

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF JUNE 9, 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, Jon Russell and Joanna Williams. Staff present were: Public Works Director JJ Larson, Village Engineer Kevin Lord, Village Attorney Rick Manthe and Utility Clerk Kristen Krause. There were also five members of the public in attendance.
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 sustainability programs.**
Murphy reported that 85 rain barrels were sold, and distribution is this Saturday, June 12 from 8am-noon at the Municipal Services Building.
5. **New Business**
 - a. **Discuss and consider Zero-Lot Line Application for 701-703 Cork Crossing.**
The application was reviewed, and no issues were identified. **Motion** by Rogers, seconded by Hackel, to approve the Zero-Lot Line Application for 701-703 Cork Crossing. Motion carried with a unanimous voice vote of 5-0-0.
 - b. **Discuss and consider 2020 Compliance Maintenance Annual Report (CMAR).**
Larson explained that the Village is required to submit this sanitary system report annually to the DNR. He briefly went over the report and explained that next year may require more funds to be put in for equipment.
 - c. **Discuss and consider potential modifications of pressure zone.**
Larson gave a brief overview of the area on Pheasant Run and the request by residents to bring the area into the high-pressure zone. He explained that there were two options to do this: the first involved existing infrastructure but required frequent maintenance to keep the water from going stagnant and continually stirring up sediment; the second option would be cutting in a new valve, looping into the high pressure zone and would be maintenance free. The second option would solve the problem and could be done with funds from the operating budget, which is in good shape. Lord and Larson also let residents in attendance know that if the second option was chosen, it may require a full permit request through the DNR. Brian Grady, 3010 Pheasant Run, stated that he was in support of getting on the high-pressure zone. Ron Danowski, 3008 Pheasant Run, asked if there was a timeline for when the project could be done and if there would be any disruption in service. Larson explained that there is no definitive timeline for the project to be completed, as the Village would have to hire the work out and it is currently the middle of construction season. He also said that residents would

likely not see any disruption in service. Once the project is scheduled, residents would be notified. **Motion** by Hackel, seconded by Rogers, to approve spending up to \$24,999.00 to install a valve and watermain at the location discussed. Motion carried with a unanimous voice vote of 5-0-0

6. Engineer's Report.

Glacial Drumlin Path/Clark Street – MSA has bid the Glacial Drumlin Path, the grant funded portion of the project and it has been awarded.

Clark and Grove Streets are looking to be a 2022 project. Just received soil borings back. The design is being finalized currently, however, with the negotiations that are still to be completed, it is looking less likely that construction will occur in 2021.

Westlawn Fifth Addition Phase 2 – Utilities have been installed and tested for Phase 2. Roadwork is progressing within Phase 2.

Atwell Suites Hotel CTH TT – Utilities have been installed and tested along the proposed entrance drive from CTH TT.

Cottage Grove Commons Phase 2 – Site utility work is complete, and the binder pavement has been completed for the development. Sidewalks are under construction.

Quarry Ridge Estates Phase B – Utility work is currently ongoing.

Water Pressure Discussions – MSA has had conversations with JJ Larson in regard to areas that are requesting the high-pressure water and how these changes can be completed with the existing system.

Development Reviews – MSA is reviewing developments looking to continue. MSA is reviewing the plans of the Continental Development which includes public water and sanitary sewer. Other developments within the Commerce Park are planned to connect to existing utilities.

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 was notified in late April that the final cost report was accepted and that this PSC docket can be considered officially closed.

Potential modification of pressure zones

Larson began looking closely at what would be required to shift the high-pressure zone one block further south in Westlawn. Also, more recently, there have been inquiries about modifying the zone limits to stretch further south into more of the Commerce Park lots. Given that the Well 4 upgrade, Gaston Road distribution main, and PRV on Damascus Trail are all part of a DNR permitted project, any modifications will require some level of DNR approval.

Facility Study underway

Architects from FGM have been meeting with staff and collecting information and assessments of our existing operations at Village Hall, the Municipal Services Building and how we utilize the old Public Works shop. Their work will account for planned growth in the community, as well as Village staff, and will provide a recommendation for future facility needs. Another meeting will occur within a couple of weeks.

Utility Technician Position

The position was re-posted with some benefit changes.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$267,053.13. Motion carried by a unanimous voice vote of 5-0-0.

9. Approve the minutes of the April 14, 2021 meeting.

Motion by Hackel, seconded by Williams, to approve the minutes from the April 14, 2021 meeting as presented. Motion carried by a unanimous voice vote of 4-0-1 with Russell abstaining.

10. Set next meeting date. The next meeting of the Utility Commission will be held on Wednesday, July 14, 2021 at 5:00 p.m.

11. Future agenda items.

- No specific future agenda items were noted.

12. Adjournment.

Motion by Rogers, seconded by Hackel, to adjourn at 5:31 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 7/14/21

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.