

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION  
MEETING MINUTES OF AUGUST 17, 2022**

1. **Call to Order.** The in-person 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.** 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, Jon Russell, Chris Stoa and Joanna Williams. Staff present were: Public Works Director JJ Larson, Deputy Public Works Director Brian Peterson, 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.**  
No public appearances.
4. **Old Business**
  - a. **Water & Sewer master planning update.**  
Straka presented several maps showing the current status of the water and sewer infrastructure and future outlooks up to 2040 based on anticipated development. On the sewer side, sewer interceptors, capacities, pinch points and potential future alternatives to alleviate problem areas were discussed. Committee members directed Straka to continue studying The Farm interceptor, an extension on Vilas Road and the possibility of adding a second sewer line along Gaston Road. Straka also suggested that the Village continue to monitor flow at least every five (5) years or more often based on development. On the water side, Straka indicated that continued maintenance of the wells and reservoir will keep things in decent shape. Future water capacity was discussed up through 2040. At that time, it is anticipated that the Village may need another well or a possible interconnection. Straka will continue to work with Village staff on cost estimates and a final draft of the plans.
5. **New Business**
  - a. **Discuss and consider upgrading our emergency and standard locate notification process.**  
Peterson explained that the Village currently receives approximately 1,500 locate requests via fax per year which are handled by the Utility Technician. With that number anticipated to keep growing, Peterson recommended updating the locate notification process/system to a more efficient electronic option that would notify staff in the field in real-time. Not only would the new system save staff time in retrieving faxes from the office, but it would also allow for cloud-based photos of completed locates. The new system would be based on a 3-year contract and would cost approximately \$9,000 the first year, which includes training, and approximately \$7,400 each subsequent year. An account manager would also be assigned to our account. Commission members agreed with Peterson’s recommendation but want to assess how well it is working before auto-renewing at the end of the initial 3-year period. **Motion** by Hackel, seconded by Rogers, to recommend moving forward with the new locate notification system initial 3-year contract, with a reassessment prior to the auto-renewal. Motion carried with unanimous voice vote of 5-0-0.

## 6. Engineer's Report.

### Shady Grove Subdivision

RG Huston Company, Inc. (RG Huston) completed the binder course of asphalt in the subdivision in late July 2022. The improvements on County Highway (CTH) BB, including the turn lane, were also completed. Strand is currently working with RG Huston regarding a water infiltration issue at the pumping station. The pumping station continues to take on water after every rain event. Currently, two model homes are built on this development and drain to the lift station.

### Other Development Projects

HeyDay Development team submitted the first review of its development plan along Buss Road and Cottage Grove Road in mid-July 2022. Strand is currently reviewing the drawings for the Plan Commission meeting in August 2022.

### Upcoming Village Utility Projects

For the 2022 Streets Improvements project, Homburg Contractors, Inc. has completed all of the water main and services on Taylor Street. A change order will be processed for full water service replacement for two homes on Taylor Street as well as additional storm sewer structure replacements on Oak Street. Not as much base course material has been needed on Oak Street so, at this point, the project is within budget and may even be under budget by the end of the project.

The Clark and Grove Street project continued with removals and grading operations in the park and the detention basins along Grove Street and Vilas Road. Storm sewer utility work began in late July 2022. Water main utility work is slated to begin in August 2022.

Strand worked with JJ Larson and staff for the Utility Master Plan. A draft report was submitted for the Utility Board's review and comment. This study reviewed the overall Village's existing infrastructure and future needs to help create a five- to ten-year capital improvement plan for each utility.

## 7. Director's Report

### East Taylor Water Main Replacement

The street reconstruction on E. Taylor Street included the replacement of an old asbestos cement pipe. Two unforeseen changes were required during the replacement; there was a large service stubbed to a residential lot that required removal and re-hooking of the water laterals serving those properties. The AC pipe also extended further than originally thought and required additional work to remove all of the pipe from service.

### Water and Sanitary System Master Plans

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

### Capital Equipment Plan

Purchase of two pickups (a ¾ ton truck and general staff vehicle) is in the proposed Capital Equipment plan for 2023. If they remain in the budget, a small portion of their cost will be paid for with Water & Sewer funds. Staff have been directed by the Public Works, Properties and Sustainability Committee to move to more sustainable vehicle options when the comparable service level can be met by a hybrid or fully electric vehicle.

### Water Main Break

A water main break occurred late last night (8/16) on Dentaria Drive.

**8. Approve vouchers for payment.**

**Motion** by Rogers, seconded by Russell, to approve payment of the vouchers in the amount of \$381,115.19. Motion carried by a unanimous voice vote of 5-0-0.

**9. Approve the minutes of the June 8, 2022, meeting.**

**Motion** by Williams, seconded by Rogers, to approve the minutes from the June 8, 2022, 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, September 14, 2022, at 5:00 p.m. This meeting will be held in person at the Municipal Services Building.

**11. Future agenda items.**

- Update on water and sewer master planning.
- Update on where Covid funds were allocated.

**12. Adjournment.**

**Motion** by Hackel, seconded by Williams, to adjourn at 6:09 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 10/12/22

*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.*