

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF DECEMBER 16, 2020**

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), Heidi Murphy and Jon Russell. Mike Hackel and Joanna Williams were absent and excused. Staff present were: Administrator Matt Giese, Public Works Director JJ Larson, Village Engineer Kevin Lord, Village Attorney Larry Konopacki and Utility Clerk Kristen Krause. Also present were Vicki Hellenbrand of Baker Tilly and 3 members of the public.
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 future non-resident sewer connection on Vilas Road.**
Mike Payne of 245 Knollview Drive, Janesville, WI, was present to discuss his parent’s property at 4235 Vilas Road and the installation of wyes and risers for future sewer connections. Mr. Payne first requested changes to the November minutes under Public Appearances. Referencing the wyes and risers that were installed for two properties during the 2020 utility extension project, Mr. Payne also stated that he would like to see the Village install wyes and risers for future sewer connections. Village Attorney Konopacki explained that the situation was different between the two properties that received wyes and risers in the 2020 project because they were located in the Village and Mr. Payne’s parents’ property was in the Town of Cottage Grove. Atty Konopacki also explained that Mr. Payne should have legal documentation that states that he can speak on behalf of his parents who are the owners of the property discussed. No formal action was taken.
 - b. **Update on Well #3 maintenance.**
Municipal Well & Pump is re-building the pump at Well #3. The recommended treatment was to scrub and bail. The maintenance overall is going very well.
 - c. **Update sustainability programs.**
Larson and Murphy will have a meeting tomorrow to discuss sustainability programs.
5. **New Business**
 - a. **Discuss and consider Hydrite’s installation of extraction well in Huston Park.**
Larson explained that the well would be off to the side and flush mounted, similar to the original extraction well on the east side of the park. **Motion** by Murphy, seconded by Russell, to approve Hydrite’s installation of an additional extraction well in Huston Park. Motion carried with a unanimous voice vote of 3-0-0.
 - b. **Discuss and consider 2021 Water Utility operating budget.**
Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

c. Discuss and consider 2021 Sewer Utility operating budget.

Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

d. Discuss and consider Water Utility Capital Plan.

Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

e. Discuss and consider Sewer Utility Capital Plan.

Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

f. Discuss and consider sewer rates for 2021.

Vicki Hellenbrand of Baker Tilly was present to share the minimum recommendation of a 14% increase in sewer rates. After speaking with Giese and Larson and reviewing the budget it was determined that a sewer rate case was needed. The proposed increase will cover the costs related to MMSD. Future adjustments will be needed to cover the capital items that will be coming up in the next couple of years. No formal action was taken. **Motion** by Rogers, seconded by Russell, to table this item until next month. Motion carried with a unanimous voice vote of 3-0-0.

6. Engineer's Report.

Vilas Road Sewer and Water – Project is complete. MSA is reviewing the sanitary tapes and final pay request for the project. MSA will develop a punch list for the Contractor to complete as it is anticipated that restoration work will need to be done in the spring.

Glacial Drumlin Path/Clark Street – MSA has completed preliminary plans for the grant eligible project and had a meeting with the Bike/Ped Committee for a final review and recommendation. MSA and staff have had further conversations with the property owners to the west of Vilas Road and currently are awaiting an agreement to be prepared and executed between the Village and the property owner to complete the design of the additional Village improvements along Clark and Grove Streets.

Westlawn Fifth Addition Phase 2 – Utility work has started within the past week for the sanitary work along Damascus Trail for Phase 2 of the development. MSA has been reviewing the shop drawings and have had discussions with the Developer in regard to the future lift station planned for Phases 5 and 6 of the development.

Development Reviews – MSA is reviewing developments looking to continue. Cottage Grove Commons Phase 2 pre-construction meeting occurred today. Quarry Ridge Estates Phase B is anticipated to begin shortly. MSA is reviewing the plans of the Glen Grove Apartments, Highland Village and The Farm development as submitted.

7. Director's Report

Well 3 Maintenance

Municipal Well & Pump pulled everything out just before Thanksgiving. They recommended a complete pump rebuild and we opted to do so. The borehole was televised, and no issues were found. They only recommended routine brushing and bailing. Right now, they are currently waiting on a replacement part

delivery and as of this writing, they plan to be back working the week of the 21st. Well #2 is currently supplying the low zone while #3 is off and we've had no issues.

Additional water system test requirement

For the first time in anyone's memory, the Village was required to take an asbestos sample from our water distribution system (per our DNR rep, it's required every nine years for our system). No labs in Wisconsin conduct this test, so it had to be sent to one in Minnesota. The results received on December 10 indicated that there was none detected. Since the test was conducted after September, we're required to report it on our annual report as being completed outside the testing window.

AMI Cost Reporting

Still finalizing the numbers of the total project cost for the PSC.

Additional Utility position

The position description in in this month's budget materials for consideration. The Village Board approved funding for the position: 10% with General Fund money, with remaining planned 45% Water and 45% Sewer. Assuming it is authorized, Larson plans to offer the job internally to our existing staff first. The position will ease the workload for the rest of the Foreman's staff and allow us to be a bit more efficient across the board by having one person dedicated to these utility-specific duties.

8. **Approve vouchers for payment.** Motion by Rogers, seconded by Russell, to approve payment of the vouchers in the amount of \$22,865.39. Motion carried by a unanimous voice vote of 3-0-0.
9. **Approve the minutes of the November 18, 2020 meeting.** Motion by Rogers, seconded by Russell, to table this item until next month. Motion carried by a unanimous voice vote of 3-0-0.
10. **Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, January 13, 2021 at 5:00 p.m.
11. **Future agenda items.**
 - Water & Sewer Budget
 - Water & Sewer Capital Plans
 - Municipal Services Building roof
12. **Adjournment.**

No formal adjournment, as quorum ended at 5:32 pm when Murphy left the meeting.

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.