

**TOWN OF SHELBY**  
**Sanitary District #2 Minutes**



DATE & TIME: April 4th, 2019 4:00pm

LOCATION: Shelby Town Hall

PRESENT: Chairman Bob Mueller, Commissioners Kurt Knutson and Steve Lundsten, Carroll Vizecky/Administrator, and Michelle Kind/Clerk

ABSENT:

ALSO PRESENT: SEH Representatives Sanford, Leonard, & Grace

Attendance List:

1. Meeting called to order by Mueller at 4:00pm.
2. Motion by Mueller/Lundsten to approve the minutes of March 28th – see attached.  
Motion carried.
3. Sanford, Leonard, and Grace from SEH gave a presentation on the WDNR Safe Drinking Water Grant Application and the 2nd well for Arbor Hills as well as the Sewer Flow Rate Study. SEH has completed several of these WDNR's and have found them to be a venue for funds at low rates and even Principal forgiveness at times. Some design and preliminary costs can also be added to the application for the loan. The SD will need a financial plan developed. The applications need to be approx. 65% ready by June 30th and plans can be in several steps and added or subtracted as funds are available and the project is ready. The Initial kick off, including a Public meeting to the Bid date and final project completion schedule have been prepared to meet the June 30th deadline.
4. Motion by Mueller/Knutson to approve of the Master Agreement for Professional Services with SEH – see attached. Motion carried.
5. Motion by Lundsten/Knutson to approve SHE to prepare the application for the WDNR Safe Drinking Water Program on behalf of the Sanitary District for the well house design for Arbor Hills well #2. Application is \$6,000 with well and storage added at \$9,000. Administration is \$15,000 with storage for second year at \$7,000 – see attached. The SD Board will review the application prior to submittal and prepare a Resolution to proceed. Motion carried.
6. Motion by Lundsten/Knutson to approve SEH Supplemental letter agreement for the New Arbor Hills well #2 and Well House Facilities Design and pressure zone of \$100,600 total. SEH will not to exceed past task #1 of \$25,600 without SD Board approval – see attached. Motion carried.
7. Administrators Report: The Sewer agreement draft is ready and will be delivered to the City with Vizecky, Brudos, Legal Representatives Harrington and Roop on April 25th at 2pm.  
SD Board requested Vizecky to reach out to Ehlers & Associates Financial and have them give a presentation for a financial review of the Sanitary District for possible

bonding for projects.

The Sewer cleaning will have televising and video files available in the bid.

Board requested a review of the Cross-Connection control and backflow prevention Ordinance.

Meeting adjourned at 5:35pm.

Next regular scheduled meeting is scheduled April 25, 2019 at 4:00pm.

Respectfully submitted,  
Michelle Kind