

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF MARCH 8, 2023**

1. **Call to Order.** The in-person 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.** 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, Jon Russell, and Chris Stoa. Joanna Williams was absent. Staff present were Deputy Administrator JJ Larson, Public Works Director Brian Peterson, Finance Director Cameron Sawyer, Utility Superintendent Jon Bublitz, Village Engineer Josh Straka and Utility Clerk Kristen Krause. Jayson Derosier from Paya was also in attendance.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**
No public appearances.
4. **Old Business**
No old business.
5. **New Business**
 - a. **Discuss and consider online payment provider.**
Jayson Derosier of PAYA Gov was online to give a brief overview of Paya, an online payment transaction software. Sawyer explained the reason that the Village was exploring other online payment options was due to PSC requirements, customer service issues and cost. **Motion** by Russell, seconded by Stoa, to table this item. Motion carried with a unanimous voice vote of 4-0-0.
 - b. **Update on Utility staff recruitment.**
Peterson introduced the new Utility Superintendent, Jon Bublitz, who came to us from Verona. Peterson also mentioned that there were many qualified applicants for this position.
6. **Engineer’s Report.**
 - Shady Grove Subdivision**
Strand will review the pumping station and electrical components in Shady Grove in spring 2023. Strand has been waiting for this review until the generator is on-site and connected to the station. The station is online and communicating with the Village’s SCADA system and appears to be operating properly.
 - Authentix Cottage Grove**
In reviewing the sanitary sewer televising video, two of the gravity sewers mainlines appeared to have dips. The developer cleaned the sewer and retelevised. There are two areas that will need to be repaired in spring 2023.
 - Village Utility Projects**
Strand is currently working with the Zilber Development Group for the design of a new lift station on the northern portion of TID #10. This lift station will serve the north 70 acres and west 40 acres of TID #10. A force main will also be installed along CTH N from Faber Road to the gravity sanitary sewer near CTH TT for the pumping station. The pumping station and force main will be designed to be modified to accept future growth to the north as the Village expands.

Strand will also be meeting with Village staff in March 2023 to start the planning process for a regional pumping station on the Village's east side along Ridge Road.

7. Director's Report

Peterson recently met with L.W. Allen on getting a quote for a system-wide SCADA upgrade. After the quote is received, Peterson will get feedback from both MMSD and Strand before moving forward with the upgrades. Funding for the upgrades will be discussed with our Finance Director.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$354,556.88. Motion carried by a unanimous voice vote of 4-0-0.

9. Approve the minutes of the December 14, 2022, meeting.

Motion by Russell, seconded by Stoa, to approve the minutes from the December 14, 2022, 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, April 12, 2023, at 5:00 p.m. This meeting will be held in person at the Village Hall.

11. Future agenda items.

- Discuss other online payment providers.
- Discuss current billing cycle.

12. Adjournment.

Motion by Hackel, seconded by Stoa, to adjourn at 5:37 pm. Motion carried with a unanimous voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 4/12/23

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.