

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF JULY 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, Jon Russell and Joanna Williams. Staff present were: Public Works Director JJ Larson, Village Engineer Josh Straka 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 sustainability programs – final report on 2021 Rain Barrel Sale.**
Murphy reported that the 2021 rain barrel sale was a success for its first year and she thanked Williams for helping on distribution day. 86 barrels were pre-ordered and an additional two were sold after the event. There are ten remaining and available for purchase. Next year, a compost-bin sale will possibly be added to the rain barrel sale.
- 5. New Business**
 - a. Update on pressure zone modifications in Westlawn.**
Larson spoke with our DNR representative, answered a few clarifying questions and was told there would not be any additional requirements for this project. A contractor has been selected and work will occur in the next few weeks. Cost for the project came in under \$20,000.
- 6. Engineer’s Report.**

Glacial Drumlin Path/Clark Street – Construction has begun on the Glacial Drumlin project. MSA held a virtual public meeting on the project and a preconstruction meeting for the Contractor and the utilities. Work is beginning on the westerly portion of the project to allow for utility work to be completed along the easterly end of the project.

Clark and Grove Streets are looking to be a 2022 project/Phase 2. The design is being finalized with the soil borings completed. MSA is working with the Village and Village Attorney on providing information to the landowner for negotiations on the property.

CTH BB and Buss Road – Construction continues on the roadway. Utilities crossing the roadway with respect to connections for Shady Grove are being installed (at Shady Grove cost).

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. At this time, the hotel project is on hold and no work is currently planned.

Cottage Grove Commons Phase 2 – Site utility work is complete, and the roadwork and sidewalks are being completed.

Quarry Ridge Estates Phase B – Site utility work is complete, and the roadwork is currently progressing.

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 has reviewed 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.

Modification of pressure zones

Larson had a brief meeting with our DNR rep to share the plan for modifying the system to bring the higher-pressure water to Pheasant Run. The rep had a few clarifying questions, and ultimately said that we are okay to move forward; no other approvals are necessary.

Staff also worked with MSA and two existing businesses in the Commerce Park to adjust the valves in the field to bring the high-pressure zone to an additional block. This change did not require anything beyond adjustment to current valving.

Utility Operations Technician position

After seeing very little interest early in the year (one applicant), we recently re-posted the position with a higher hourly wage. As of this writing, Larson has received four applications. The position is listed as "open until filled".

Facility Study underway

Architects from FGM have continued to develop the facility study. Staff met with their team in late June and saw initial layouts for our Village facilities; Village Hall, the Municipal Services Building, and the Public Works shop. They saw how they fit now and with anticipated space needs as the community continues to grow. Another update will be given next Monday.

Engineering Firm Update

The Village will be transitioning to a new firm for engineering services. Moving forward, Strand Associates will be taking over duties as the Village's engineering service provider. MSA will continue through completion of all ongoing projects. For the foreseeable future, there will be times when representatives from both Strand and MSA may attend these meetings.

Position Update

At the June 21, 2021, the Village Board approved adding the title of Deputy Administrator to Larson's Director of Public Works responsibilities. As part of this transition, the Village will look to add a new

management level position to the Public Works Department in 2022, with more specific discussion and details to come during the budget meetings.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$116,177.49. Motion carried by a unanimous voice vote of 5-0-0.

9. Approve the minutes of the June 9, 2021 meeting.

Motion by Williams, seconded by Russell, to approve the minutes from the June 9, 2021 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, August 18, 2021 at 5:00 p.m.

11. Future agenda items.

- No specific future agenda items were noted.

12. Adjournment.

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

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 9/8/21

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.