

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION  
MEETING MINUTES OF MAY 8, 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 (Chair), Mike Hackel, Heidi Murphy and Joanna Williams. Bruce Halverson was absent and excused. Also present were Public Works Director JJ Larson, Mike Maloney of MSA, Public Works Administrative Assistant Kristen Krause, and one member of the public.
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 request for a sewer credit on Account No. 6015.05.**  
Resident was not present for the meeting.
5. **Presentation of the Shady Grove concept plan for the purpose of gathering Commission feedback.**  
Tomas Toro, a civil engineer working with JSD Professional Services, explained how the sanitary sewer for the development will tie into the existing lines. The gravity line will attach to the existing sewer on CTH BB as well as flow down towards the Vilas Road Lift Station. There will be a temporary lift station built within a cabinet installed in the development which will serve the area for approximately 20 years. Committee members asked that the lift station be constructed with durable materials and even include a grinder. At this time, Toro did not have any modeling for a water main or usage data. He did state that fire hydrants will be placed every 500 feet and there will be two (2) main detention ponds located within the development.
6. **Discuss and consider authorizing Utility to enter into a contract with Hydrocorp for cross-connection inspection program.**  
Larson met with Tony Averbeck from HydroCorp and went over the proposal that had been put together for the Village. Larson explained that the DNR requires that facilities served by our water system need to have their cross-connections routinely inspected in order to avoid a possible cross-contamination in the event of a large water pressure drop. Since all regular-sized residential units are exempt from the inspection for 20 years because of the recent meter upgrade, Larson stated that the focus will be on inspections of larger, high-hazard structures, including industrial, commercial and large multi-family units. HydroCorp would be responsible for the entire cross-connection inspection and have highly trained staff for every step of the process. They would develop the plan, notify/contact customers, report on findings and conduct any follow-up needed. Larson noted that most municipalities contract out their cross-connection inspections and feels that the Village would benefit from this service. The price quoted for a 2-year contract is \$27,528, with \$13,764 of that coming from the 2019 utility budget. After some discussion, the committee agreed to hold off on any formal action until next month’s meeting so that municipal references can be checked and any additional questions can be answered.

**7. Discuss cooling tower credit policy.**

Committee members agreed that having a cooling tower credit policy was not practical since other communities do not have this sort of policy. **Motion** by Hackel, seconded by Rogers, to not enact any credit policy for cooling towers. Motion carried with a voice vote of 3-0-1 with Murphy abstaining.

**8. Discuss leak credit policy.**

Larson explained that historically, a person calling about a high utility bill would need to be placed on the Utility Commission agenda to be considered for a possible credit. Residents are not allowed to receive a credit on the water used portion of their bill per PSC regulations but may be granted a sewer credit depending on the circumstances. Larson has researched this issue and said that his findings are quite varied. An idea that was discussed is to give a percentage credit depending on the time frame in which a credit was requested and the leak repaired. A formal policy would allow water utility staff and commission members to give consistent answers to residents inquiring about a credit. Commission members will revisit this issue at the next meeting. No formal action was taken.

**9. Engineer's Report.**

Homburg's annexation is complete, with a pumping station and stormwater management planned. MSA will be looking at a possible well #5 in the new Westlawn development in the future. Coyle South will also be developed in the future. MSA is looking at adding a Vilas interceptor from the Vilas Road Lift Station to near the existing Farm Golf Course.

**10. Director's Report.**

Utility Clerk Position

The position description has been finalized and the position was posted last week. The position is planned to start in July.

AMI

Still working on finalizing the contract language with the Village attorney. Larson hopes to get the system up and running soon.

Tower Lighting Project

Waiting for proposal from Musco Lighting.

Hydrant Work for 2019

The Contractor is lined for this year's painting. The price per hydrant is the same as last year. Utility remains on schedule to blast and paint the hydrants every 10 years. After receiving a proposal for the replacement of a hydrant, Larson will explore some more options.

Training/Conferences

Larson and Krause attended the annual Regulatory Affairs Seminar in Madison last week where there were presentations from the DNR, PSC, DHS and others. The presentations included information on water regulations, coming changes and emerging contaminants. Speakers at the seminar informed the group that Risk and Resiliency Assessments, Update of Emergency Response Plans and Asset Management Programs will all be required of water utilities in the coming years. They also informed attendees that the next round of UCMR testing in 2022 will be required by all Utilities that serve 3,300+. Larson also added that any board or commission that watch/attend trainings can earn points towards future SDWL and CWL funding (requiring trainings was an initial consideration for funds).

**11. Approve vouchers for payment.** Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$167,993.33. Motion approved by unanimous voice vote, 4-0-0.

**12. Approve the minutes of the April 10, 2019 meeting.** Motion by Rogers, seconded by Williams, to approve the minutes of the April 10, 2019 meeting as presented. Motion approved by unanimous voice vote, 4-0-0.

**13. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, June 5, 2019 at 5:15 p.m. at the Municipal Services Building.

**14. Future agenda items.**

- Discuss and consider Westlawn 5<sup>th</sup> Addition concept plan

**15. Adjournment.** Motion by Hackel, seconded by Murphy, to adjourn the meeting at 6:30 p.m. Motion approved by unanimous voice vote, 4-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant

Approved on: 6/12/19

*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.*