

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION  
MEETING MINUTES OF JUNE 8, 2022**

1. **Call to Order.** The in-person meeting was called to order by Chairperson Charlie Rogers at 5:00 p.m.
2. **Determine that a quorum is present, and that the agenda was properly posted.** Roll call was taken, it was determined that a quorum was present, and that the agenda had been properly posted. Commission members present were Charlie Rogers (chair), Mike Hackel, Jon Russell, Chris Stoa and Joanna Williams. Staff present were: Public Works Director JJ Larson, Deputy Public Works Director Brian Peterson 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.**  
No public appearances.
4. **Old Business**
  - a. **Update on 2021 Fourth Quarter water rate adjustment.**  
Final documentation/reporting for the PSC will be updated soon. All other items related to the adjustment have been completed.
5. **New Business**
  - a. **Discuss and consider Zero Lot Line Application.**  
Incorrect address on the plumber’s letter was noted for correction. **Motion** by Russell, seconded by Hackel, to approve the Zero Lot Line Application with the address correction noted. Motion carried with a unanimous voice vote of 5-0-0.
  - b. **Discuss and consider 2021 Compliance Maintenance Annual Report (CMAR).**  
Larson highlighted a few items on the annual sewage collection report and explained that the Village once again received an “A” rating. **Motion** by Hackel, seconded by Russell, to accept the 2021 Compliance Maintenance Annual Report as presented. Motion carried with a unanimous voice vote of 5-0-0.
6. **Engineer’s Report.**
  - Shady Grove Subdivision**  
RG Huston Company, Inc. (RG Huston) completed construction of the water main, sanitary laterals, water main services and storm sewer infrastructure for the subdivision at the end of May 2022. All of the public utilities have passed testing requirements. RG Huston started to construct the road infrastructure and will continue through June 2022. Strand is currently working with the developer and RG Huston regarding site runoff to private properties west and south of this development.
  - Authentix Cottage Grove**  
Integrity Grading and Excavating (IGE) completed all public utility installation in May 2022. Road improvements, including widening Cottage Grove Road and curb installation, were completed in mid-May 2022.

### **5<sup>th</sup> Addition to Westlawn Estates**

Homburg Contractors, Inc. (Homburg) completed the testing of the utilities in May 2022. Roadway grading and placement of curb and gutter at the end of May 2022 on Paris Lane. Sidewalk will be installed in early June 2022. It is anticipated asphalt binder will be placed in June 2022.

### **Quarry Ridge Estates**

Snyder Excavating continued with utility construction on Melissa Lane and Michelle Lane. Utility installation will continue through June 2022 with grading and road infrastructure to follow. In mid-May 2022, Snyder & Associates and developer requested a profile change on Michelle Lane to provide a smoother transition from Matt Pass to the low point on Michelle Lane. This plan change was approved by Strand.

### **Upcoming Village Utility Projects**

The preconstruction meeting for the West Oak and Taylor Street project was completed, contracts are executed, and Homburg plans to start construction on the water main beginning the first week of June 2022. The water main will be replaced from Main Street to Forrester Drive to replace an older, undersized, 6-inch water main.

The Clark and Grove Street project contracts are executed, and the preconstruction meeting is scheduled for early June 2022 with construction to begin after the Firemen's Festival.

Strand continues to work with JJ Larson and staff to discuss the water and sewer studies for the Village. These studies will review the overall Village's existing infrastructure and future needs to help create a five- to ten-year capital improvement plan for each utility.

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

### **2022 Project Updates**

The bid for a small section of water main looping at Clark and Grove Streets was awarded to R.G. Huston and work is planned to begin after the Firemen's Festival.

Replacement of AC water main on East Taylor was awarded to Homburg as a part of the larger 2022 street improvements work. The work on the main began last week.

### **Water and Sanitary System Master Plans**

Strand's team continues work on the Water and Sanitary System Master Plans.

### **Deputy Director of Public Works & Utilities**

Our newest employee, Deputy Director of Public Works Brian Peterson, continues to get acclimated to our facilities, operations, staff, challenges and opportunities. Given the vacancy of the Finance Director position, Peterson has been operating more independently than planned. He has been handling the day-to-day Department operations very well and has already taken the lead on coordinating and managing planned maintenance work.

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

**Motion** by Rogers, seconded by Williams, to approve payment of the vouchers in the amount of \$20,089.08. Motion carried by a unanimous voice vote of 5-0-0.

**9. Approve the minutes of the May 11, 2022, meeting.**

**Motion** by Russell, seconded by Hackel, to approve the minutes from the May 11, 2022, 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, July 13, 2022, at 5:00 p.m. This meeting will be held in person at the Municipal Services Building.

**11. Future agenda items.**

- Discuss water and sewer master planning.

**12. Adjournment.**

**Motion** by Hackel, seconded by Rogers, to adjourn at 5:09 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.*

DRAFT