

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF MAY 11, 2022**

1. **Call to Order.** The hybrid meeting was called to order by 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. Commission members present were Charlie Rogers, Chris Stoa, Jon Russell, Joanna Williams and Mike Hackel. Staff present were: Public Works Director JJ Larson and Kyela Specht of Strand Associates.
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 2021 Fourth Quarter water rate adjustment.**
Larson explained that all checks had been mailed to customers and the only remaining item is for him to submit the summary of completed actions to the PSC ERF site.
5. **New Business**
 - a. **Discuss and consider direction on population modeling for Water & Sewer Master Planning.**
Specht explained that Strand’s team had worked with Village staff to draft population modeling based on the Village’s Comprehensive Plan, including recent modifications under consideration. The estimates show the potential for significantly more population growth than the numbers from the Department of Administration. **Motion** by Hackel to direct Strand to utilize the higher population growth scenario presented for the Water and Sewer modeling for the Master Planning, seconded by Stoa. Motion carried with a unanimous voice vote, 5-0-0.
 - a. **Presentation of Sanitary Survey Report**
Larson presented reported that the representative from DNR had visited last week for the Sanitary Survey of the Village Water Utility. This is a comprehensive review of our operations, maintenance, sampling, record keeping and site visits to all aspects of the Village’s Water Utility and occurs every three years. While there are items identified as deficiencies that should be prioritized as time and budget allow or large reconstruction projects identified, there were no significant deficiencies identified. The overall system, staff and operations were given a great review.
6. **Engineer’s Report.**
 - Shady Grove Subdivision**
RG Huston Company, Inc. (RG Huston) resumed construction in mid-April 2022. Sanitary sewer main was completed in late April 2022. Water main, sanitary laterals, water main services, and storm sewer infrastructure will continue to be installed for the rest of the subdivision before road infrastructure will be constructed. Strand is currently working with the developer regarding site runoff to private properties west and south of this development.
 - Authentix Cottage Grove**
Integrity Grading and Excavating (IGE) installed the storm sewer along Cottage Grove Road at the end of April 2022. Road improvements, including widening Cottage Grove Road and curb installation, are tentatively slated for the first weeks of May 2022.
 - Fifth Addition to Westlawn Estates**

Homburg Contractors, Inc. (Homburg) resumed construction in mid-April 2022. Sanitary and water main services have been completed. Testing of the utilities will occur in May with the grading and roadway construction for Paris Lane.

Quarry Ridge Estates

Snyder Excavating started construction in mid-April 2022. Snyder started with sanitary sewer and services on Melissa Lane. At the end of April 2022, Snyder & Associates and developer requested a profile change on Melissa Lane to reduce the amount of cut in the area. This plan change was approved by Strand and utility installation will continue through May 2022.

Erosion Control Checks

Strand started to provide springtime weekly erosion control checks on development sites in the Village including Cottage Grove Commons Phase 2, Dolphin Swim, Movin Out Glen Grove Apartments, Grand Appliance, Alantis Valley Foods, Quarry Ridge Development, Shady Grove Subdivision, Authentix, and 5th Addition to Westlawn Estates. Correspondence was sent to development owners if the erosion control measures on-site were not satisfactory or compliant. Several sites have had to address issues this spring.

Development Reviews

Strand attended meetings with the developer's engineer for Project Silver Eagle and other TID #10 developments. Some of the main topics discussed continue to include utility extension, traffic generation, County Truck Highway (CTH) connections and stormwater control. The Project Silver Eagle PIP No. 2 submittal review letter was submitted to the Village and the Developer's engineer in mid-April 2022.

Upcoming Village Utility Projects

The 2022 Street Improvement project was bid in late April 2022. This project includes the water main replacement on Taylor Street. The water main will be replaced from Main Street to Forreston Drive to replace an older, undersized 6-inch water main. Homburg was the apparent low bidder. Construction is anticipated to begin in late May 2022.

Clark and Grove Streets was bid by MSA Professional Services, Inc. (MSA) in March 2022. RG Huston was awarded the contract in April. Strand will take over the construction portion of the project moving forward. Utility construction is anticipated to begin in June 2022, after the Firemen's Festival.

Strand met JJ and staff to discuss the water and sewer studies for the Village in early April 2022. These studies will review the overall Village's existing infrastructure and future needs to help create a five- to ten-year capital improvement plan for each utility. Strand will be providing future population projections to the Village for review in the coming week.

Strand has worked with JJ over the last several months to create a standard specification cut sheet for utilities and public works projects. In addition, the standard detail drawings have been updated to reflect these specifications. If there are any questions or concerns, prior to finalization, Strand will edit for Village preferences.

7. Director's Report

Staffing Update

GovHR completed the recruitment for the Deputy Director of Public Works position, and we ultimately had 17 qualified applicants. We've made an offer to Brian Peterson and he's accepted and plans to begin on May 16th. Brian brings decades of Public Works experience at all levels and will be a strong addition to our team.

Earth Day Event/Compost Bins & Rain Barrel Sale

The Village partnered with the Friends of the Cottage Grove Library on an Earth Day event at Cottage Grove School. We had educational materials available on pollinator gardens, rain gardens, our Adopt-A-Storm-Drain program and other environmentally friendly materials (although the wind made the displays an on-going battle all day).

This event also doubled as our compost bin and rain barrel pick-up date. It was a resounding success, we sold out of our surplus rain barrels (had to turn people away) and only had two compost bins remaining for sale by the end of the day!

Sanitary Survey

Our DNR representative was in the Village last week for our Water System Sanitary Survey, a comprehensive look at our water system infrastructure and review of our operations. We toured all of our facilities and met for hours in the office talking through our operations & maintenance, record-keeping, sampling program, and our plans for the future related to the water system. While the official report is still being drafted, all indications were that DNR is very happy with our system, our team and how we're ensuring efficient provision of quality water reliably and safely.

2022 Project Updates

Clark & Grove (small section of water main looping) bid was awarded to RG Huston and work is planned to begin after Firemen's Fest.

E. Taylor reconstruction (replacement of AC water main) was awarded to Homburg as a part of the larger 2022 Street Improvements work.

Strand's team continues work on the Water and Sanitary System Master Plans.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Williams, to approve payment of the vouchers in the amount of \$294,288.47. Motion carried by a unanimous voice vote of 5-0-0.

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

Motion by Stoa, seconded by Rogers, to approve the minutes from the March 9, 2022 meeting. 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, June 8, 2022, at 5:00 p.m. in person at the Municipal Services Building.

11. Future agenda items.

12. Adjournment.

Motion by Rogers, seconded by Russell, to adjourn at 5:32 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by JJ Larson, Director of Public Works/Deputy Administrator

Approved on: 6/8/22

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.