

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF APRIL 14, 2021

- 1. Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:00 p.m. This meeting was held online via Zoom.
- 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 and Joanna Williams. Jon Russell was absent and excused. Staff present were: Public Works Director JJ Larson, Village Engineer Kevin Lord and Utility Clerk Kristen Krause.
- 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. Update on Well #3 maintenance.**
The mechanic from Municipal Well and Pump was onsite this week and ran and tuned up the back up engine. Water was pumped using the back up engine and everything went fine. Maintenance should be complete by tomorrow.
 - b. Update sustainability programs.**
Murphy reported that the Village Board recently approved adding solar panels for the Municipal Services Building to the 2022 preliminary budget. She also reported that the rain barrel sale is on for six (6) more weeks. At least 38 barrels have been sold so far.
- 5. New Business**
 - a. Update on Utility Technician position.**
Larson reported that he had extended the Utility Technician position posting for an additional two weeks, had posted it on several different platforms and still had only one applicant. He is currently putting together a staffing comparison with information collected from area SWAPS members (public works directors/supervisors). With the staffing comparison, he is also looking at the overall structure of the department and will bring back more information to the committee for consideration.
- 6. Engineer’s Report.**

Glacial Drumlin Path/Clark Street – MSA has received approval to bid this project. We are planning to advertise on April 15 and April 22, with a bid opening of May 7. MSA is working with the Village staff and attorney with the properties west of Vilas Road to acquire lands for a pond that will benefit both the Village and the property owner. Once completed, the plan is to complete the design for the roadway construction along Clark Street and Grove Street.

Westlawn Fifth Addition Phase 2 – Utilities have been installed and tested for Phase 2. Roadwork will continue when the weather allows.

Atwell Suites Hotel CTH TT – Utilities have been installed and tested along the proposed entrance drive from CTH TT. Roadwork will continue when the weather allows.

Cottage Grove Commons Phase 2 – Site utility work is in progress. The mainline water and sewer is completed and services are being installed. Storm sewer is under construction. Utilities have been taking some additional time with rock excavation

Quarry Ridge Estates Phase B – Utility work is to begin this week on the Phase B portion of the project and MSA will be inspecting the public improvements.

Vilas Road Utilities – MSA started reviewing the cost estimates for extending utilities (water and sanitary sewer) along Vilas Road to serve proposed properties to the west side of Vilas Road. The Village has had further discussions with respect to the extension.

Development Reviews – MSA is reviewing developments looking to continue. MSA is reviewing the plans of the Continental Development and Grand Appliance as submitted.

7. Director's Report

Well 2 Maintenance

Larson plans to update the specs and get bidding documents prepared to pull, inspect and maintain Well #2 later this summer. Timing for this maintenance is flexible with the only limits being during hydrant flushing in the spring and fall.

AMI Cost Reporting

Final costs have been submitted to the PSC docket. Larson reached out to the PSC and as of this writing, the Village has not yet received a response/confirmation of project closure or acceptance.

Spring Flushing

Spring hydrant flushing began this week and will run through early May.

Additional Utility position

The position was posted widely and the application deadline was extended through April 2. Only one applicant was received. Larson plans to reevaluate the position description and reach out to area communities for comps.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$39,933.47. Motion carried by a unanimous voice vote of 4-0-0.

9. Approve the minutes of the March 10, 2021 meeting.

Motion by Hackel, seconded by Williams, to approve the minutes from the March 10, 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, May 12, 2021 at 5:00 p.m.

11. Future agenda items.

- Discuss concept plan for Clark Street and Bakken Park.
- Update on American Rescue Plan (water & sewer improvement funds)

12. Adjournment.

Motion by Hackel, seconded by Murphy, to adjourn at 5:13 pm. Motion carried with a unanimous voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 6/9/21

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.