

## VILLAGE OF COTTAGE GROVE UTILITY COMMISSION

### MEETING MINUTES OF JANUARY 9, 2019

- 1. Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:01 p.m.
- 2. Determine that a quorum is present and that the agenda was properly posted.** It was determined that a quorum was present and that the agenda had been properly posted. Present were Charlie Rogers, Bruce Halverson, Joanna Williams, Mike Hackel and Jon Russel. Also present were Mike Maloney of MSA, Treasurer Deb Winter and Public Works Director JJ Larson.
- 3. Public appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.** None.
- 4. Discuss and consider request to use TID 5 funds for water tower lighting project.** Larson gave an overview of the project and procedure for requesting TID 5 money. He stated that the Commission would have to agree that this project qualifies as “beautification” in the TID 5 Project Plan and then they could recommend to the Board use of TID funds. Rogers asked if the construction estimate still looks good, Hackel responded he thought so. Rogers asked about the Board’s interest, Russell responded that there hasn’t really been discussion to this point. Motion by Rogers, seconded by Hackel to recommend to the Village Board that TID 5 funds be utilized for the lighting of the water tower under “beautification” in the TID 5 Project Plan. Motion approved by unanimous voice vote, 5-0-0.
- 5. Discuss and consider Resolution 2018-23 – A Resolution of the Utility Commission to Forego Payment of Advance to TID #6 in the Amount of \$86, 075.00.** Winter gave the history. In 2009 the Village undertook a capital project to improve the intersection of CTH BB and CTH N. The Board at the time made the decision to have TID #6 borrow for the work; had the project not been paid for by the TID, the Water Utility would have been responsible for \$192,283 for the water portion of the improvements at the intersection. The TID has not performed as originally anticipated and in 2014, the TID no longer had sufficient increment to cover its debt obligations and that same year the Water Utility advanced TID #6 \$86,075 to cover the majority of the debt payment. In 2019 TID #6 will close and the Village auditors recommend the Water Utility forego this payment. Russel asked about the specific water construction at the intersection, Maloney said that old water main was replaced with new 12” with the project. Rogers asked for clarification on payments. Winter said that the Water Utility picked up the debt payment in 2014 and it has been levied for in the subsequent years, and that 2014 was the first year the TID couldn’t meet the payment. Hackel and Rogers asked what this means financially for the Utility and why the new TID that will be overlaid can’t pay it. Winter replied that new TIDs cannot pay for existing debt and read the auditor’s response about the effect this payment would have on the Utility. Rogers and Hackel indicated they’d like to have the auditors explain and confirm that this payment will not affect Water rates and that simplified rate cases would suffice for the coming years. Winter and Larson said they could talk with Baker Tilly and bring their response back to the next meeting. Rogers made a motion to table until further clarification from the auditors, Russell seconded, motion passed unanimously, 5-0-0.

**6. Discuss sewer credits for cooling towers.**

Larson explained that he had received a call from a building owner who has a cooling tower as a part of their certified Green Building and that their maintenance technician indicated that 75% of the water used was evaporating and not being discharged to the sanitary sewer. Larson described how this may be a good candidate for a sewer credit but was looking for direction from the Commission before proceeding. Hackel recommended reaching out to other utilities for a policy and Halverson suggested talking to the manufacturer to determine a good way to measure usage. The Commission indicated that Larson should develop a policy and determine a way to accurately measure and offer credits for cooling towers and bring it back to the next meeting.

**7. Engineer's Report**

Main Street Lift Station

The system is completed and online. We will review the site in the spring for final restoration and the Village holds retainage until the site work is accepted.

Quarry Ridge Subdivision

The Village is waiting for the developer to provide a surety.

Westlawn Wetland Scrape and Drainage Improvements

The scrape and restoration work is complete. We will review the work in the spring for punch list items and the Village will hold retainage until that work is accepted.

TDS Telecom

The installation worker hit natural gas lines, requiring repairs. We recommend televising the storm sewer lines that cross the fiber optic installations.

Jimmy Johns

Jimmy John's public street work is completed. The site work requires completion in the spring.

Summit Credit Union

Findorff indicated a March completion so we should be seeing the Landmark Drive cul de sac open for traffic at that time.

Shady Grove Subdivision

The developer will submit a change in layout for Buss Road to continue through the development. Public Works Committee and Utility Commission approval will be presented the changes when the plans are ready.

TAP Grant – Glacial Drumlin Trail

We completed topographic field survey of the corridor. While the project will not be constructed until 2021, the public involvement, soils report, archaeological/historical reports are needed in the coming year. With the better property line information we can better layout and convey to the neighborhood the position of the trail in the stretch of the project between Main Street and Bass Street.

**8. Director's Report**

Cynthia's retiring

After nearly 20 years of service to the Village, our Utility Clerk, Cynthia retired January 4<sup>th</sup>. Staff has been learning specifics about her processes to cover Utility Clerk duties until the position is filled. Full-time Clerk will be hired midway through the year.

#### AMI

With Cynthia's retirement and the transition to a new full-time Utility Clerk position, installation of the antenna & implementation of the AMI system is pushed back slightly. Still working on finalizing contract language.

#### Lift Station

Been operating perfectly, zero OT calls since startup in late October.

#### New scales and tanks

Hawkins has now completed two fill-ups for us; chemicals are cheaper, and delivery means our staff is no longer wrestling/lifting large containers. Hawkins has been great to work with. Delivery driver working with our staff to learn our usage and schedule deliveries at most efficient and cost-effective time.

#### GIS Map field verification

Work continued in the fall in conjunction with valve turning.

#### Locates/TDS build-out

Staff has been marking WAY more Digger's Hotline tickets than normal to keep up with TDS contractors. Note; our staff has done great given the amount of locates-no reports of a hit on our utilities or a missed location. Office has taken a handful of complaints; passed on to MiTech (contracted by TDS for oversight)

- 9. Approve vouchers for payment.** Motion by Rogers, seconded by Halverson to approve payment of the vouchers in the amount of \$279,278.04. Motion approved by unanimous voice vote, 5-0-0.
- 10. Approve the minutes of the November 14, 2018 meeting.** Motion by Hackel, seconded by Williams to approve the minutes of the November 14, 2018 meeting as presented. Motion approved by unanimous voice vote, 5-0-0.
- 11. Set next meeting date.** The next meeting of the Utility Commission will take place on Wednesday, February 13, 2019 at 5:00 p.m. at the Municipal Services Building, 210 Progress Dr.
- 12. Adjournment.** Motion by Halverson, seconded by Williams, to adjourn the meeting. Motion approved unanimous voice vote, 5-0-0. The meeting was adjourned at 5:47 p.m.

Submitted by JJ Larson, Director of Public Works/Utilities

Approved on: \_\_\_2/13/19\_\_\_

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