

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF APRIL 12, 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, Chris Stoa and Joanna Williams. Staff present were Deputy Administrator JJ Larson, Public Works Director Brian Peterson, Finance Director Cameron Sawyer, Utility Superintendent Jon Bublitz and Village Engineer Josh Straka. One member of the public was in attendance.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**

Dave Conklin of Bryn Mawr Church was present to discuss the Village Utility’s request to place a water meter in the church. He discussed the history of water service for the church and the issues related to installing a meter at this time.
4. **Old Business**
 - a. **Discuss and consider online payment provider.**

Sawyer spoke about and is recommending a new online payment processing provider called Community Portal which better integrates with our accounting system, shows payments in real time for better customer information and would also provide a consolidated system for all types of payments in the Village. He also noted that costs with Community Portal are less than the other software provider that was presented at the previous month’s meeting. **Motion** by Hackel, seconded by Russell, to approve the presented proposal for Community Portal as the new online payment provider. Motion carried with a unanimous voice vote of 5-0-0
5. **New Business**
 - a. **Discuss and consider R-2 Collector purchase.**

Peterson explained that Strand is currently collecting GIS information for new construction, but the Village does not have anyone acquiring data in the established areas of the Village. With the addition of our new Utility Superintendent Jon Bublitz who is familiar with GIS and this process, and the purchase of an R-2 Collector, we will fill that gap. Straka added that this is useful tool and helps municipalities do more in house as opposed to having consultants perform the work. **Motion** by Rogers, seconded by Hackel, to approve spending \$12,398.55 for the purchase of an R-2 Collector. Motion carried with a unanimous voice vote of 5-0-0.
 - b. **Discuss and consider Valve Exerciser/Sewer Cleaner.**

Bublitz explained the need for the valve exerciser based on DNR requirements and the growth of the Village. This tool will help staff keep up with the maintenance of our infrastructure. Sawyer added that with the size of the Village, it is not feasible for staff to manually perform these tasks. Rogers would like more information on how this equipment will be funded before making a decision. **Motion** by Hackel, seconded by Williams, to table this item until next month. Motion carried with a unanimous voice vote of 5-0-0.

- c. **Discuss and consider spending, not to exceed \$47,500, on the Ridge Lift Station design.**
Straka explained the need for a lift station on the east side of the Village in the Taylor Street/Ridge Road area. **Motion** by Stoa, seconded by Williams, to approve spending funds, not to exceed \$47,500, on the Ridge Lift Station design. Motion carried with a unanimous voice vote of 5-0-0.
- d. **Discuss and consider spending \$35,000-\$45,000 on flow monitoring services.**
Straka spoke about the high flow areas in the Village and the need for collecting devices to provide necessary data as the Village continues to expand. **Motion** by Hackel, seconded by Russell, to approve spending up to \$40,000 for sanitary flow monitoring services. Motion carried with a unanimous voice vote of 5-0-0.

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 full mechanical system is installed at the station. The contractor is still waiting on some electrical control components. The station is online and communicating with the Village's SCADA system and appears to be operating properly.

Authentix Cottage Grove

Strand is working with the developer and its contractor to repair two dips in the sanitary sewer mains within the development. Village staff, Strand, the contractor, and developer met on-site at the end of March 2023 to discuss the dips within the sanitary sewer. A plan and timeline for addressing these locations will be forthcoming.

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 held a meeting with Village staff in mid-March 2023 to discuss upcoming CIP utility planning, Strand provided a scope and fee to Village staff at the end of March 2023 for sanitary flow monitoring for this spring 2023. Additionally, Well No. 2 was discussed for future improvements and a new generator was discussed at Well No. 3. Budgetary numbers were provided to staff for consideration.

Strand met 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. Strand provided a Task Order to Village staff to provide a Preliminary Engineering Report for the Ridge Lift Station to provide preliminary force main alignment and lift station concepts. If approved, the Preliminary Engineering Report will be completed in summer 2023.

Based on construction in summer 2022, the Village Standard Detail Drawings and Material Cut-Sheet were updated to include Village staff's desired specification for future projects.

7. Director's Report

Peterson reported that a recent lightning strike that hit some pine trees next to Well #2 had affected the electrical equipment inside. Insurance is working on assessing exactly what equipment was affected. He also noted that the Well #2 building will be replaced in the future.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Russell, to approve payment of the vouchers in the amount of \$116,840.47. Motion carried by a unanimous voice vote of 5-0-0.

9. Approve the minutes of the March 8, 2023 Utility Commission meeting.

Motion by Williams, seconded by Hackel, to approve the minutes from the March 8, 2023 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, May 10, 2023, at 5:00 p.m. This meeting will be held in person at the Village Hall.

11. Future agenda items.

- Discuss church meter.
- Discuss valve exerciser.

12. Adjournment.

Motion by Rogers, seconded by Williams, to adjourn at 6:00 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Brian Peterson, Director of Public Works (*Kristen Krause, Utility Clerk*)

Approved on: 5/10/23

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.