at church on North Main Street.**  
Peterson explained that several staff and a licensed plumber have been investigating the water service and connection location at the church. Bublitz commented that it has been difficult to find where the first water line fixture is located because the line comes in under the floor close to the sanitary line. As more information is found, Peterson will report back to the Commission.
6. **Engineer’s 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.

## **7. Director's Report**

Finance Director Sawyer presented information regarding the upcoming rate case. Sawyer went over the Utility's financials and explained that the last full rate case occurred in 2017, and the last simplified rate case occurred in 2019. After consulting with Trilogi, it was recommended that the Utility do a simplified rate case for the 3<sup>rd</sup> quarter in 2023, before the full rate case increase in 2024. The rate cases will be brought back to the committee for discussion next month.

## **8. Approve vouchers for payment.**

**Motion** by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$292,452.03. Motion carried by a unanimous voice vote of 4-0-0.

## **9. Approve the minutes of the April 12, 2023 meeting.**

**Motion** by Hackel, seconded by Russell, to approve the minutes from the April 12, 2023 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, June 14, 2023 at 5:00 p.m. at Village Hall.

## **11. Future agenda items.**

- Update on church meter

- Discuss simplified rate case application.

**12. Adjournment.**

Motion by Russell, seconded by Stoa, to adjourn at 5:38 pm. Motion carried with a unanimous voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on:

*These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.*