

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION  
MEETING MINUTES OF MARCH 10, 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: Administrator Matt Giese, Public Works Director JJ Larson, Village Engineer Kevin Lord, Village Planner Erin Ruth and Utility Clerk Kristen Krause. Also present was one (1) member 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. Update on Well #3 maintenance.**

The well is back in service and all that is left is the confirmation and maintenance on the back-up engine.
  - b. Update sustainability programs.**

Larson and Murphy announced that next week the rain barrel program website will go live. Village residents will be able to purchase up to two (2) subsidized rain barrels for \$50/each. Any additional barrels for residents will be \$75/each and non-residents will also be able to purchase the barrels for \$75/each. The order deadline is June 6 and pick-up will be June 12. The Village will be invoiced for \$25/each for the subsidized barrels sold. The Sustainability Committee is also recommending that the Village Board preliminarily earmark some funds for solar panels for the Municipal Services Building in next year’s budget. Murphy explained that the Village will be putting together an application for a grant for solar panels through Solar For Good that would cover up to \$10,000 or 20% of the project cost, whichever is greater.
- 5. New Business**
  - a. Discuss potential water and sewer extension along Vilas Road.**

Larson reported that Baker Tilly confirmed the account balances for the water and sewer impact fee funds and also confirmed that these funds are unrestricted. Larson provided two possible versions of funding for funding this project. Ruth presented the preliminary plans from the developer and explained that they are seeking assistance from the Village to run water and sewer service to their proposed development. Lord explained that the depth of the sewer for this area is 25-30’ deep and that Vilas Road would need to be rebuilt as part of this project. The extension in service that the developer is looking for is approximately 1,600’. Committee members voiced concerns over dewatering costs given the location of the proposed development, a guarantee if the development does not move forward, what other areas would be served by this extension, having the developer invest more in the project and relying less on the Utility/taxpayers, keeping the impact fee funds at a reasonable level and if we are setting a precedence for future developments. Giese explained that the Utility needs to have a cost-benefit analysis done. He also stated that the

developer is willing to discuss a development guarantee. The property owner will also be incentivized to sell the land to the developer to get the project completed since they will be paying a portion of the project to run the water and sewer extension. Giese will share the committee's comments/concerns with the landowner and developer. The committee will continue to discuss this item at next month's meeting. No formal action was taken.

**b. Security update and information.**

Larson spoke briefly about the recent hack of a Florida utility and explained that the Village does not have a digital or automated chemical feed to the water supply. All chemicals in the Village are adjusted manually. He noted that there are alarms and protocols set up for water level monitoring. Larson also stated that he will soon be working on a vulnerability assessment that is required by the EPA, as well as an emergency response plan.

**6. Engineer's Report.**

Glacial Drumlin Path/Clark Street – MSA has submitted plans to WisDOT on the grant portion of the plans for the Glacial Drumlin Path. Easements are being secured prior to WisDOT authoring the bidding of the project. MSA is working with the Village staff and attorney with the properties west of Vilas Road to acquire lands for a pond that will benefit both the Village and the property owner. Once completed, the plan is to complete the design for the roadway construction along Clark Street and Grove Street.

Westlawn Fifth Addition Phase 2 – Utilities have been installed and tested for Phase 2. Roadwork will continue when the weather allows.

Atwell Suites Hotel CTH TT – Utilities have been installed and tested along the proposed entrance drive from CTH TT. Roadwork will continue when the weather allows.

Cottage Grove Commons Phase 2 – Site utility work just started to continue with additional public improvements. The Contractor graded the site closer to proposed conditions prior to completing the utility work and did not work during the cold stretch.

Quarry Ridge Estates Phase B – Utility work began again for sanitary laterals to be installed from the first phase of construction. The Village and Developer are working through items with respect to surety and the Koch Pipeline prior to starting Phase B.

Vilas Road Utilities – MSA started reviewing the cost estimates for extending utilities (water & sanitary sewer) along Vilas Road to serve proposed properties to the west side of Vilas Road.

Development Reviews – MSA is reviewing developments looking to continue. MSA is reviewing the plans of Glen Grove Apartments, Highland Village and Shady Grove as submitted.

**7. Director's Report**

Well 3 Maintenance

Work on Well #3 is mostly complete. The only outstanding item is to run the backup engine. Municipal Well & Pump has us on their schedule with their mechanic to complete this soon.

Well 2 Maintenance

The Village plans to update the specs and get bidding documents prepared to pull, inspect and maintain Well #2 later this summer. Larson noted that there is flexibility in the timing of this inspection/maintenance, with the only limits being during the spring and fall hydrant flushing periods.

AMI Cost Reporting

Final costs have been submitted to the PSC docket. As of this writing, the Village has not yet received a response/confirmation of project closure or acceptance.

Spring Flushing

Spring hydrant flushing will begin mid-April and run through early May.

Additional Utility position

The position was posted widely and closes on March 19<sup>th</sup>.

Potential water/sewer extension along Vilas Road

There was a preliminary meeting with landowners to discuss the potential project which would bring water/sewer mains along Vilas Road to the south.

**8. Approve vouchers for payment.**

**Motion** by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$285,250.15. Motion carried by a unanimous voice vote of 5-0-0.

**9. Approve the minutes of the January 13, 2021 meeting.**

**Motion** by Murphy, seconded by Williams, to approve the minutes from the January 13, 2021 meeting as presented. 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, April 14, 2021 at 5:00 p.m.

**11. Future agenda items.**

- Potential Vilas Road water & sewer extension project.

**12. Adjournment.**

Motion by Murphy, seconded by Williams, to adjourn at 5:38 pm.

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.*