

UTILITY COMMISSION

Wednesday, September 8, 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. Presentation By Michael Mucha From MMSD.
5. Old Business
 - a. Update on sustainability programs - final report on 2021 Rain Barrel Sale.
 - b. Update on pressure zone modifications in Westlawn.
6. New Business
 - a. Discussion of future utility extensions.
7. Engineer's Report

Documents:

[ENGINEER REPORT SEPTEMBER 2021.PDF](#)
8. Director's Report

Documents:

[DIRECTOR REPORT SEPTEMBER 2021.PDF](#)
9. Approve Vouchers For Payment.

Documents:

[7.8.2021 TO 9.3.2021 VOUCHERS FOR PAYMENT.PDF](#)

10. Approve The Minutes Of The July 14, 2021 Utility Commission Meeting.

Documents:

[UTILITY COMMISSION MINUTES 7.14.21.PDF](#)

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

NOTICE

1. Persons needing special accommodations should call (608) 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may 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 .



**Engineer's Report
Utility Commission**
Village of Cottage Grove
September 2021 Report

Pheasant Run and Damascus Trail Water Main

The water main interconnection from the 8-inch water main to the 12-inch high-pressure water main was completed in mid-August at the intersection of Pheasant Run and Damascus Trail. The Pheasant Run properties were switched to the high-pressure main the following day.

Shady Grove Subdivision

R.H. Huston has been clearing and grubbing and mass grading the project area. Strand is currently reviewing shop drawings for the utilities and lift station. Manhole production has delayed the start of utility construction. Sanitary sewer construction is slated to begin the week of September 6, 2021.

Authentix Cottage Grove

Correspondence between Developer, Strand, and MSA has continued before approval of the development drawings. Strand is currently working with Developer to lower the sanitary sewer on the site to provide 6 feet or greater of cover over the sanitary sewer. Currently Developer is showing portions of the sewer with only 5 feet of bury depth. The development is also providing a 10-foot-wide utility easement over the centerline of all water main and sanitary sewers within the development. Developer is still hoping to start construction in fall 2021.

5th Addition to Westlawn Estates

No sewer and water utility work has been recently completed.

Quarry Ridge Estates

No sewer and water utility work has been recently completed.

Development Reviews

Strand is reviewing proposed developments as they are submitted to the Village. Grand Appliance and Alliant Energy Bonnie Road Substation were recently reviewed. Atlantis Valley and JEK-CRE Mutli-Tenant Building submittals are currently under review.

Upcoming Village Utility Projects

Strand has been working with JJ to update the budget for the Village's 2022 and 2023 projects. The water main project along Taylor Street has been included in this review along with the utilities for the second part of Clark Street and Grove Street.

MSA is still working on the Buss Road and Cottage Grove Road intersection and Glacial Drumlin Path and Clark Street project and will provide a separate report for those projects, as needed.

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



Department of Public Works

Director's Monthly Report to the Utility

Commission

September 8th, 2021

Well 2 maintenance

Tentatively put the plan for Well #2 maintenance on hold. Given the transition to Strand, the transition in my role and the potential to utilize federal funds for water and sewer projects, we'll step back and see if there aren't other opportunities to improve the well even more than planned maintenance.

Modification of pressure zones

Contractor completed the work to add valving to the water mains at the intersection of Damascus and Pheasant Run. The residents along Pheasant Run were brought on to the higher-pressure water on August 13th. I have heard of no issues with the transition.

Utility Operations Technician/Public Works Technician updates

We were able to get 5 applicants with the increased wage on the Utility Technician position. Ultimately, we interviewed 3 and selected one of our own for the new position. We have gotten a number of good applicants to backfill the vacated Public Works Technician position, we have interviews scheduled for the 14th and 15th.

Facility Study underway

Architects from FGM have continued to develop the facility needs study. Final report is anticipated very soon.

Engineering Transition

The transition continues to go very smoothly. Strand has taken over most duties as Village Engineer and MSA is completing current projects.

Public Works Operations Manager Position Update

Planning continues on the position description, duties & responsibilities and salary range for the new position in the 2022.

Report Criteria:

Detail report.
 Invoices with totals above \$0.00 included.
 Paid and unpaid invoices included.
 [Report].GL Account and Title = "60000000000"-6019999999"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-34600								
1463	CORE & MAIN LP	O247890	METERS	08/17/2021	4,240.00	4,240.00	08/17/2021	
Total 600-34600:					4,240.00	4,240.00		
600-60600-340								
244	CONNAY SAFETY PRODUCTS	05998792	SAFETY GEAR	07/20/2021	7.18	7.18	07/20/2021	
2427	COOPER, LAWRENCE D	2427-072021	SAFETY BOOTS REIMBURSEM	07/20/2021	25.00	25.00	07/20/2021	
294	LW ALLEN LLC	108510	WELL #4 REPAIR	08/17/2021	258.78	258.78	08/17/2021	
5592	ROBERT J NICKLES INC	6271	WELL #2 ELECTRICAL REPAIR	08/03/2021	187.92	187.92	08/03/2021	
426	ROTHMAN, JAMES	426-081721	SAFETY BOOTS REIMBURSEM	08/17/2021	25.00	25.00	08/17/2021	
Total 600-60600-340:					503.88	503.88		
600-60620-221								
31	ALLIANT ENERGY/WP&L	31-080321AA	6101720000 - 4722 GASTON CIR	08/03/2021	140.58	140.58	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321EE	7541940000 - 704 N MAIN ST W	08/03/2021	1,397.07	1,397.07	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321H	1670310000 - 1507 LANDMARK	08/03/2021	2,265.81	2,265.81	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321J	1960850000 - DONNAT ST WELL	08/03/2021	1,820.08	1,820.08	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321JJ	9829150000 - 1000 DAMASCUS	08/03/2021	50.53	50.53	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321L	2320700000 - 704 N AMIN ST WE	08/03/2021	17.07	17.07	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321O	3143950000 - HWY N TOWER	07/19/2021	62.68	62.68	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321R	391790000 - 220 GROVE ST	08/03/2021	21.52	21.52	07/21/2021	
Total 600-60620-221:					5,775.34	5,775.34		
600-60630-210								
104	STATE LABORATORY OF HYGIE	683160	WATER TESTING	08/17/2021	101.00	101.00	08/17/2021	
Total 600-60630-210:					101.00	101.00		
600-60630-340								
6121	HAWKINS INC	4990725	WATER TREATMENT CHEMICAL	08/03/2021	811.47	811.47	08/03/2021	
146	LIQUI SYSTEMS INC	211648	WATER CHEMICAL PUMP PART	07/20/2021	301.50	301.50	07/20/2021	
146	LIQUI SYSTEMS INC	211668	WATER CHEMICAL PUMP REPAI	08/03/2021	80.50	80.50	08/03/2021	
146	LIQUI SYSTEMS INC	211781	WATER CHEMICAL PUMP REPL	08/03/2021	1,146.00	1,146.00	08/03/2021	
Total 600-60630-340:					2,339.47	2,339.47		
600-60651-340								
99	MSA PROFESSIONAL SERVICE	R00094072.0-5	UTILITY GIS MAPPING	08/17/2021	167.63	167.63	08/17/2021	
Total 600-60651-340:					167.63	167.63		
600-60652-340								
2688	ACE HARDWARE OF COTTAGE	2688-JUNE	MARKING PAINT	08/03/2021	13.98	13.98	07/21/2021	
99	MSA PROFESSIONAL SERVICE	R00094072.0-5	UTILITY GIS MAPPING	08/17/2021	27.93	27.93	08/17/2021	
Total 600-60652-340:					41.91	41.91		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-60653-340								
99	MSA PROFESSIONAL SERVICE	R00094072.0-5	UTILITY GIS MAPPING	08/17/2021	11.18	11.18	08/17/2021	
Total 600-60653-340:					11.18	11.18		
600-60654-340								
99	MSA PROFESSIONAL SERVICE	R00094072.0-5	UTILITY GIS MAPPING	08/17/2021	16.76	16.76	08/17/2021	
Total 600-60654-340:					16.76	16.76		
600-60902-310								
933	LITHO SPECIALISTS	Is31485	WATER & SEWER BILLS	08/03/2021	185.00	185.00	08/03/2021	
Total 600-60902-310:					185.00	185.00		
600-60902-311								
111	POSTMASTER	111-080321	POSTAGE - 2ND QTR WATER &	08/03/2021	103.72	103.72	07/26/2021	
Total 600-60902-311:					103.72	103.72		
600-60902-340								
594	US CELLULAR	0450987445	AMI AT WATER TOWER	08/03/2021	22.52	22.52	08/03/2021	
Total 600-60902-340:					22.52	22.52		
600-60920-221								
31	ALLIANT ENERGY/WP&L	31-080321	0420288389- 230 PROGRESS D	08/03/2021	12.57	12.57	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321A	0470910000 - 240 PROGRESS D	08/03/2021	25.26	25.26	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321DD	7255110000 - 221 E COTTAGE G	08/03/2021	86.11	86.11	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321F	1366250000 - 200 PROGRESS D	08/03/2021	127.00	127.00	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321FF	8469260000 - 225 BONNIE RD	08/03/2021	16.19	16.19	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321Z	5909800000 - 220 PROGRESS DR	08/03/2021	2.10	2.10	07/21/2021	
Total 600-60920-221:					269.23	269.23		
600-60920-225								
2421	CHARTER COMMUNICATIONS	005419407062	INTERNET AND TV AT MUNICIP	07/20/2021	13.68	13.68	07/20/2021	
2421	CHARTER COMMUNICATIONS	005702307012	BUSINESS TV @ MUNICIPAL SE	07/20/2021	2.92	2.92	07/20/2021	
2421	CHARTER COMMUNICATIONS	005702307912	BUSINESS TV @ MUNICIPAL SE	08/17/2021	2.92	2.92	08/17/2021	
2421	CHARTER COMMUNICATIONS	005854207102	PHONE AT MUNICIPAL SERVICE	08/03/2021	14.91	14.91	08/03/2021	
3912	FRONTIER	3912-080321	608-839-4698 VILLAGE HALL FA	08/03/2021	14.64	14.64	08/03/2021	
594	US CELLULAR	0447040415	CELL PHONE CHARGES - PUBL	07/20/2021	26.91	26.91	07/20/2021	
594	US CELLULAR	0447040415	GIS/SCADA	07/20/2021	32.99	32.99	07/20/2021	
594	US CELLULAR	0452514758	GIS/SCADA	08/17/2021	32.99	32.99	08/17/2021	
594	US CELLULAR	0452514758	CELL PHONE CHARGES - PUBL	08/17/2021	27.70	27.70	08/17/2021	
Total 600-60920-225:					169.66	169.66		
600-60920-330								
6458	WISCONSIN RURAL WATER AS	4157	SAFETY TRAINING CLASS	08/03/2021	329.05	329.05	08/03/2021	
Total 600-60920-330:					329.05	329.05		
600-60920-340								
1462	ALSCO	IMIL1704283	MATS AT MUNICIPAL SERVICES	07/20/2021	12.55	12.55	07/20/2021	
1462	ALSCO	IMIL1704284	MATS & UNIFORMS	07/20/2021	14.95	14.95	07/20/2021	
1462	ALSCO	IMIL1704285	MATS AT VILLAGE HALL	07/20/2021	8.15	8.15	07/20/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1462	ALSCO	IMIL1706481	MATS AT MUNICIPAL SERVICES	07/20/2021	12.55	12.55	07/20/2021	
1462	ALSCO	IMIL1706482	MATS & UNIFORMS	07/20/2021	14.95	14.95	07/20/2021	
1462	ALSCO	IMIL1706483	MATS AT VILLAGE HALL	07/20/2021	8.15	8.15	07/20/2021	
1462	ALSCO	IMIL1708679	MATS AT MUNICIPAL SERVICES	08/03/2021	12.55	12.55	08/03/2021	
1462	ALSCO	IMIL1708680	MATS & UNIFORMS	08/03/2021	14.95	14.95	08/03/2021	
1462	ALSCO	IMIL1708681	MATS AT VILLAGE HALL	08/03/2021	8.15	8.15	08/03/2021	
1462	ALSCO	IMIL1710889	MATS AT MUNICIPAL SERVICES	08/03/2021	12.55	12.55	08/03/2021	
1462	ALSCO	IMIL1710890	MATS & UNIFORMS	08/03/2021	14.95	14.95	08/03/2021	
1462	ALSCO	IMIL1710891	MATS AT VILLAGE HALL	08/03/2021	8.15	8.15	08/03/2021	
1462	ALSCO	IMIL1713075	MATS AT MUNICIPAL SERVICES	08/17/2021	12.55	12.55	08/17/2021	
1462	ALSCO	IMIL1713076	MATS & UNIFORMS	08/17/2021	14.95	14.95	08/17/2021	
1462	ALSCO	IMIL1713077	MATS AT VILLAGE HALL	08/17/2021	8.15	8.15	08/17/2021	
1462	ALSCO	IMIL1715257	MATS AT MUNICIPAL SERVICES	08/17/2021	12.55	12.55	08/17/2021	
1462	ALSCO	IMIL1715258	MATS & UNIFORMS	08/17/2021	15.30	15.30	08/17/2021	
1462	ALSCO	IMIL1715259	MATS AT VILLAGE HALL	08/17/2021	8.15	8.15	08/17/2021	
2421	CHARTER COMMUNICATIONS	001728207052	MONTHLY BASIC BUSINESS TV	07/20/2021	32.87	32.87	07/20/2021	
2421	CHARTER COMMUNICATIONS	001728208052	MONTHLY BASIC BUSINESS TV	08/17/2021	32.87	32.87	08/17/2021	
2421	CHARTER COMMUNICATIONS	007371507052	MONTHLY PHONE CHARGE - 7/	07/20/2021	29.47	29.47	07/20/2021	
2421	CHARTER COMMUNICATIONS	007371508052	MONTHLY PHONE CHARGE - 8/	08/17/2021	29.47	29.47	08/17/2021	
930	COMPUTER MAGIC INC	5947	SERVICE AGREEMENT - OFFIC	07/20/2021	48.72	48.72	07/20/2021	
930	COMPUTER MAGIC INC	5981	SERVICE AGREEMENT - COTTA	08/17/2021	168.44	168.44	08/17/2021	
626	DIGGERS HOTLINE INC	210 6 13551 P	2ND PAYMENT FOR 2021 CHAR	07/20/2021	1,117.40	1,117.40	07/20/2021	
6762	DRUG&ALCOHOL TESTING 24/7	12735	DRUG TESTING	07/20/2021	161.20	161.20	07/20/2021	
5	GFC LEASING CO	I00673492	LEASE #M107469 & M111367 - 8/	08/17/2021	55.25	55.25	08/17/2021	
212	GORDON FLESCH CO	IN13398275	CONTRACT COPY CHARGES -	08/03/2021	32.39	32.39	08/03/2021	
6530	MINUTEMAN PRESS	24119	HATS - NEW LOGO	08/17/2021	214.50	214.50	08/17/2021	
4987	TOTAL WATER TREATMENT SY	0928715	BOTTLED WATER - JULY 2021 -	08/17/2021	6.00	6.00	08/17/2021	
Total 600-60920-340:					2,142.83	2,142.83		
600-60923-125								
2609	HACKEL, MICHAEL	2609-080321	CITIZEN'S PER DIEM UTILITY C	08/03/2021	40.00	40.00	08/03/2021	
2898	ROGERS, CHARLES	2898-080321	CITIZEN'S PER DIEM FOR UTILI	08/03/2021	50.00	50.00	08/03/2021	
2897	RUSSELL, JON	2897-080321	CITIZEN'S PER DIEM FOR UTILI	08/03/2021	30.00	30.00	08/03/2021	
6367	WILLIAMS, JOANNA	6367-080321	CITIZEN'S PER DIEM FOR UTILI	08/03/2021	40.00	40.00	08/03/2021	
Total 600-60923-125:					160.00	160.00		
600-60923-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1879634	2021 AUDIT	08/17/2021	994.00	994.00	08/17/2021	
15	BAKER TILLY VIRCHOW KRAUS	BT1879634	INTERIM FINANCE DIRECTOR	08/17/2021	1,885.20	1,885.20	08/17/2021	
411	CIVIC SYSTEMS	CVC20694	SEMI ANNUAL SOFTWARE SUP	07/20/2021	1,035.20	1,035.20	07/20/2021	
6454	HYDROCORP	0062931IN	CROSS CONNECTION CONTRO	08/17/2021	625.00	625.00	08/17/2021	
99	MSA PROFESSIONAL SERVICE	R00094096.0-1	WATER AND SEWER EXTENSIO	08/17/2021	23.75	23.75	08/17/2021	
Total 600-60923-210:					4,563.15	4,563.15		
600-60933-385								
3	LANDMARK SERVICES COOPE	2210630	PUBLIC WORKS FUEL	07/20/2021	441.90	441.90	07/20/2021	
3	LANDMARK SERVICES COOPE	2210731	FUEL	08/17/2021	499.06	499.06	08/17/2021	
Total 600-60933-385:					940.96	940.96		
600-60935-340								
2688	ACE HARDWARE OF COTTAGE	2688-JULY	SHOP SUPPLIES	08/03/2021	16.13	16.13	07/21/2021	
2688	ACE HARDWARE OF COTTAGE	2688-JUNE	SHOP SUPPLIES	08/03/2021	11.22	11.22	07/21/2021	
243	ADS MECHANICAL	25476	MSB HVAC REPAIR	08/17/2021	53.60	53.60	08/17/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
33	BADGER WELDING SUPPLIES I	3658297	WELDING SUPPLIES	07/20/2021	1.20	1.20	07/20/2021	
33	BADGER WELDING SUPPLIES I	3663342	WELDING SUPPLIES	08/17/2021	1.24	1.24	08/17/2021	
754	BOBCAT OF MADISON INC	01-96582	PARTS	07/20/2021	4.68	4.68	07/20/2021	
754	BOBCAT OF MADISON INC	01-96648	PARTS TO REPAIR TOOLCAT	07/20/2021	183.56	183.56	07/20/2021	
754	BOBCAT OF MADISON INC	01-96710	PARTS	08/03/2021	.52	.52	08/03/2021	
6480	CINTAS	5070344684	FIRST AID KIT AT MSB	08/03/2021	2.47	2.47	08/03/2021	
5220	CRYSTAL CLEANERS INC	23620	CLEANING AT MSB	07/20/2021	24.38	24.38	07/20/2021	
3912	FRONTIER	3912-072021P	608-839-1603 FAX & SCADA SY	07/20/2021	57.90	57.90	07/20/2021	
3912	FRONTIER	3912-081721P	608-839-1603 FAX & SCADA SY	08/17/2021	57.90	57.90	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-372235	TRUCK PARTS	08/03/2021	6.49	6.49	08/03/2021	
4458	O'REILLY AUTO PARTS	4331-372605	TRUCK PARTS	08/17/2021	4.53	4.53	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-372796	EQUIPMENT	08/17/2021	5.40	5.40	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-373287	EQUIPMENT	08/17/2021	2.00	2.00	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-373288	EQUIPMENT	08/17/2021	1.80	1.80	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-373292	PARTS	08/17/2021	3.04	3.04	08/17/2021	
4447	REINDERS INC	1894011-00	MOWER PARTS	08/17/2021	73.23	73.23	08/17/2021	
1901	SCHILLING SUPPLY COMPANY	834496-00	MSB PAPER TOWELS	08/03/2021	10.57	10.57	08/03/2021	
11	SUPERIOR CHEMICAL CORP	310234	HAND SOAP	08/17/2021	29.51	29.51	08/17/2021	
Total 600-60935-340:					551.37	551.37		
600-62926-154								
2678	WINTER, DEBRA	2678-072021	HEALTH INSURANCE PREMIUM	07/20/2021	323.52	323.52	07/20/2021	
Total 600-62926-154:					323.52	323.52		
601-60821-221								
31	ALLIANT ENERGY/WP&L	31-080321GG	9204600000 - COMMERCE PKW	08/03/2021	149.61	149.61	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321K	2222530000 - 4195 VILAS RD LO	08/03/2021	42.30	42.30	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321S	4153410000 - 110 S MAIN ST	08/03/2021	1,093.80	1,093.80	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321T	4668230000 - TRILLIUM TRL LIF	08/03/2021	62.56	62.56	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321U	5067730000 - 4195 VILAS RD LIF	08/03/2021	1,310.60	1,310.60	07/21/2021	
Total 601-60821-221:					2,658.87	2,658.87		
601-60822-222								
37	MADISON METRO SEWERAGE	IN000017179	QUARTER 2/2021 - SEWER TRE	08/03/2021	192,199.99	192,199.99	08/03/2021	
Total 601-60822-222:					192,199.99	192,199.99		
601-60827-340								
244	CONNEY SAFETY PRODUCTS	05998792	SAFETY GEAR	07/20/2021	7.18	7.18	07/20/2021	
2427	COOPER, LAWRENCE D	2427-072021	SAFETY BOOTS REIMBURSEM	07/20/2021	25.00	25.00	07/20/2021	
99	MSA PROFESSIONAL SERVICE	R00094072.0-5	UTILITY GIS MAPPING	08/17/2021	55.88	55.88	08/17/2021	
426	ROTHMAN, JAMES	426-081721	SAFETY BOOTS REIMBURSEM	08/17/2021	25.00	25.00	08/17/2021	
11	SUPERIOR CHEMICAL CORP	307547	WET WELL TREATMENT CHEMI	07/20/2021	1,103.60	1,103.60	07/20/2021	
11	SUPERIOR CHEMICAL CORP	310345	WET WELL TREATMENT CHEMI	08/17/2021	1,105.60	1,105.60	08/17/2021	
Total 601-60827-340:					2,322.26	2,322.26		
601-60828-385								
3	LANDMARK SERVICES COOPE	2210630	PUBLIC WORKS FUEL	07/20/2021	441.90	441.90	07/20/2021	
3	LANDMARK SERVICES COOPE	2210731	FUEL	08/17/2021	499.06	499.06	08/17/2021	
Total 601-60828-385:					940.96	940.96		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
601-60831-240								
99	MSA PROFESSIONAL SERVICE	R00094072.0-5	UTILITY GIS MAPPING	08/17/2021	167.63	167.63	08/17/2021	
Total 601-60831-240:					167.63	167.63		
601-60831-350								
99	MSA PROFESSIONAL SERVICE	R00094072.0-5	UTILITY GIS MAPPING	08/17/2021	83.81	83.81	08/17/2021	
Total 601-60831-350:					83.81	83.81		
601-60832-340								
3912	FRONTIER	3912-072021P	608-839-1603 FAX & SCADA SY	07/20/2021	57.90	57.90	07/20/2021	
3912	FRONTIER	3912-081721P	608-839-1603 FAX & SCADA SY	08/17/2021	57.90	57.90	08/17/2021	
1622	HJ PERTZBORN	56818	PLUMBING REPAIR	07/20/2021	170.00	170.00	07/20/2021	
99	MSA PROFESSIONAL SERVICE	R00094072.0-5	UTILITY GIS MAPPING	08/17/2021	27.93	27.93	08/17/2021	
Total 601-60832-340:					313.73	313.73		
601-60834-340								
2688	ACE HARDWARE OF COTTAGE	2688-JULY	SHOP SUPPLIES	08/03/2021	16.12	16.12	07/21/2021	
2688	ACE HARDWARE OF COTTAGE	2688-JUNE	SHOP SUPPLIES	08/03/2021	11.21	11.21	07/21/2021	
243	ADS MECHANICAL	25476	MSB HVAC REPAIR	08/17/2021	53.60	53.60	08/17/2021	
33	BADGER WELDING SUPPLIES I	3658297	WELDING SUPPLIES	07/20/2021	1.20	1.20	07/20/2021	
33	BADGER WELDING SUPPLIES I	3663342	WELDING SUPPLIES	08/17/2021	1.24	1.24	08/17/2021	
754	BOBCAT OF MADISON INC	01-96582	PARTS	07/20/2021	4.67	4.67	07/20/2021	
754	BOBCAT OF MADISON INC	01-96648	PARTS TO REPAIR TOOLCAT	07/20/2021	183.55	183.55	07/20/2021	
754	BOBCAT OF MADISON INC	01-96710	PARTS	08/03/2021	.51	.51	08/03/2021	
6480	CINTAS	5070344684	FIRST AID KIT AT MSB	08/03/2021	2.47	2.47	08/03/2021	
5220	CRYSTAL CLEANERS INC	23620	CLEANING AT MSB	07/20/2021	24.37	24.37	07/20/2021	
4458	O'REILLY AUTO PARTS	4331-372235	TRUCK PARTS	08/03/2021	6.49	6.49	08/03/2021	
4458	O'REILLY AUTO PARTS	4331-372605	TRUCK PARTS	08/17/2021	4.52	4.52	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-372796	EQUIPMENT	08/17/2021	5.39	5.39	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-373287	EQUIPMENT	08/17/2021	2.00	2.00	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-373288	EQUIPMENT	08/17/2021	1.80	1.80	08/17/2021	
4458	O'REILLY AUTO PARTS	4331-373292	PARTS	08/17/2021	3.04	3.04	08/17/2021	
4447	REINDERS INC	1894011-00	MOWER PARTS	08/17/2021	73.22	73.22	08/17/2021	
1901	SCHILLING SUPPLY COMPANY	834496-00	MSB PAPER TOWELS	08/03/2021	10.56	10.56	08/03/2021	
11	SUPERIOR CHEMICAL CORP	310234	HAND SOAP	08/17/2021	29.50	29.50	08/17/2021	
Total 601-60834-340:					435.46	435.46		
601-60840-310								
933	LITHO SPECIALISTS	ls31485	WATER & SEWER BILLS	08/03/2021	185.00	185.00	08/03/2021	
Total 601-60840-310:					185.00	185.00		
601-60840-311								
111	POSTMASTER	111-080321	POSTAGE - PAST DUE NOTICE	08/03/2021	103.72	103.72	07/26/2021	
Total 601-60840-311:					103.72	103.72		
601-60850-221								
31	ALLIANT ENERGY/WP&L	31-080321	0420288389- 230 PROGRESS D	08/03/2021	12.57	12.57	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321A	0470910000 - 240 PROGRESS D	08/03/2021	25.26	25.26	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321DD	7255110000 - 221 E COTTAGE G	08/03/2021	86.11	86.11	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321F	1366250000 - 200 PROGRESS D	08/03/2021	127.00	127.00	07/21/2021	
31	ALLIANT ENERGY/WP&L	31-080321FF	8469260000 - 225 BONNIE RD	08/03/2021	16.19	16.19	07/21/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
31	ALLIANT ENERGY/WP&L	31-080321Z	590980000 - 220 PROGRESS DR	08/03/2021	2.10	2.10	07/21/2021	
Total 601-60850-221:					269.23	269.23		
601-60850-225								
2421	CHARTER COMMUNICATIONS	005419407062	INTERNET AND TV AT MUNICIP	07/20/2021	13.68	13.68	07/20/2021	
2421	CHARTER COMMUNICATIONS	005702307012	BUSINESS TV @ MUNICIPAL SE	07/20/2021	2.91	2.91	07/20/2021	
2421	CHARTER COMMUNICATIONS	005702307912	BUSINESS TV @ MUNICIPAL SE	08/17/2021	2.91	2.91	08/17/2021	
2421	CHARTER COMMUNICATIONS	005854207102	PHONE AT MUNICIPAL SERVICE	08/03/2021	14.91	14.91	08/03/2021	
3912	FRONTIER	3912-080321	608-839-4698 VILLAGE HALL FA	08/03/2021	14.64	14.64	08/03/2021	
594	US CELLULAR	0447040415	CELL PHONE CHARGES - PUBL	07/20/2021	26.90	26.90	07/20/2021	
594	US CELLULAR	0447040415	GIS/SCADA	07/20/2021	32.99	32.99	07/20/2021	
594	US CELLULAR	0452514758	GIS/SCADA	08/17/2021	32.99	32.99	08/17/2021	
594	US CELLULAR	0452514758	CELL PHONE CHARGES - PUBL	08/17/2021	27.69	27.69	08/17/2021	
Total 601-60850-225:					169.62	169.62		
601-60850-330								
6458	WISCONSIN RURAL WATER AS	4157	SAFETY TRAINING CLASS	08/03/2021	329.04	329.04	08/03/2021	
Total 601-60850-330:					329.04	329.04		
601-60850-340								
1462	ALSCO	IMIL1704283	MATS AT MUNICIPAL SERVICES	07/20/2021	12.55	12.55	07/20/2021	
1462	ALSCO	IMIL1704284	MATS & UNIFORMS	07/20/2021	14.95	14.95	07/20/2021	
1462	ALSCO	IMIL1704285	MATS AT VILLAGE HALL	07/20/2021	8.15	8.15	07/20/2021	
1462	ALSCO	IMIL1706481	MATS AT MUNICIPAL SERVICES	07/20/2021	12.55	12.55	07/20/2021	
1462	ALSCO	IMIL1706482	MATS & UNIFORMS	07/20/2021	14.95	14.95	07/20/2021	
1462	ALSCO	IMIL1706483	MATS AT VILLAGE HALL	07/20/2021	8.15	8.15	07/20/2021	
1462	ALSCO	IMIL1708679	MATS AT MUNICIPAL SERVICES	08/03/2021	12.55	12.55	08/03/2021	
1462	ALSCO	IMIL1708680	MATS & UNIFORMS	08/03/2021	14.95	14.95	08/03/2021	
1462	ALSCO	IMIL1708681	MATS AT VILLAGE HALL	08/03/2021	8.15	8.15	08/03/2021	
1462	ALSCO	IMIL1710889	MATS AT MUNICIPAL SERVICES	08/03/2021	12.55	12.55	08/03/2021	
1462	ALSCO	IMIL1710890	MATS & UNIFORMS	08/03/2021	14.95	14.95	08/03/2021	
1462	ALSCO	IMIL1710891	MATS AT VILLAGE HALL	08/03/2021	8.15	8.15	08/03/2021	
1462	ALSCO	IMIL1713075	MATS AT MUNICIPAL SERVICES	08/17/2021	12.55	12.55	08/17/2021	
1462	ALSCO	IMIL1713076	MATS & UNIFORMS	08/17/2021	14.95	14.95	08/17/2021	
1462	ALSCO	IMIL1713077	MATS AT VILLAGE HALL	08/17/2021	8.15	8.15	08/17/2021	
1462	ALSCO	IMIL1715257	MATS AT MUNICIPAL SERVICES	08/17/2021	12.55	12.55	08/17/2021	
1462	ALSCO	IMIL1715258	MATS & UNIFORMS	08/17/2021	15.30	15.30	08/17/2021	
1462	ALSCO	IMIL1715259	MATS AT VILLAGE HALL	08/17/2021	8.15	8.15	08/17/2021	
2421	CHARTER COMMUNICATIONS	001728207052	MONTHLY BASIC BUSINESS TV	07/20/2021	32.87	32.87	07/20/2021	
2421	CHARTER COMMUNICATIONS	001728208052	MONTHLY BASIC BUSINESS TV	08/17/2021	32.87	32.87	08/17/2021	
2421	CHARTER COMMUNICATIONS	007371507052	MONTHLY PHONE CHARGE - 7/	07/20/2021	29.47	29.47	07/20/2021	
2421	CHARTER COMMUNICATIONS	007371508052	MONTHLY PHONE CHARGE - 8/	08/17/2021	29.47	29.47	08/17/2021	
930	COMPUTER MAGIC INC	5947	SERVICE AGREEMENT - OFFIC	07/20/2021	48.72	48.72	07/20/2021	
930	COMPUTER MAGIC INC	5981	SERVICE AGREEMENT - COTTA	08/17/2021	168.44	168.44	08/17/2021	
626	DIGGERS HOTLINE INC	210 6 13551 P	2ND PAYMENT FOR 2021 CHAR	07/20/2021	1,117.40	1,117.40	07/20/2021	
6762	DRUG&ALCOHOL TESTING 24/7	12735	DRUG TESTING	07/20/2021	161.20	161.20	07/20/2021	
5	GFC LEASING CO	I00673492	LEASE #M107469 & M111367 - 8/	08/17/2021	55.25	55.25	08/17/2021	
212	GORDON FLESCH CO	IN13398275	CONTRACT COPY CHARGES -	08/03/2021	32.40	32.40	08/03/2021	
6530	MINUTEMAN PRESS	24119	HATS - NEW LOGO	08/17/2021	214.50	214.50	08/17/2021	
4987	TOTAL WATER TREATMENT SY	0928715	BOTTLED WATER - JULY 2021 -	08/17/2021	6.00	6.00	08/17/2021	
Total 601-60850-340:					2,142.84	2,142.84		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
601-60852-140								
2609	HACKEL, MICHAEL	2609-080321	CITIZEN'S PER DIEM UTILITY C	08/03/2021	40.00	40.00	08/03/2021	
2898	ROGERS, CHARLES	2898-080321	CITIZEN'S PER DIEM FOR UTILI	08/03/2021	50.00	50.00	08/03/2021	
2897	RUSSELL, JON	2897-080321	CITIZEN'S PER DIEM FOR UTILI	08/03/2021	30.00	30.00	08/03/2021	
6367	WILLIAMS, JOANNA	6367-080321	CITIZEN'S PER DIEM FOR UTILI	08/03/2021	40.00	40.00	08/03/2021	
Total 601-60852-140:					160.00	160.00		
601-60852-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1879634	2021 AUDIT	08/17/2021	994.00	994.00	08/17/2021	
15	BAKER TILLY VIRCHOW KRAUS	BT1879634	INTERIM FINANCE DIRECTOR	08/17/2021	1,885.20	1,885.20	08/17/2021	
411	CIVIC SYSTEMS	CVC20694	SEMI ANNUAL SOFTWARE SUP	07/20/2021	1,035.20	1,035.20	07/20/2021	
6767	FGM ARCHITECTS INC	21-3169.01-2	FACILITY AND SPACE NEEDS A	08/03/2021	6,417.07	6,417.07	08/03/2021	
Total 601-60852-210:					10,331.47	10,331.47		
601-60854-154								
2678	WINTER, DEBRA	2678-072021	HEALTH INSURANCE PREMIUM	07/20/2021	323.51	323.51	07/20/2021	
Total 601-60854-154:					323.51	323.51		
Grand Totals:					236,095.32	236,095.32		

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 JULY 14, 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: Public Works Director JJ Larson, Village Engineer Josh Straka and Utility Clerk Kristen Krause.
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 sustainability programs – final report on 2021 Rain Barrel Sale.**
Murphy reported that the 2021 rain barrel sale was a success for its first year and she thanked Williams for helping on distribution day. 86 barrels were pre-ordered and an additional two were sold after the event. There are ten remaining and available for purchase. Next year, a compost-bin sale will possibly be added to the rain barrel sale.
5. **New Business**
 - a. **Update on pressure zone modifications in Westlawn.**
Larson spoke with our DNR representative, answered a few clarifying questions and was told there would not be any additional requirements for this project. A contractor has been selected and work will occur in the next few weeks. Cost for the project came in under \$20,000.
6. **Engineer’s Report.**

Glacial Drumlin Path/Clark Street – Construction has begun on the Glacial Drumlin project. MSA held a virtual public meeting on the project and a preconstruction meeting for the Contractor and the utilities. Work is beginning on the westerly portion of the project to allow for utility work to be completed along the easterly end of the project.

Clark and Grove Streets are looking to be a 2022 project/Phase 2. The design is being finalized with the soil borings completed. MSA is working with the Village and Village Attorney on providing information to the landowner for negotiations on the property.

CTH BB and Buss Road – Construction continues on the roadway. Utilities crossing the roadway with respect to connections for Shady Grove are being installed (at Shady Grove cost).

Westlawn Fifth Addition Phase 2 – Utilities have been installed and tested for Phase 2. Roadwork is progressing within Phase 2.

Atwell Suites Hotel CTH TT – Utilities have been installed and tested along the proposed entrance drive from CTH TT. At this time, the hotel project is on hold and no work is currently planned.

Cottage Grove Commons Phase 2 – Site utility work is complete, and the roadwork and sidewalks are being completed.

Quarry Ridge Estates Phase B – Site utility work is complete, and the roadwork is currently progressing.

Water Pressure Discussions – MSA has had conversations with JJ Larson in regard to areas that are requesting the high-pressure water and how these changes can be completed with the existing system.

Development Reviews – MSA is reviewing developments looking to continue. MSA has reviewed the plans of the Continental Development which includes public water and sanitary sewer. Other developments within the Commerce Park are planned to connect to existing utilities.

7. Director's Report

Well 2 Maintenance

Larson plans to update the specs and get bidding documents prepared to pull, inspect and maintain Well #2 later this summer. Timing for this maintenance is flexible with the only limits being during hydrant flushing in the spring and fall.

Modification of pressure zones

Larson had a brief meeting with our DNR rep to share the plan for modifying the system to bring the higher-pressure water to Pheasant Run. The rep had a few clarifying questions, and ultimately said that we are okay to move forward; no other approvals are necessary.

Staff also worked with MSA and two existing businesses in the Commerce Park to adjust the valves in the field to bring the high-pressure zone to an additional block. This change did not require anything beyond adjustment to current valving.

Utility Operations Technician position

After seeing very little interest early in the year (one applicant), we recently re-posted the position with a higher hourly wage. As of this writing, Larson has received four applications. The position is listed as "open until filled".

Facility Study underway

Architects from FGM have continued to develop the facility study. Staff met with their team in late June and saw initial layouts for our Village facilities; Village Hall, the Municipal Services Building, and the Public Works shop. They saw how they fit now and with anticipated space needs as the community continues to grow. Another update will be given next Monday.

Engineering Firm Update

The Village will be transitioning to a new firm for engineering services. Moving forward, Strand Associates will be taking over duties as the Village's engineering service provider. MSA will continue through completion of all ongoing projects. For the foreseeable future, there will be times when representatives from both Strand and MSA may attend these meetings.

Position Update

At the June 21, 2021, the Village Board approved adding the title of Deputy Administrator to Larson's Director of Public Works responsibilities. As part of this transition, the Village will look to add a new

management level position to the Public Works Department in 2022, with more specific discussion and details to come during the budget meetings.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$116,177.49. Motion carried by a unanimous voice vote of 5-0-0.

9. Approve the minutes of the June 9, 2021 meeting.

Motion by Williams, seconded by Russell, to approve the minutes from the June 9, 2021 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, August 18, 2021 at 5:00 p.m.

11. Future agenda items.

- No specific future agenda items were noted.

12. Adjournment.

Motion by Rogers, seconded by Williams, to adjourn at 5:13 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on:

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