

UTILITY COMMISSION

Wednesday, December 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 jl Larson@village.cottage-grove.wi.us.

1. Call Meeting To Order.
2. Quorum And Roll Call.
3. Public Appearances - Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item.
4. Old Business
5. New Business
 - a. Discuss Water and Sewer System Evaluation and CIP updates in 2022.
 - b. Discuss Water and Sewer Impact Fee Study updates in 2022.
 - c. Discuss ARPA eligible projects.

Documents:

[MEMO ON CIP UPDATE.IMPACT FEE STUDY.PDF](#)
[LEAF TRUCK MEMO.PDF](#)

6. Engineer's Report

Documents:

[ENGINEER REPORT DECEMBER 2021.PDF](#)

7. Director's Report

Documents:

[DIRECTOR REPORT DECEMBER 2021.PDF](#)

8. Approve Vouchers For Payment.

Documents:

[VOUCHERS FOR PAYMENT 10.8.2021 TO 12.2.2021.PDF](#)

9. Approve The Minutes Of The October 13, 2021 Utility Commission Meeting.

Documents:

[UTILITY COMMISSION MINUTES 10.13.21.PDF](#)

10. Set Date For Next Meeting.

11. Future Agenda Items.

12. Adjournment.

NOTICE

1. Persons needing special accommodations should call (608) 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action .

STAFF REPORT

MEMO DATE:	December 3, 2021
MTG. DATE:	December 8, 2021
TO:	Utility Commission
FROM:	JJ Larson –Director of Public Works & Utilities/Deputy Administrator
RE:	CIP Updates/Impact Fee Study in 2022 Utility Budgets

BACKGROUND

The Village Water and Sanitary Sewer systems are long overdue for system-wide evaluations and updates to the respective Capital Improvement Plans (CIPs). Given that most projects outlined in the previous CIPs have either been completed, are no longer needed or recommended as planned, or at least in need of a fresh evaluation given the changes in technology, usage, conservation efforts, and growth of our systems. With Josh's team at Strand now on board as the new Village Engineering firm, it's the perfect opportunity to get a fresh evaluation, and perspective to best position the Village Water and Sewer Utilities for the future.

With the update of the system evaluation and CIPs, the plan is to have Baker Tilly update our Impact Fee study. The Village has not updated the Impact Fees in nearly 20 years. Given the increased pace of growth we want to ensure that we're adequately funding our system needs appropriately, including collecting the proper amount from development impact fees.

OVERVIEW

Strand provided a cost to update and calibrate the water system model, create a new water system master plan (including an updated CIP), as well as provide an updated wellhead protection plan (which was last updated in 2005) for a cost of \$70,000. The cost to conduct the sanitary system evaluation and create the updated CIP is \$35,000.

Using Strand's work, Baker Tilly would then take the information and use it to update the Village's Water and Sewer Impact Fees. The total cost to do so is \$7,000 split between the two utilities.

RECOMMENDATION

I recommend the Commission authorize the funds at next month's budget meeting to complete the system evaluations, Capital Improvement Plans, and updated Impact Fee Study in 2022.



Village Trustee Memo

MEMO Date:	December 3, 2021
Meeting Date:	Public Works Committee December 7, 2021 Utility Commission December 8, 2021 Plan Commission December 8, 2021
TO:	Committee Members
FROM:	Village Trustee Melissa Ratcliff
RE:	Leaf Vac Truck

OVERVIEW/BACKGROUND:

Many residents have inquired about the village providing leaf pick up services. As our trees continue to age throughout the village, more residents will request this service. Additionally, removing leaves from residences will prevent unwanted phosphorus from getting into our water system that eventually gets to our lakes, causing increased algae growth and blocking the waterflow, resulting in flooding.

ARPA funding can be used on a leaf vac truck due to it impacting our waterways. Unfortunately, worldwide challenges in supply chains, worker shortages, etc., have caused increased truck production time and costs. Any vehicle ordered now likely wouldn't make it to our community until mid-2023. In order to make sure that we have the equipment we need in 2023, ordering a vehicle now is important if this is the direction we'd like to move forward with.

If we moved forward with the leaf truck, we would also require another staff person in Public Works. JJ has already indicated that in 2023 they will need at least one more additional staff person. The truck likely wouldn't be delivered until mid to late fall, 2023, and as leaves generally don't need to be raked until September, this new Public Works staff person wouldn't have to be budgeted to start until mid-2023, which saves some operational costs in 2023, as well.

JJ provided the following information to also consider:

- 25 Yard leaf box (big enough to avoid constant dumping) and allow for one-person operation with a J-hook setup (meaning the chassis can be outfitted with other things when not in use for leaf pick up) \$300,000 to \$400,000;
- Adding replacement vehicle in our capital plan for every 7 to 10 years;
- Public Works employee \$81,331.12 (\$25 per hour plus benefits) yearly cost;



-Increased maintenance budget ~\$7,500 per year.

RECOMMENDATION:

Provide information to the Village Board as to the recommendations your commission believes the Village Board should move forward with.



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

Shady Grove Subdivision

Sanitary sewer, water main, and storm sewer construction continued through November. RG Huston Company, Inc. completed the first phase of concrete curb and gutter and the first lift of asphalt in mid-November. RG Huston Company, Inc. began blasting for rock excavation at the end of November to complete the sanitary sewer installation. Phase 2 sanitary sewer, water main, and storm sewer construction will continue to take place into December 2021 and January 2022.

Authentix Cottage Grove

Horizon Construction Group is the prime contractor for the development with Integrity Grading and Excavating as the underground subcontractor. Village sanitary sewer and water main began in November with the completion of all the mainline sewer and water main completed by the end of the month. Testing of the sanitary sewer and water main and the storm sewer along Cottage Grove Road will be completed in December 2021.

Fifth Addition to Westlawn Estates

Strand has been answering questions regarding the first review of the lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra Circle. Strand anticipates a second review in the coming weeks. Homburg Contractors, Inc. plans to start Phase 3 of the Fifth Addition to Westlawn Estates in December 2021.

Cottage Grove Commons Phases 1 and 2

Phase 1—The majority of the List of Items to be Completed or Corrected was completed in November. Outstanding items remaining include a few miscellaneous restoration items.

Phase 2—Portions of the sidewalk were installed for winter occupancy in November. Stormwater basins in Outlots 1 and 2 still need to be completed along with the remaining sidewalk, lighting, and restoration occurring in spring 2022. The overall erosion control on the site continues to be lacking and Strand is discussing this with the developer each week during the weekly erosion control reviews.

Development Reviews

Alliant Energy Substation—Strand and Village staff have met with Alliant Energy to discuss potential locations of a future substation in the Village. Alliant Energy will consider further options and come back to the Plan Commission in 2022 for discussions regarding new locations.

Strand attended a meeting with potential developers to discuss the Three Oaks development along Ridge Road. Lack of a regional pumping station on the east side of the Village may limit future growth in that area.

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
December 8th, 2021

Budget Update

The public hearing for the final budget for 2022 is on the Board agenda for December 6th. Assuming there were no changes made, the budget includes many street improvements projects, multi-use trail extensions and additions, park improvements and much needed staffing additions.

Of the approved projects the only items relevant to this Commission are the section of old asbestos cement water main on E. Taylor that will be replaced as a part of that street reconstruction project. And, as a part of the Clark and Grove St. reconstruction project, the water main will be extended through the park and looped along Grove St. into existing water on Clark St.

Facility Study – Ad Hoc Committee

The facility study completed by FGM Architects was presented to the Board in October. As of this writing, there is an item on Monday's Board agenda on development of an Ad Hoc Committee. FGM's study ultimately recommended the Village should form an ad hoc committee to review options, costs, timing, and funding in greater detail.

Staffing Update

Our newest hire has been working with staff to get up to speed quickly and plans to continue working towards his CDL.

We got some bad news last week, one of our great young employees has accepted a position with another municipality. His last day will be Friday, December 10th. Jake will be sorely missed, he's not only a very hard worker, but willing and able to take on equipment repairs of all sizes and has saved the Village thousand (if not tens of thousands) in his short time here by making repairs in-house that would otherwise have to be farmed out. We plan to recruit for his replacement immediately.

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	P778800	METERS	11/16/2021	1,460.00	1,460.00	11/16/2021	
1463	CORE & MAIN LP	P806254	METERS	11/16/2021	230.00	230.00	11/16/2021	
1463	CORE & MAIN LP	P822758	METERS	11/16/2021	480.00	480.00	11/16/2021	
Total 600-34600:					2,170.00	2,170.00		
600-60600-340								
6495	BALLWEG, MATTHEW	6495-111621	REIMBURSEMENT FOR SAFET	11/16/2021	21.10	21.10	11/16/2021	
244	CONNEY SAFETY PRODUCTS	06026495	GLOVES	10/19/2021	16.99	16.99	10/19/2021	
3950	CUMMINS SALES AND SERVICE	F6-17709	MSB ANNUAL GENERATOR INS	11/02/2021	18.30	18.30	11/02/2021	
3950	CUMMINS SALES AND SERVICE	F6-17712	WELL #4 ANNUAL GENERATOR	11/02/2021	243.39	243.39	11/02/2021	
6465	KIENBAUM, JACOB	91817	REIMBURSEMENT FOR SAFET	11/16/2021	25.00	25.00	11/16/2021	
6530	MINUTEMAN PRESS	24839	SWEATSHIRTS - SAFETY GREE	11/02/2021	99.17	99.17	11/02/2021	
Total 600-60600-340:					423.95	423.95		
600-60605-240								
243	ADS MECHANICAL	25791	HEATER REPAIR WELL #2	11/16/2021	642.16	642.16	11/16/2021	
5751	DORNER COMPANY	159233-IN	WELL #4 - CONTROL VALVES M	11/02/2021	750.00	750.00	11/02/2021	
Total 600-60605-240:					1,392.16	1,392.16		
600-60620-221								
31	ALLIANT ENERGY/WP&L	31-110221BB	6101720000 - GASTON CIR WAT	11/02/2021	146.67	146.67	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221FF	7514940000 - 704 N MAIN ST W	11/02/2021	1,072.57	1,072.57	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221H	1670310000 - 1507 LANDMARK	11/02/2021	2,164.48	2,164.48	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221J	1960850000 - DONNA ST WELL	11/02/2021	1,737.64	1,737.64	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221LL	9829150000 - DAMASCUS TRL P	11/02/2021	50.28	50.28	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221M	2320700000 - N MAIN ST WELL	11/02/2021	17.45	17.45	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221P	3143950000 - HWY N TOWER	11/02/2021	60.61	60.61	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221S	3917900000 - 220 GROVE ST	11/02/2021	20.94	20.94	10/21/2021	
Total 600-60620-221:					5,270.64	5,270.64		
600-60630-210								
104	STATE LABORATORY OF HYGIE	686188	WATER TESTING	11/16/2021	406.00	406.00	11/16/2021	
104	STATE LABORATORY OF HYGIE	694325	WATER TESTING	11/16/2021	26.00	26.00	11/16/2021	
150	USA BLUE BOOK	756437	WATER TESTING EQUIPMENT	10/19/2021	196.13	196.13	10/19/2021	
6373	WI STATE LABORATORY OF HY	689797	WATER TESTING	10/19/2021	26.00	26.00	10/19/2021	
Total 600-60630-210:					654.13	654.13		
600-60630-340								
6121	HAWKINS INC	6054757	WATER TREATMENT CHEMICAL	11/02/2021	790.56	790.56	11/02/2021	
Total 600-60630-340:					790.56	790.56		
600-60650-340								
6018	CORRPRO COMPANIES INC	667637	ANNUAL CATHODIC INSPECTIO	11/16/2021	2,770.00	2,770.00	11/16/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60650-340:					2,770.00	2,770.00		
600-60652-340								
150	USA BLUE BOOK	786714	MARKING PAINT	11/16/2021	295.76	295.76	11/16/2021	
Total 600-60652-340:					295.76	295.76		
600-60653-340								
2688	ACE HARDWARE OF COTTAGE	2688-110221	UTILITY SUPPLIES	11/02/2021	61.98	61.98	11/02/2021	
Total 600-60653-340:					61.98	61.98		
600-60902-311								
111	POSTMASTER	111-110221A	POSTAGE - WATER & SEWER BI	11/02/2021	100.67	100.67	10/26/2021	
Total 600-60902-311:					100.67	100.67		
600-60902-340								
111	POSTMASTER	111-110221	ANNUAL FIRST CLASS PRESOR	11/02/2021	132.50	132.50	11/02/2021	
594	US CELLULAR	0467799701	AMI AT WATER TOWER	11/02/2021	22.52	22.52	11/02/2021	
Total 600-60902-340:					155.02	155.02		
600-60920-221								
31	ALLIANT ENERGY/WP&L	31-110221	0420288389 - 230 PROGRESS D	11/02/2021	13.56	13.56	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221A	0470910000 - 240 PROGRESS D	11/02/2021	11.57	11.57	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221AA	5909800000 - 220 PROGRESS D	11/02/2021	2.59	2.59	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221EE	7255110000 - VILLAGE HALL	11/02/2021	83.29	83.29	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221F	1366250000 - 200 PROGRESS D	11/02/2021	108.09	108.09	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221GG	8469260000 - 225 BONNIE RD	11/02/2021	19.60	19.60	10/21/2021	
Total 600-60920-221:					238.70	238.70		
600-60920-225								
2421	CHARTER COMMUNICATIONS	005419410062	INTERNET AND TV AT MUNICIP	10/19/2021	13.68	13.68	10/19/2021	
2421	CHARTER COMMUNICATIONS	005702310012	BUSINESS TV @ MUNICIPAL SE	10/19/2021	2.91	2.91	10/19/2021	
2421	CHARTER COMMUNICATIONS	005702310312	BUSINESS TV @ MUNICIPAL SE	11/16/2021	2.91	2.91	11/16/2021	
2421	CHARTER COMMUNICATIONS	005854210102	PHONE AT MUNICIPAL SERVICE	11/02/2021	40.18	40.18	11/02/2021	
3912	FRONTIER	3912-110221	608-839-4698 VILLAGE HALL FA	11/02/2021	14.54	14.54	11/02/2021	
594	US CELLULAR	0463851619	CELL PHONE CHARGES - PUBL	10/19/2021	39.33	39.33	10/19/2021	
594	US CELLULAR	0463851619	GIS/TABLETS	10/19/2021	34.99	34.99	10/19/2021	
594	US CELLULAR	0469950170	CELL PHONE CHARGES - PUBL	11/16/2021	27.08	27.08	11/16/2021	
594	US CELLULAR	0469950170	GIS/SCADA	11/16/2021	20.07	20.07	11/16/2021	
Total 600-60920-225:					195.69	195.69		
600-60920-320								
4260	WCMA	110321	MEMBERSHIP DUES - JJ LARS	11/16/2021	16.67	16.67	11/16/2021	
Total 600-60920-320:					16.67	16.67		
600-60920-340								
1462	ALSCO	IMIL1732809	MATS AT MUNICIPAL SERVICES	10/19/2021	12.55	12.55	10/19/2021	
1462	ALSCO	IMIL1732810	MATS & UNIFORMS	10/19/2021	16.86	16.86	10/19/2021	
1462	ALSCO	IMIL1732811	MATS AT VILLAGE HALL	10/19/2021	8.96	8.96	10/19/2021	
1462	ALSCO	IMIL1735030	MATS AT MUNICIPAL SERVICES	10/19/2021	12.55	12.55	10/19/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1462	ALSCO	IMIL1735031	MATS & UNIFORMS	10/19/2021	16.86	16.86	10/19/2021	
1462	ALSCO	IMIL1735032	MATS AT VILLAGE HALL	10/19/2021	8.96	8.96	10/19/2021	
1462	ALSCO	IMIL1737206	MATS AT VILLAGE HALL	11/02/2021	12.55	12.55	11/02/2021	
1462	ALSCO	IMIL1737207	MATS & UNIFORMS	11/02/2021	16.86	16.86	11/02/2021	
1462	ALSCO	IMIL1737208	MATS AT VILLAGE HALL	11/02/2021	8.96	8.96	11/02/2021	
1462	ALSCO	IMIL1739404	MATS AT MUNICIPAL SERVICES	11/02/2021	12.55	12.55	11/02/2021	
1462	ALSCO	IMIL1739405	MATS & UNIFORMS	11/02/2021	16.86	16.86	11/02/2021	
1462	ALSCO	IMIL1739406	MATS AT VILLAGE HALL	11/02/2021	8.96	8.96	11/02/2021	
1462	ALSCO	IMIL1741651	MATS AT MUNICIPAL SERVICES	11/16/2021	12.55	12.55	11/16/2021	
1462	ALSCO	IMIL1741652	MATS & UNIFORMS	11/16/2021	16.86	16.86	11/16/2021	
1462	ALSCO	IMIL1741653	MATS AT VILLAGE HALL	11/16/2021	8.96	8.96	11/16/2021	
1462	ALSCO	IMIL1743846	MATS AT MUNICIPAL SERVICES	11/16/2021	12.55	12.55	11/16/2021	
1462	ALSCO	IMIL1743847	MATS & UNIFORMS	11/16/2021	16.86	16.86	11/16/2021	
1462	ALSCO	IMIL1743848	MATS AT VILLAGE HALL	11/16/2021	8.96	8.96	11/16/2021	
2421	CHARTER COMMUNICATIONS	001728210052	MONTHLY BASIC BUSINESS TV	10/19/2021	32.85	32.85	10/19/2021	
2421	CHARTER COMMUNICATIONS	001728211052	MONTHLY BASIC BUSINESS TV	11/16/2021	32.85	32.85	11/16/2021	
2421	CHARTER COMMUNICATIONS	007371510052	MONTHLY PHONE CHARGE - 10	10/19/2021	29.47	29.47	10/19/2021	
2421	CHARTER COMMUNICATIONS	007371511052	MONTHLY PHONE CHARGE - 11	11/16/2021	29.47	29.47	11/16/2021	
930	COMPUTER MAGIC INC	6164	SERVICE AGREEMENT - OFFIC	11/02/2021	32.04	32.04	11/02/2021	
930	COMPUTER MAGIC INC	6224	SERVICE AGREEMENT, OFFICE	11/16/2021	239.42	239.42	11/16/2021	
6762	DRUG&ALCOHOL TESTING 24/7	13225	DRUG TESTING	10/19/2021	23.80	23.80	10/19/2021	
6762	DRUG&ALCOHOL TESTING 24/7	13406	DRUG TESTING	11/16/2021	50.00	50.00	11/16/2021	
5	GFC LEASING CO	I00685711	LEASE #M107469 & M111367 - 1	11/02/2021	55.25	55.25	11/02/2021	
5	GFC LEASING CO	I00691839	LEASE #M107469 & M111367 - 1	11/16/2021	55.25	55.25	11/16/2021	
4987	TOTAL WATER TREATMENT SY	0945282	BOTTLED WATER - VILLAGE HA	11/02/2021	4.50	4.50	11/02/2021	
Total 600-60920-340:					815.12	815.12		
600-60923-210								
4995	EHLERS & ASSOCIATES INC	88629	2021 FINANCIAL MANAGEMENT	11/02/2021	700.00	700.00	11/02/2021	
6767	FGM ARCHITECTS INC	21-3169.01-4	FACILITY AND SPACE NEEDS A	11/16/2021	1,338.75	1,338.75	11/16/2021	
6761	GovHR USA LLC	3-10-21-479	FINAL PAYMENT FOR RECRUIT	10/19/2021	659.62	659.62	10/19/2021	
6454	HYDROCORP INC	0063756-IN	CROSS CONNECTION CONTRO	10/19/2021	625.00	625.00	10/19/2021	
6454	HYDROCORP INC	0064181-IN	CROSS CONNECTION CONTRO	11/16/2021	625.00	625.00	11/16/2021	
6791	STRAND ASSOCIATES INC	0176194	MONTHLY REPORTS AND MEE	11/02/2021	497.62	497.62	11/02/2021	
6791	STRAND ASSOCIATES INC	0176213	SOLAR ON PW BUILDING AND	11/02/2021	72.90	72.90	11/02/2021	
6791	STRAND ASSOCIATES INC	0176213	UTILITY COMMISSION MEETIN	11/02/2021	109.36	109.36	11/02/2021	
6791	STRAND ASSOCIATES INC	0176213	GIS SEWER AND WATER UPDA	11/02/2021	315.85	315.85	11/02/2021	
6791	STRAND ASSOCIATES INC	0176214	FARM GOLF COURSE MEETING	11/02/2021	250.26	250.26	11/02/2021	
Total 600-60923-210:					5,194.36	5,194.36		
600-60933-385								
3	LANDMARK SERVICES COOPE	2211031	PUBLIC WORKS FUEL	11/16/2021	502.98	502.98	11/16/2021	
3	LANDMARK SERVICES COOPE	9093021	PUBLIC WORKS FUEL	10/19/2021	1,084.36	1,084.36	10/19/2021	
Total 600-60933-385:					1,587.34	1,587.34		
600-60935-340								
2688	ACE HARDWARE OF COTTAGE	2688-110221	SHOP SUPPLIES	11/02/2021	15.60	15.60	11/02/2021	
33	BADGER WELDING SUPPLIES I	3673634	WELDING SUPPLIES	10/19/2021	2.40	2.40	10/19/2021	
33	BADGER WELDING SUPPLIES I	3678549	WELDING SUPPLIES	11/16/2021	2.48	2.48	11/16/2021	
754	BOBCAT OF MADISON INC	01-98741	FILTERS	10/19/2021	35.34	35.34	10/19/2021	
2	BURKE TRUCK & EQUIPMENT	28744	GREASE	10/19/2021	21.00	21.00	10/19/2021	
2	BURKE TRUCK & EQUIPMENT	28825	TRUCK PARTS	11/16/2021	62.00	62.00	11/16/2021	
2	BURKE TRUCK & EQUIPMENT	28852	PLOW TRUCK PARTS	11/16/2021	62.00	62.00	11/16/2021	
6480	CINTAS	5080849197	FIRST AID KIT AT MSB	11/02/2021	4.74	4.74	11/02/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5220	CRYSTAL CLEANERS INC	24016	CLEANING AT MSB	10/19/2021	36.40	36.40	10/19/2021	
245	DVORAK PUMPING LLC	15153	MSB CATCH BASINS	11/16/2021	33.75	33.75	11/16/2021	
3912	FRONTIER	3912-101921P	608-839-1603 FAX & SCADA SY	10/19/2021	57.56	57.56	10/19/2021	
3912	FRONTIER	3912-111621P	608-839-1603 FAX & SCADA SY	11/16/2021	57.56	57.56	11/16/2021	
6404	GSM AUTOMOTIVE LLC	008969	TRUCK REPAIR	10/19/2021	262.40	262.40	10/19/2021	
5350	LAUFENBERG LAWN CARE LLC	10.5.21	FERTILIZATION - FALL	10/19/2021	25.00	25.00	10/19/2021	
404	LINCOLN CONTRACTORS SUP	N67655	SHOP SUPPLIES	11/02/2021	13.02	13.02	11/02/2021	
167	NAPA AUTO PARTS	716199	OIL AND AIR FILTERS	10/19/2021	9.49	9.49	10/19/2021	
23	NORTHERN BATTERY	140321110809	BATTERIES AND CORE CHARG	11/16/2021	39.71	39.71	11/16/2021	
4458	O'REILLY AUTO PARTS	4331-378704	PARTS	11/02/2021	6.65	6.65	11/02/2021	
2813	POMP'S TIRE SERVICE INC	80251325	TIRE REPAIRS	11/16/2021	103.87	103.87	11/16/2021	
2813	POMP'S TIRE SERVICE INC	80251435	TIRES - BOBCAT	11/02/2021	199.12	199.12	11/02/2021	
2813	POMP'S TIRE SERVICE INC	80251635	TIRE REPAIR	11/02/2021	19.78	19.78	11/02/2021	
4308	PRAIRIE POWER CENTER	154432	CHAINSAW PARTS	11/16/2021	1.20	1.20	11/16/2021	
11	SUPERIOR CHEMICAL CORP	318172	SHOP SUPPLIES	11/16/2021	16.13	16.13	11/16/2021	
11	SUPERIOR CHEMICAL CORP	318882	SHOP SUPPLIES	11/16/2021	26.75	26.75	11/16/2021	
5701	VOIT MULCH	9.10.21	SHREDDED DIRT	10/19/2021	54.00	54.00	10/19/2021	
Total 600-60935-340:					1,167.95	1,167.95		
601-60821-221								
31	ALLIANT ENERGY/WP&L	31-110221HH	9204600000 - COMMERCE PKW	11/02/2021	158.76	158.76	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221K	2222530000 - 4195 VILAS RD LI	11/02/2021	42.30	42.30	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221T	4153410000 - 110 S MAIN ST	11/02/2021	1,048.79	1,048.79	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221U	4668230000 - TRILLIUM TRL LIF	11/02/2021	61.41	61.41	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221V	5067730000 - 4195 VILAS RD LIF	11/02/2021	1,328.34	1,328.34	10/21/2021	
Total 601-60821-221:					2,639.60	2,639.60		
601-60822-222								
37	MADISON METRO SEWERAGE	IN000017356	QUARTER 3/2021 - SEWER TRE	11/02/2021	187,639.28	187,639.28	11/02/2021	
Total 601-60822-222:					187,639.28	187,639.28		
601-60827-340								
6495	BALLWEG, MATTHEW	6495-111621	REIMBURSEMENT FOR SAFET	11/16/2021	21.10	21.10	11/16/2021	
244	CONNEY SAFETY PRODUCTS	06026495	GLOVES	10/19/2021	16.99	16.99	10/19/2021	
6465	KIENBAUM, JACOB	91817	REIMBURSEMENT FOR SAFET	11/16/2021	25.00	25.00	11/16/2021	
6530	MINUTEMAN PRESS	24839	SWEATSHIRTS - SAFETY GREE	11/02/2021	99.17	99.17	11/02/2021	
11	SUPERIOR CHEMICAL CORP	316143	WET WELL TREATMENT CHEMI	10/19/2021	1,109.45	1,109.45	10/19/2021	
11	SUPERIOR CHEMICAL CORP	318172	WET WELL TREATMENT CHEMI	11/16/2021	1,099.05	1,099.05	11/16/2021	
Total 601-60827-340:					2,370.76	2,370.76		
601-60828-385								
3	LANDMARK SERVICES COOPE	2211031	PUBLIC WORKS FUEL	11/16/2021	502.98	502.98	11/16/2021	
3	LANDMARK SERVICES COOPE	9093021	PUBLIC WORKS FUEL	10/19/2021	1,084.35	1,084.35	10/19/2021	
Total 601-60828-385:					1,587.33	1,587.33		
601-60832-340								
3950	CUMMINS SALES AND SERVICE	F6-17708	ANNUAL GENERATOR INSPECT	11/02/2021	243.39	243.39	11/02/2021	
3950	CUMMINS SALES AND SERVICE	F6-17709	MSB ANNUAL GENERATOR INS	11/02/2021	18.30	18.30	11/02/2021	
3950	CUMMINS SALES AND SERVICE	F6-17710	ANNUAL GENERATOR INSPECT	11/02/2021	255.40	255.40	11/02/2021	
3950	CUMMINS SALES AND SERVICE	F6-17711	ANNUAL GENERATOR INSPECT	11/02/2021	243.39	243.39	11/02/2021	
3912	FRONTIER	3912-101921P	608-839-1603 FAX & SCADA SY	10/19/2021	57.56	57.56	10/19/2021	
3912	FRONTIER	3912-111621P	608-839-1603 FAX & SCADA SY	11/16/2021	57.56	57.56	11/16/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 601-60832-340:					875.60	875.60		
601-60834-340								
2688	ACE HARDWARE OF COTTAGE	2688-110221	SHOP SUPPLIES	11/02/2021	15.59	15.59	11/02/2021	
33	BADGER WELDING SUPPLIES I	3673634	WELDING SUPPLIES	10/19/2021	2.40	2.40	10/19/2021	
33	BADGER WELDING SUPPLIES I	3678549	WELDING SUPPLIES	11/16/2021	2.48	2.48	11/16/2021	
754	BOBCAT OF MADISON INC	01-98741	FILTERS	10/19/2021	35.33	35.33	10/19/2021	
2	BURKE TRUCK & EQUIPMENT	28744	GREASE	10/19/2021	21.00	21.00	10/19/2021	
2	BURKE TRUCK & EQUIPMENT	28825	TRUCK PARTS	11/16/2021	62.00	62.00	11/16/2021	
2	BURKE TRUCK & EQUIPMENT	28852	PLOW TRUCK PARTS	11/16/2021	62.00	62.00	11/16/2021	
6480	CINTAS	5080849197	FIRST AID KIT AT MSB	11/02/2021	4.73	4.73	11/02/2021	
5220	CRYSTAL CLEANERS INC	24016	CLEANING AT MSB	10/19/2021	36.40	36.40	10/19/2021	
245	DVORAK PUMPING LLC	15153	MSB CATCH BASINS	11/16/2021	33.75	33.75	11/16/2021	
6404	GSM AUTOMOTIVE LLC	008969	TRUCK REPAIR	10/19/2021	262.40	262.40	10/19/2021	
5350	LAUFENBERG LAWN CARE LLC	10.5.21	FERTILIZATION - FALL	10/19/2021	25.00	25.00	10/19/2021	
404	LINCOLN CONTRACTORS SUP	N67655	SHOP SUPPLIES	11/02/2021	13.01	13.01	11/02/2021	
167	NAPA AUTO PARTS	716199	OIL AND AIR FILTERS	10/19/2021	9.49	9.49	10/19/2021	
23	NORTHERN BATTERY	140321110809	BATTERIES AND CORE CHARG	11/16/2021	39.71	39.71	11/16/2021	
4458	O'REILLY AUTO PARTS	4331-378704	PARTS	11/02/2021	6.65	6.65	11/02/2021	
2813	POMP'S TIRE SERVICE INC	80251325	TIRE REPAIRS	11/16/2021	103.87	103.87	11/16/2021	
2813	POMP'S TIRE SERVICE INC	80251435	TIRES - BOBCAT	11/02/2021	199.12	199.12	11/02/2021	
2813	POMP'S TIRE SERVICE INC	80251635	TIRE REPAIR	11/02/2021	19.78	19.78	11/02/2021	
4308	PRAIRIE POWER CENTER	154432	CHAINSAW PARTS	11/16/2021	1.20	1.20	11/16/2021	
11	SUPERIOR CHEMICAL CORP	318172	SHOP SUPPLIES	11/16/2021	16.13	16.13	11/16/2021	
11	SUPERIOR CHEMICAL CORP	318882	SHOP SUPPLIES	11/16/2021	26.75	26.75	11/16/2021	
6484	TRESTER HOIST AND EQUIPME	7257523	ANNUAL CRANE INSPECTION -	11/02/2021	630.00	630.00	11/02/2021	
5701	VOIT MULCH	9.10.21	SHREDDED DIRT	10/19/2021	54.00	54.00	10/19/2021	
Total 601-60834-340:					1,682.79	1,682.79		
601-60840-311								
111	POSTMASTER	111-110221A	POSTAGE - PAST DUE NOTICE	11/02/2021	100.67	100.67	10/26/2021	
Total 601-60840-311:					100.67	100.67		
601-60840-340								
111	POSTMASTER	111-110221	ANNUAL FIRST CLASS PRESOR	11/02/2021	132.50	132.50	11/02/2021	
Total 601-60840-340:					132.50	132.50		
601-60850-221								
31	ALLIANT ENERGY/WP&L	31-110221	0420288389 - 230 PROGRESS D	11/02/2021	13.56	13.56	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221A	0470910000 - 240 PROGRESS D	11/02/2021	11.57	11.57	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221AA	5909800000 - 220 PROGRESS D	11/02/2021	2.59	2.59	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221EE	7255110000 - VILLAGE HALL	11/02/2021	83.29	83.29	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221F	1366250000 - 200 PROGRESS D	11/02/2021	108.09	108.09	10/21/2021	
31	ALLIANT ENERGY/WP&L	31-110221GG	8469260000 - 225 BONNIE RD	11/02/2021	19.60	19.60	10/21/2021	
Total 601-60850-221:					238.70	238.70		
601-60850-225								
2421	CHARTER COMMUNICATIONS	005419410062	INTERNET AND TV AT MUNICIP	10/19/2021	13.67	13.67	10/19/2021	
2421	CHARTER COMMUNICATIONS	005702310012	BUSINESS TV @ MUNICIPAL SE	10/19/2021	2.91	2.91	10/19/2021	
2421	CHARTER COMMUNICATIONS	005702310312	BUSINESS TV @ MUNICIPAL SE	11/16/2021	2.91	2.91	11/16/2021	
2421	CHARTER COMMUNICATIONS	005854210102	PHONE AT MUNICIPAL SERVICE	11/02/2021	40.18	40.18	11/02/2021	
3912	FRONTIER	3912-110221	608-839-4698 VILLAGE HALL FA	11/02/2021	14.54	14.54	11/02/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
594	US CELLULAR	0463851619	CELL PHONE CHARGES - PUBL	10/19/2021	39.33	39.33	10/19/2021	
594	US CELLULAR	0463851619	GIS/TABLETS	10/19/2021	34.98	34.98	10/19/2021	
594	US CELLULAR	0469950170	CELL PHONE CHARGES - PUBL	11/16/2021	27.07	27.07	11/16/2021	
594	US CELLULAR	0469950170	GIS/SCADA	11/16/2021	20.07	20.07	11/16/2021	
Total 601-60850-225:					195.66	195.66		
601-60850-320								
4260	WCMA	110321	MEMBERSHIP DUES - JJ LARS	11/16/2021	16.66	16.66	11/16/2021	
Total 601-60850-320:					16.66	16.66		
601-60850-340								
1462	ALSCO	IMIL1732809	MATS AT MUNICIPAL SERVICES	10/19/2021	12.55	12.55	10/19/2021	
1462	ALSCO	IMIL1732810	MATS & UNIFORMS	10/19/2021	16.86	16.86	10/19/2021	
1462	ALSCO	IMIL1732811	MATS AT VILLAGE HALL	10/19/2021	8.96	8.96	10/19/2021	
1462	ALSCO	IMIL1735030	MATS AT MUNICIPAL SERVICES	10/19/2021	12.55	12.55	10/19/2021	
1462	ALSCO	IMIL1735031	MATS & UNIFORMS	10/19/2021	16.86	16.86	10/19/2021	
1462	ALSCO	IMIL1735032	MATS AT VILLAGE HALL	10/19/2021	8.96	8.96	10/19/2021	
1462	ALSCO	IMIL1737206	MATS AT VILLAGE HALL	11/02/2021	12.55	12.55	11/02/2021	
1462	ALSCO	IMIL1737207	MATS & UNIFORMS	11/02/2021	16.86	16.86	11/02/2021	
1462	ALSCO	IMIL1737208	MATS AT VILLAGE HALL	11/02/2021	8.96	8.96	11/02/2021	
1462	ALSCO	IMIL1739404	MATS AT MUNICIPAL SERVICES	11/02/2021	12.55	12.55	11/02/2021	
1462	ALSCO	IMIL1739405	MATS & UNIFORMS	11/02/2021	16.86	16.86	11/02/2021	
1462	ALSCO	IMIL1739406	MATS AT VILLAGE HALL	11/02/2021	8.96	8.96	11/02/2021	
1462	ALSCO	IMIL1741651	MATS AT MUNICIPAL SERVICES	11/16/2021	12.55	12.55	11/16/2021	
1462	ALSCO	IMIL1741652	MATS & UNIFORMS	11/16/2021	16.86	16.86	11/16/2021	
1462	ALSCO	IMIL1741653	MATS AT VILLAGE HALL	11/16/2021	8.96	8.96	11/16/2021	
1462	ALSCO	IMIL1743846	MATS AT MUNICIPAL SERVICES	11/16/2021	12.55	12.55	11/16/2021	
1462	ALSCO	IMIL1743847	MATS & UNIFORMS	11/16/2021	16.86	16.86	11/16/2021	
1462	ALSCO	IMIL1743848	MATS AT VILLAGE HALL	11/16/2021	8.96	8.96	11/16/2021	
2421	CHARTER COMMUNICATIONS	001728210052	MONTHLY BASIC BUSINESS TV	10/19/2021	32.85	32.85	10/19/2021	
2421	CHARTER COMMUNICATIONS	001728211052	MONTHLY BASIC BUSINESS TV	11/16/2021	32.85	32.85	11/16/2021	
2421	CHARTER COMMUNICATIONS	007371510052	MONTHLY PHONE CHARGE - 10	10/19/2021	29.47	29.47	10/19/2021	
2421	CHARTER COMMUNICATIONS	007371511052	MONTHLY PHONE CHARGE - 11	11/16/2021	29.47	29.47	11/16/2021	
930	COMPUTER MAGIC INC	6164	SERVICE AGREEMENT - OFFIC	11/02/2021	32.04	32.04	11/02/2021	
930	COMPUTER MAGIC INC	6224	SERVICE AGREEMENT, OFFICE	11/16/2021	239.42	239.42	11/16/2021	
6762	DRUG&ALCOHOL TESTING 24/7	13225	DRUG TESTING	10/19/2021	23.80	23.80	10/19/2021	
6762	DRUG&ALCOHOL TESTING 24/7	13406	DRUG TESTING	11/16/2021	50.00	50.00	11/16/2021	
5	GFC LEASING CO	I00685711	LEASE #M107469 & M111367 - 1	11/02/2021	55.25	55.25	11/02/2021	
5	GFC LEASING CO	I00691839	LEASE #M107469 & M111367 - 1	11/16/2021	55.25	55.25	11/16/2021	
4987	TOTAL WATER TREATMENT SY	0945282	BOTTLED WATER - VILLAGE H	11/02/2021	4.50	4.50	11/02/2021	
150	USA BLUE BOOK	785193	PARTLOW CHART PAPER	11/16/2021	251.26	251.26	11/16/2021	
Total 601-60850-340:					1,066.38	1,066.38		
601-60852-210								
4995	EHLERS & ASSOCIATES INC	88629	2021 FINANCIAL MANAGEMENT	11/02/2021	700.00	700.00	11/02/2021	
6767	FGM ARCHITECTS INC	21-3169.01-4	FACILITY AND SPACE NEEDS A	11/16/2021	1,338.75	1,338.75	11/16/2021	
6761	GovHR USA LLC	3-10-21-479	FINAL PAYMENT FOR RECRUIT	10/19/2021	659.62	659.62	10/19/2021	
6791	STRAND ASSOCIATES INC	0176194	MONTHLY REPORTS AND MEE	11/02/2021	497.62	497.62	11/02/2021	
6791	STRAND ASSOCIATES INC	0176213	GIS SEWER AND WATER UPDA	11/02/2021	315.85	315.85	11/02/2021	
6791	STRAND ASSOCIATES INC	0176213	SOLAR ON PW BUILDING AND	11/02/2021	72.90	72.90	11/02/2021	
6791	STRAND ASSOCIATES INC	0176213	UTILITY COMMISSION MEETIN	11/02/2021	109.35	109.35	11/02/2021	
6791	STRAND ASSOCIATES INC	0176214	FARM GOLF COURSE MEETING	11/02/2021	250.26	250.26	11/02/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 601-60852-210:					3,944.35	3,944.35		
Grand Totals:					225,790.98	225,790.98		

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 October 13, 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, and Village Engineer Josh Straka.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**
None.
4. **Old Business**
None.
5. **New Business**
 - a. **Presentation of DNR response to CMAR**
Larson referenced the report in the packet and pointed out that DNR was pleased with how the Village was handling sanitary system operations.
 - b. **Discuss and consider recommendation for utilization of ARPA funds.**
Larson presented his recommendation for the use of the ARPA funds to fund two long-planned Village projects that appear to meet the requirements for use of these funds; the Farm Interceptor and Thaden Pond projects. Village Engineer Straka described the Thaden pond project, challenges and goals to the Commission as the Village works towards meeting TMDL requirements. Larson explained that the Village is having Baker Tilly confirm these projects qualify for ARPA fund use, but he’s confident they will. Rogers suggested to fund Thaden as a priority over the Farm Interceptor given the high cost estimate for the project.
Motion by Rogers, seconded by Hackel, to move forward with both recommended projects prioritizing utilization of the funds towards the Thaden project ahead of the Interceptor.
Motion carried by unanimous voice vote 5-0-0.
6. **Engineer’s Report.**
Shady Grove Subdivision
R. G. Huston continued clearing and grubbing and mass grading the project area. A majority of all the roadways are rough graded to subgrade. The outlot stormwater management ponds were constructed, and the clay liners were tested by CGC, Inc. Sanitary sewer construction began on September 22, 2021, with a second crew starting the week of September 27, 2021, to install water main. Strand is currently communicating with the developer’s engineer in regard to the lift station electrical design because of discrepancies found during the shop drawing review. A redesign of the electrical system and generator will likely be required.

Authentix Cottage Grove

A preconstruction meeting occurred in mid-September with the Village Land Disturbance Permit issued on September 21, 2021. Horizon Construction Group is the prime contractor for the development with Integrity Grading and Excavating as the underground subcontractor. Erosion control and clearing and grubbing began at the site at the end of the week of September 20, 2021. Mass grading should begin in October with utility construction beginning on approximately October 11, 2021.

5th Addition to Westlawn Estates

Stormwater pipe construction on Canberra Circle and the piping to connect the two outlots occurred at the beginning of September. Strand is currently reviewing the lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra Circle.

Development Reviews

Strand attended two separate meetings with developers and Village staff to discuss both the Farm Golf Course site and the 2001 Realty site. Both developers were interested in Village requirements for development, stormwater management standards and utility extensions. Strand is also working with Village staff and potential developers for the TID No. 10 area.

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.

7. Director's Report

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 planned hire of a Public Works & Utilities Operations Manager in 2022, it makes sense to step back and tap into new expertise and see if there aren't other opportunities to improve the site even more than simple planned maintenance.

Public Works Technician update

We interviewed 5 great candidates for our Public Works Technician position that was vacated with the internal hire to fill our Utility Operations Technician position. The selected candidate has a history of heavy equipment operation with RG Huston and got rave reviews for his equipment operating skill and work ethic. He will start on October 18th.

Facility Study underway

Architects from FGM have continued to develop the facility needs study. Final report to the Village Board expected late this week, with formal presentation at the Board meeting on Monday, October 18th.

Flushing Underway

Hydrant flushing began in late September and will continue through the month.

Engineering Transition

Strand has taken over all but close-out of the BB/Buss and the Glacial Drumlin Bike Path projects. I cannot say enough about how seamless the transition has been & how much I've appreciated both firms' professionalism and responsiveness.

Public Works Operations Manager Position Update

Work continues to finalize the position description, duties & responsibilities and salary range for the new position in the 2022.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of \$90,794.57. Motion carried by a unanimous voice vote of 5-0-0.

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

Motion by Hackel, seconded by Williams, to approve the minutes from the September 8, 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, November 10, 2021 at 5:00 p.m.

11. Future agenda items.

- Budgets

12. Adjournment.

Motion by Rogers, seconded by Murphy, to adjourn at 5:40 pm. Motion carried with a unanimous voice vote of 5-0-0.

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

Approved on:

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