

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF FEBRUARY 13, 2019**

1. **Call to Order.** The 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.** It was determined that a quorum was present and that the agenda had been properly posted. Present were Charlie Rogers, Mike Hackel, Bruce Halverson, Jon Russell and Joanna Williams. Also present were Public Works Director JJ Larson, Public Works Administrative Assistant Kristen Krause and Village Board Trustee Melissa Ratcliff.
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 Resolution 2018-23 – A Resolution of the Utility Commission to Forego Payment of Advance to TID #6 in the Amount of \$86,075.00 (item was tabled at the January 9, 2019 meeting).** Larson stated that after Village staff members met with Baker Tilly and Ehlers, it was determined that there is no need to close TID #6. It was suggested to table this item indefinitely. **Motion** by Hackel, seconded by Halverson, to table Resolution 2018-23 – A Resolution of the Utility Commission to Forego Payment of Advance to TID #6 in the amount of \$86,075.00. Motion passed unanimously with a voice vote of 5-0-0.
5. **Discuss and consider authorizing Baker Tilly to file a simplified rate case with the Public Service Commission for water utility rates.**
Motion by Rogers, seconded by Williams, to recommend authorizing Baker Tilly to file a simplified rate case with the Public Service Commission for water utility rates. Motion passed unanimously with a voice vote of 5-0-0.
6. **Discuss PTAC recommendation from Baker Tilly.**
Larson explained that the Village does not need a Purchased Treatment Adjustment Clause (PTAC) this year. No formal action was taken.
7. **Discuss potential solar panel installation on the Municipal Services Building.**
Rogers presented information that he had collected from a solar panel company and shared his personal experience and cost savings as it relates to solar panels. The cost estimate Rogers obtained for the Municipal Services Building (MSB) was \$110,000 with a 10-15-year payback. There are also incentives available. The cost of the solar panels would be split evenly by the three (3) entities in the MSB: Police, Public Works and Parks and Recreation. Committee members were interested in the idea of solar as a source of energy, but also had questions regarding maintenance of the roof and panels. Hackel recommended having the Village Board look at the possibility of solar panels on all Village buildings. Russell will bring the idea of solar panels up at the Village Board meeting. No formal action was taken.
8. **Discuss cooling tower credit policy.**
JJ asked that this item be tabled until next month. Hackel stated that he would also like to postpone this item so that he may obtain some information from other communities/businesses.

9. Engineer's Report.

No report this month.

10. Director's Report.

Utility Clerk Position

Larson is continuing to develop the position description and is planning to fill the position by July 1. Lisa Kalata, Deb Winter, Kristen Krause and Larson continue to learn the different aspects of the Utility Clerk position.

AMI

Still working on finalizing the contract language.

TDS Build-Out

Some residents have raised some concerns with the pedestal placements. The Public Works office continues to take complaints which are then passed on to MiTech representatives (contracted by TDS for project oversight).

Audit/PSC Report

Larson spent the last couple of weeks pulling together information for the annual audit and report to the Public Works Commission.

Training/Conferences

Larson and Public Works Technician Greg Gordon attended the Water/Wastewater Expo that was held in Wisconsin Dells last week. There were sessions on utilizing technology, security, water loss prevention & meter testing, and proactive practices for water well monitoring and maintenance. Larson spoke with a few vendors and he plans to reach out and get pricing to conduct large water meter testing on a routine basis. He may bring this plan back at budget time as a way to be proactive

Water Tower Lighting

Lighting for the water tower has been approved and residents have been contacted.

11. Approve vouchers for payment. Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$227,882.99. Motion approved by unanimous voice vote, 5-0-0.

12. Approve the minutes of the January 9, 2019 meeting. Motion by Hackel, seconded by Russell, to approve the minutes of the January 9, 2019 meeting as presented. Motion approved by unanimous voice vote, 5-0-0.

13. Set next meeting date. The next meeting of the Utility Commission will be held on Wednesday, March 13, 2019 at 5:00 p.m. at the Municipal Services Building.

14. Adjournment. Motion by Rogers, seconded by Russell, to adjourn the meeting. Motion approved by unanimous voice vote, 5-0-0. The meeting was adjourned at 5:25 p.m.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant

Approved on: ___4/10/19___

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.