

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF FEBRUARY 9, 2022**

1. **Call to Order.** The virtual Zoom meeting was called to order by 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, Heidi Murphy, Jon Russell and Joanna Williams. Mike Hackel was absent and excused. 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**
 - a. **2022 Street project updates.**
Larson discussed the small portions of the projects along E. Taylor and Clark & Grove St. projects that involve water main installation or replacement.
5. **New Business**
 - Discuss and consider water utility budget.**
Larson presented the budget and referenced the memo in the packet on the costs in 2022 to update the CIP and conduct an updated impact fee study. Larson also discussed the increase in staffing costs due to the planned hiring of a Deputy Director of Public Works. Larson also reiterated the plan to begin the process of a full rate case with the PSC later in 2022. **Motion** by Murphy to approve the water utility budget as presented, seconded by Russell. Motion carried with a unanimous voice vote, 4-0-0.
 - a. **Discuss and consider sewer utility budget.**
Larson presented the budget and referenced the memo in the packet on the costs in 2022 to update the CIP and conduct an updated impact fee study. Larson also discussed the increase in staffing costs due to the planned hiring of a Deputy Director of Public Works. Larson pointed out that the costs for wastewater treatment from Madison Metropolitan Sewerage District did not go up for the first time in years. **Motion** by Rogers to approve the sewer utility budget as presented, seconded by Williams. Motion carried with a unanimous voice vote, 4-0-0.
6. **Engineer’s Report.**
 - Shady Grove Subdivision**
Sanitary sewer, water main, and storm sewer construction continued through the first part of January until the weather and frost stopped construction. RG Huston Company, Inc. (RG Huston) will continue utility construction late this winter, if weather permits, or early spring 2022.
 - Authentix Cottage Grove**
The Village’s water main and sewer main testing will be completed in January and February 2022 by Integrity Grading and Excavating (IGE). The storm sewer installation along Cottage Grove Road is tentatively planned for spring 2022.
 - Fifth Addition to Westlawn Estates**
Strand continues to work with Homburg Contractors, Inc. (Homburg) on its lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra

Circle. Strand anticipates a formal second review in early February 2022. Construction of the water main, sanitary services, and storm sewer continued through the first part of January 2022 until the weather and frost stopped construction. Homburg will continue utility construction late this winter, if weather permits, or early spring 2022.

Quarry Ridge Estates

Quarry Ridge Phase C drawings and a land disturbance permit was reviewed in mid-January with comments sent back to the developer and the developer's engineer. The developer's current schedule is to start construction in March or April 2022, weather permitting.

Development Reviews

Strand attended a meeting with potential developer for the Three Oaks parcels along Ridge Road. The developer will move forward with its due diligence before purchasing the property for residential development. A future regional lift station may be required on this side of the community to serve this and other developments.

Strand attended meetings with the developer's engineer for Project Silver Eagle and other TID #10 developments. Some of the main topics discussed include utility extension, traffic generation, and stormwater control.

Upcoming Village Utility Projects

Strand met with JJ in early January to discuss a preliminary layout for the water main along Taylor Street. The water main will be replaced from Main Street to Forreston Drive to replace an older undersized water main. Bidding for the project will occur in March 2022. Construction is anticipated to begin in May 2022.

7. Director's Report

Project Update

MSA finished and Strand reviewed plans for the Clark & Grove Street Improvements. This project involves adding a loop to the water main the rest of the way through Bakken Park to Grove Street and connected into existing water on Clark.

Strand is finalizing plans for E. Taylor/Ridge Rd. construction. This project involves the replacement of asbestos cement water main on part of E. Taylor.

Office Hours Change

For years the posted office hours of the Public Works & Utilities Department have been 7:30am to 3:30pm. Given our lean staff levels Village-wide, we changed the posted hours to align with the Parks & Rec Department in our building as well as Village Hall. This will provide coverage across the phones and in-person visits when staff is unavailable. As of Monday, January 31st Department hours are 8:00am – 4:00pm Monday through Friday. Department field staff will still keep their hours (6:30am – 2:30pm).

Staffing Updates

Public Works Technician

With Jake's departure, we were fortunate that we had a great "runner up candidate" from our last hiring process for the Public Works Technician position only a few months ago. Officer Vince Jeffords, member of the Cottage Grove Police Department since 1999, became our newest Public Works Technician on January 10th.

Obviously, Vince brings a wealth of experience in public service and Village-specific knowledge. More importantly than that, we are confident he will be a great fit with our close-knit, small team. Every one of our staff knows Vince well and has worked side-by-side with him in different situations through the years.

While he will still have to earn his Class B CDL, Vince already has his Class C, and he has passed the written exam portion of the Class B so he's well on his way. He will be required to earn his DNR Water Certification in Groundwater and Distribution in the coming year.

We are incredibly fortunate to have such a dedicated public servant who recognizes they want a change in career, but still looking to work in service to the citizens of Cottage Grove. I am very optimistic about the future of our Department and the part Vince will play in that future.

Deputy Director of Public Works & Utilities

The position description for the new Public Works Position is complete, after consultation with experts in municipal recruitment we changed the title to Deputy Director of Public Works & Utilities. The Village is utilizing GovHR for assistance with the candidate recruitment and the process will kick off later this week. I hope to have the position filled by late April – mid-May.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Russell, to approve payment of the vouchers in the amount of \$70,574.46. Motion carried by a unanimous voice vote of 4-0-0.

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

Motion by Williams, seconded by Murphy, to approve the minutes from the December 8, 2021, meeting as presented. Motion carried by a unanimous voice vote of 4-0-0.

10. Set next meeting date. The next meeting of the Utility Commission will be held on Wednesday, March 9, 2022, at 5:00 p.m.

11. Future agenda items.

- PFAs testing
- System capacity north of I-94

12. Adjournment.

Motion by Russell, seconded by Williams, to adjourn at 5:32 pm. Motion carried with a unanimous voice vote of 4-0-0.

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

Approved on: 3/9/22

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.