

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF October 13, 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, and Village Engineer Josh Straka.
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**
None.
5. **New Business**
 - a. **Presentation of DNR response to CMAR**
Larson referenced the report in the packet and pointed out that DNR was pleased with how the Village was handling sanitary system operations.
 - b. **Discuss and consider recommendation for utilization of ARPA funds.**
Larson presented his recommendation for the use of the ARPA funds to fund two long-planned Village projects that appear to meet the requirements for use of these funds; the Farm Interceptor and Thaden Pond projects. Village Engineer Straka described the Thaden pond project, challenges and goals to the Commission as the Village works towards meeting TMDL requirements. Larson explained that the Village is having Baker Tilly confirm these projects qualify for ARPA fund use, but he’s confident they will. Rogers suggested to fund Thaden as a priority over the Farm Interceptor given the high cost estimate for the project.
Motion by Rogers, seconded by Hackel, to move forward with both recommended projects prioritizing utilization of the funds towards the Thaden project ahead of the Interceptor.
Motion carried by unanimous voice vote 5-0-0.
6. **Engineer’s Report.**
Shady Grove Subdivision
R. G. Huston continued clearing and grubbing and mass grading the project area. A majority of all the roadways are rough graded to subgrade. The outlot stormwater management ponds were constructed, and the clay liners were tested by CGC, Inc. Sanitary sewer construction began on September 22, 2021, with a second crew starting the week of September 27, 2021, to install water main. Strand is currently communicating with the developer’s engineer in regard to the lift station electrical design because of discrepancies found during the shop drawing review. A redesign of the electrical system and generator will likely be required.

Authentix Cottage Grove

A preconstruction meeting occurred in mid-September with the Village Land Disturbance Permit issued on September 21, 2021. Horizon Construction Group is the prime contractor for the development with Integrity Grading and Excavating as the underground subcontractor. Erosion control and clearing and grubbing began at the site at the end of the week of September 20, 2021. Mass grading should begin in October with utility construction beginning on approximately October 11, 2021.

5th Addition to Westlawn Estates

Stormwater pipe construction on Canberra Circle and the piping to connect the two outlots occurred at the beginning of September. Strand is currently reviewing the lift station design to serve the future 39 lots within the development along London Avenue, Wellington Place, and Canberra Circle.

Development Reviews

Strand attended two separate meetings with developers and Village staff to discuss both the Farm Golf Course site and the 2001 Realty site. Both developers were interested in Village requirements for development, stormwater management standards and utility extensions. Strand is also working with Village staff and potential developers for the TID No. 10 area.

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

7. Director's Report

Well 2 maintenance

Tentatively put the plan for Well #2 maintenance on hold. Given the transition to Strand, the transition in my role and the planned hire of a Public Works & Utilities Operations Manager in 2022, it makes sense to step back and tap into new expertise and see if there aren't other opportunities to improve the site even more than simple planned maintenance.

Public Works Technician update

We interviewed 5 great candidates for our Public Works Technician position that was vacated with the internal hire to fill our Utility Operations Technician position. The selected candidate has a history of heavy equipment operation with RG Huston and got rave reviews for his equipment operating skill and work ethic. He will start on October 18th.

Facility Study underway

Architects from FGM have continued to develop the facility needs study. Final report to the Village Board expected late this week, with formal presentation at the Board meeting on Monday, October 18th.

Flushing Underway

Hydrant flushing began in late September and will continue through the month.

Engineering Transition

Strand has taken over all but close-out of the BB/Buss and the Glacial Drumlin Bike Path projects. I cannot say enough about how seamless the transition has been & how much I've appreciated both firms' professionalism and responsiveness.

Public Works Operations Manager Position Update

Work continues to finalize the position description, duties & responsibilities and salary range for the new position in the 2022.

8. Approve vouchers for payment.

Motion by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of \$90,794.57. Motion carried by a unanimous voice vote of 5-0-0.

9. Approve the minutes of the September 8, 2021 meeting.

Motion by Hackel, seconded by Williams, to approve the minutes from the September 8, 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, November 10, 2021 at 5:00 p.m.

11. Future agenda items.

- Budgets

12. Adjournment.

Motion by Rogers, seconded by Murphy, to adjourn at 5:40 pm. Motion carried with a unanimous voice vote of 5-0-0.

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

Approved on: 12/8/21

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.