

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

1. **Call to Order.** The virtual Zoom 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, Heidi Murphy, Jon Russell and Joanna Williams. Staff present were: Public Works Director JJ Larson, Village Engineer Josh Straka and Utility Clerk Kristen Krause. One (1) member of the public was also present.
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 water/sewer system capacity north of I-94.**
A water and sewer study will be done within the next couple of months, but Larson stated that the current systems are large enough to handle the increase in demand by the new large user proposed for north of I-94. Straka confirmed this and added that fire protection demand for the new large user is also covered by the Village’s current systems.
 - b. **Discuss and consider submitting funding for PFAs testing.**
The Natural Resources Board recently voted to approve a PFAs level of 70 parts per trillion as the drinking water standard. Utilities around Wisconsin also received a letter from the Department of Natural Resources (DNR) offering optional free testing of PFAs beginning in the spring of 2022. The DNR has also offered to help fix any issues in municipalities where PFAs are found during this proactive optional testing period. Straka stated that the difficult thing about funding is that without current regulations or standards for the PFAs testing, there are no guidelines on what will be funded if a municipality finds any issues. Larson and Straka also explained that municipalities are at least a year or more away from a PFAs testing requirement. For now, Larson and Straka will work on a statement/document regarding the optional testing and how the Village is waiting for more guidance regarding both testing and funding. **Motion** by Rogers, seconded by Russell, to table this item until the Utility receives better information. Motion carried with a unanimous voice vote of 5-0-0.
 - c. **Discuss meeting format going forward.**
After some discussion, the Commission elected to resume in person meetings beginning in April at the Municipal Services Building.
6. **Engineer’s Report.**
Shady Grove Subdivision –
Utility construction is still on hold because of frost levels. RG Huston Company, Inc (RG Huston) will continue utility construction again late this winter, if weather permits, or early spring 2022.

Authentix Cottage Grove

The Village's water main testing was completed in February 2022 by Integrity Grading and Excavating (IGE). The sanitary sewer testing will occur late this winter with the storm sewer installation along Cottage Grove Road tentatively planned for spring 2022.

5th 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 received a second submittal in February and its anticipated lift station construction is not expected until spring 2023. Utility construction along Paris Lane is still on hold because of frost levels. 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 were submitted in late February 2022. Strand is currently finalizing the drawing review and anticipates the land disturbance permit will be issued in early March 2022. The developer plans to start construction in March or April 2022, weather permitting.

Development Reviews

Strand continues to attend weekly meetings with the developer and their development team for Project Silver Eagle. Some of the main topics discussed include utility extension to other areas in TID #10, traffic generation and stormwater control.

Upcoming Village Utility Projects

Strand has continued to move forward with the 2022 street improvement project designs, which will include the water main replacement on Taylor Street. The water main will be replaced from Main Street to Forrester Drive to replace an older, undersized 6-inch water main. Bidding for the project will occur in March 2022. Construction is anticipated to begin in May 2022.

Strand will begin meeting with Larson and staff to discuss water and sewer studies for the Village. These studies will review the overall Village existing infrastructure and future needs to help create a five to ten-year capital improvement plan for each utility.

7. Director's Report

Budget Update

GovHR began the recruitment for our Deputy Director position as the Village opted for the "Professional Outreach Option" where the recruitment firm utilizes their networks, connections and relationships to advertise and recruit broadly, but the background checks, interviewing and final selection are left up to staff.

Given the current hiring climate, the competitive nature in this space and after consultation with the recruiter on the specifics of the role, he recommended a higher salary. Since the position was planned and budgeted for an April 1st start (which cannot happen), any small potential increase in the starting salary will still come in under budget for the year.

Utility Account Write-Offs

The Utility recently wrote off a total of \$9.19 from four (4) accounts.

2022 Project Updates

The small section of the water main looping (Clark and Grove Street project) is out for bid now. Most of the work is planned to occur after the Fireman's Festival in June.

Replacement of the AC water main in the East Taylor Street reconstruction project will be bid in the coming weeks.

Strand's team will be working on system evaluations and updating our CIP for both the water and sanitary systems. Upon completion of this work, Baker Tilly will update our water and sewer impact fees.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$263,403.09. Motion carried by a unanimous voice vote of 5-0-0.

9. Approve the minutes of the February 9, 2022, meeting.

Motion by Williams, seconded by Murphy, to approve the minutes from the February 9, 2022, meeting as presented. Motion carried by a unanimous voice vote of 5-0-0.

10. Set next meeting date. The next meeting of the Utility Commission will be held on Wednesday, April 13, 2022, at 5:00 p.m. This meeting will be held in person at the Municipal Services Building.

11. Future agenda items.

No specific future agenda items were discussed.

12. Adjournment.

Motion by Rogers, seconded by Hackel, to adjourn at 5:29 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 5/11/22

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.