

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF SEPTEMBER 8, 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. Michael Mucha from the Madison Metropolitan Sewerage District was also in attendance.
- 3. Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**
- 4. Presentation by Michael Mucha of MMSD.**

Michael Mucha of Madison Metropolitan Sewerage District (MMSD) was present to discuss the fee increase for MMSD municipal customers. He explained that the need for the increase is due to aging infrastructure replacement, regulatory requirements, improving energy infrastructure and plant improvements. For the next six (6) years, MMSD will be increasing their service charge up to 9%, which equates to approximately \$26 per year for the average household. MMSD is also moving towards more cash financing for their projects.
- 5. Old Business**
 - a. Update sustainability programs – final report on 2021 Rain Barrel Sale.**

Larson reported that 86 rain barrels were pre-ordered and an additional two were sold after the event. There are 10 remaining and available for purchase. He added that the hope is to make next year’s event even bigger, incorporating Earth Day and a possible compost bin sale. Larson also stated that there will be more initiatives coming from the Sustainability Committee in the coming months. Adding a solar array to the Municipal Services Building is being discussed and Strand is working on a presentation for the Sustainability Committee. Murphy added that Focus on Energy is offering incentives for adding solar.
 - b. Update on pressure zone modifications in Westlawn.**

Larson said that modifications were made in August to take the area in Westlawn to the higher-pressure zone. He also stated that he has heard no complaints from the residents in the area affected.
- 6. New Business**
 - a. Discussion of future utility extensions.**

Larson, Straka and the development team recently met with a potential developer of The Farm. The developer inquired about having to add an extension for service along the short stretch of Vilas Road on the south/west portion of The Farm. After some discussion, the committee agreed that this extension would not be required of the potential developer as it is highly unlikely that service would be needed beyond this area anytime soon.

7. Engineer's Report.

Pheasant Run and Damascus Trail Water Main –

The water main interconnection from the 8-inch water main to the 12-inch high-pressure water main was completed in mid-August at the intersection of Pheasant Run and Damascus Trail. The Pheasant Run properties were switched to the high-pressure main the following day.

Shady Grove Subdivision –

R.G.Huston has been clearing and grubbing and mass grading the project area. Strand is currently reviewing shop drawings for the utilities and lift station. Manhole production has delayed the start of utility construction. Sanitary sewer construction is slated to begin next week. Strand is also working with the Developer's engineer on some re-design of the lift station.

Authentix Cottage Grove –

Correspondence between the Developer, Strand and MSA has continued before approval of the development drawings. Strand is currently working with the Developer to lower the sanitary sewer on the site to provide 6-feet or greater of cover over the sanitary sewer. Currently the Developer is showing portions of the sewer with only 5-feet of bury depth. The development is also providing a 10-foot wide utility easement over the centerline of all water main and sanitary sewers within the development. The Developer is still hoping to start construction in the fall of 2021.

5th Addition to Westlawn Estates –

No sewer or water utility work has been recently completed.

Quarry Ridge Estates –

No sewer or water utility work has been recently completed.

Development Reviews –

Strand is reviewing proposed developments as they are submitted to the Village. Grand Appliance and the Alliant Energy Bonnie Road Substation were recently reviewed. Atlantis Valley and JEK_CRE Multi-Tenant Building submittals are currently under review.

Upcoming Village Utility Projects –

Strand has been working with Larson to update the budget for the Village's 2022 and 2023 projects. The water main project along Taylor Street has been included in this review, along with the utilities for the second part of Clark and Grove Streets.

MSA is still working on the Buss Road/Cottage Grove Road intersection, as well as the Glacial Drumlin Path and Clark Street project. They will provide a separate report for those projects, as needed.

8. Director's Report

Well 2 Maintenance

The plan for Well #2 has been tentatively put on hold. Given the transition to Strand, Larson's position transition and the potential to utilize federal funds for water and sewer projects, we are stepping back to see if there are other opportunities to improve the well even more than the planned maintenance.

Modification of pressure zones

Contractor completed the work to add valving to the water mains at the intersection of Damascus Trail and Pheasant Run. The residents along Pheasant Run were brought on to the higher-pressure water on August 13. Larson has heard of no issues with the transition.

Utility Operations Technician/Public Works Technician updates

We were able to get 5 applicants with the increased wage on the Utility Technician position and ultimately, interviewed 3. One of own, who had already been doing parts of the job, was selected for the new position. Due to this position being filled in-house, a Public Works Technician position became available. We have received a number of good applicants to fill this position. Interviews are scheduled for September 14th and 15th.

Facility Study underway

Architects from FGM have continued to develop the facility study. The final report is expected very soon.

Engineering Transition

The transition continues to go very smoothly. Strand has taken over most duties as the Village Engineer and MSA is completing current projects.

Public Works Operations Manager Position Update

Planning continues on the position description, duties, responsibilities and salary range for the new position which will be available in 2022.

9. Approve vouchers for payment.

Motion by Rogers, seconded by Williams, to approve payment of the vouchers in the amount of \$236,095.32. Motion carried by a unanimous voice vote of 5-0-0.

10. Approve the minutes of the July 14, 2021 meeting.

Motion by Rogers, seconded by Russell, to approve the minutes from the July 14, 2021 meeting as presented. Motion carried by a unanimous voice vote of 5-0-0.

11. Set next meeting date. The next meeting of the Utility Commission will be held on Wednesday, October 13, 2021 at 5:00 p.m.

12. Future agenda items.

- No specific future agenda items were noted.

13. Adjournment.

Motion by Rogers, seconded by Murphy, to adjourn at 5:52 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 10/13/21

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.