



**APPROVED**

**Meeting Minutes**

**Date:** Thursday, December 9, 2021

**Time:** 4:30 p.m.

**Location:** 2800 Ward Ave, La Crosse, WI 54601

**OFFICIALS PRESENT:** Commissioners: Kurt Knutson, Tim Ehler (4:53 p.m.), Robert Lynn, Town Administrator Christina Peterson, Public Works Director Terry Wright, Town Treasurer Sara Jarr

**ATTENDANCE LIST:** Justin Yahnke, Olympic Builders (Zoom 4:42 p.m.), Torey Leonard, SEH (Zoom 4:48 p.m.)

1. Call to Order at 4:31 p.m. by Chairperson Kurt Knutson.
2. Minutes from 11/18/2021  
Motion by Knutson, second by Lynn to approve meeting minutes from 11/18/2021.  
Motion carried unanimously.
3. Review and Approve Bills Payable  
Motion by Knutson, second by Lynn to approve \$9,806.95 in open invoices, and \$989.03 in paid invoices. Motion carried unanimously.
4. Citizens' Concerns  
None.
5. Old Business
  - a. Olympic Builders Request for Change Order 8. In communication with Leonard, Peterson agreed that if the DNR and PSC approve Well House No. 1 as being substantially complete, the substantially complete change order should be allowed for 12/30/2021. This would allow for the rate increase would go into effect January 1, 2022. The final completion and payment date would still be February 28, 2022. Peterson further recommended that approval of the change order be conditional based on DNR inspection and PSC approval.
  - b. Knutson requested a rundown of what needs to happen for Well House No. 1 to be considered substantially complete. Wright and Yahnke offered the following summary. After electric work is done, booster pumps, piping and chemical lines are placed:
    - December 17<sup>th</sup> and 18<sup>th</sup> training with Energenecs (Process Controls) and will return on December 21<sup>st</sup> to ensure everything is operational
    - DNR inspection December 23<sup>rd</sup> (Per Yahnke DNR can issue approval with conditional items to finish, Wright to confirm)
    - System will be flushed (Municipal Well)
    - Interior cleaning and inspection of reservoir (Water Tower Clean & Coat Inc)  
Refill reservoir and super chlorinate
    - Take water samples

Motion by Lynn, second by Ehler to Change Order 8 conditional on DNR progress approval and PSC approval of rate increase. Motion carried unanimously.



6. New Business

- a. Arbor Hills Well Project Update. Wright and Justin Yahnke, Olympic Builders provided additional updates on Arbor Hills Well Project. The new generator test is on schedule. The door header is in on Well House 2, but some punch list items remain. The fire pumps are out of Well House 1, the new concrete floor bunker has been poured. The reservoir in Well House 1 will have camera done work before and after it is brushed and cleaned. Additional recent work on Well House 1 includes the chemical room being prepped, booster pumps installed (1 had to be refabricated), piping for electrical work for flow meters to distribution system, electrical work for flow meters to the distribution system. Chemical lines will be operational by 12/20/2021.
- b. Application for Payment No. 17, revised to \$117,118.00. Motion by Knutson, second by Lynn to approve Adjustment due to labor for pipe laying now being complete. Motion carried unanimously.
- c. Sewer manhole caps purchase. Wright requested authorization to purchase 100 manhole covers per year until all manholes have a cover. He would begin with all low-lying areas first, anything with curb and gutter. The approximate yearly expenditure would be \$7,000.00. Knutson stressed that accurate documentation of the location of manholes and covers must be made going forward. Wright explained that there is some documentation and that each cover has a serial number and manufacturer listed on it. Also, each cover is one of three sizes. Wright also noted that he plans on utilizing new GPS software to further record manhole information and possibly locate unknown manholes. The Board agreed to the expense, Peterson to include in the next Sewer operating budget.

7. Administrator Report

Peterson reported that The City of La Crosse is not ready to present a new Sewer Agreement to the Town of Shelby. She also recently learned from Bernie Lenz, Utility Manager, City of La Crosse that no additional sewer connections will be allowed until a new agreement is in place. Peterson is also working to contact La Crosse Mayor Reynolds to move forward with the Boundary Agreement as well as the new Comprehensive Plan and will be incorporating the needs of the Sanitary District #2 in both. At the next Sanitary District #2 meeting, Peterson would like to start a discussion on the 2022 budget.

8. Public Works Report

Wright reported that the sewer lining project will be complete next week. Also, flushing has been completed in the Terraces. He also presented findings from a flow meter report (covering a 6-month period) which indicated that rainfall does not affect ground water. Rather, it is a saturation issue that causes a I & I problem. The City of La Crosse has verified these findings.

9. Adjourn

Motion by Knutson to adjourn at 5:37 p.m., second by Ehler. Motion carried unanimously.

Respectfully Submitted,  
Sara Jarr, Treasurer  
Fortune M. Weaver, Town Clerk