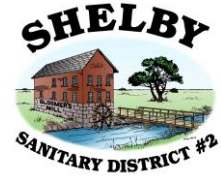


## TOWN OF SHELBY Sanitary District #2 Minutes



DATE & TIME: June 13th, 2019 4:00pm

LOCATION: Shelby Town Hall 2800 Ward Ave.

PRESENT: Chairman Bob Mueller, Commissioners Kurt Knutson & Steve Lundsten, Jeff Brudos/Administrator, and Michelle Kind/Clerk

ABSENT:

ALSO PRESENT: SEH Representative Randy Sanford and Brea Grace, Tim Candahl/Town Board Chair, Renee Knutson/Town Board Supervisor

Attendance List:

1. Meeting called to order by Mueller at 4:02pm. Mueller noted the Town newsletter was well presented with the new pictures.
2. SEH Presentation of the current water systems and the Arbor Hills well #2 project with the Town Board representatives and Sanitary District. Discussion held on several topics: well house #2 location options, park availability for public use, Generator needs and possible equipment options, etc. Also discussed was the well house building plans including roof access, wider doors, separate chemical rooms, requested landscaping for a berm and or shrubbery to better soundproof the area if and when the generator would be needed. As heavier equipment would need access a 4" depth of asphalt is also suggested. The 8,000-gallon holding tank is twice what we have now. Brudos will review with Legal to obtain the needed documents for the permanent easement for the well house in the park which was deeded for public use.
3. SEH update on the Safe Drinking Water loan application. Grace reviewed the progress of the loan application and will work with Brudos for additional financial information to complete the loan tomorrow. Mueller noted the work with Ehlers Financial on a long-range plan, large rate case, and bonding will provide financial options for the District. Candahl noted a working meeting will bring the Boards together on the same path for future development and current customer needs with feasibility options.
4. Discussion held for a joint meeting with the Sanitary District, Town Board, and SEH Engineering to be held either July 9th or 10th. Clerk will send out an email for best attendance options.  
Candahl noted the Town Board is interested in providing assistance to developers for water and sewer hook ups that are feasible for all customers. Knutson noted the District also would like to see growth but needs firm commitments for capital projects from the developers. We need to have those residents hook up to the Utility to fund the regular operating expenses as well as assessed for the initial cost of the project.
5. Discussion held on a communication plan for the District policies and procedures as well as a timeline for the water customers to be informed. Mueller provided a list of duties and tasks of the Sanitary District Administrator which was used in the last recruitment and forwarded it to Ehler on the Town Board.

6. Motion by Lundsten/Knutson to approve the Consumer Confidence Report for 2018. Commissioners to note any needed changes from the proof sent to them to Kind in the next few days so the mailing can go out before the end of June. Motion carried.
7. Motion by Lundsten/Mueller to provide a prepayment on the three loans with the State of Wisconsin Commission of Public Lands to include the Residents who have paid off their assessments. Also including the assessments from the 2016, 2017, & 2018 tax roll to include Principal payments and Interest from funds received. Brudos also noted the Town Board to pay \$50,000 on their portion of the Hwy 33 project. Another \$50,000 was pledged to be paid by the Town and the payment timeline will be reviewed. This totals 100,000 for the Town Contribution. Brudos to calculate and notify the State of the prepayment and to verify the cost of the Hwy 33 project. Motion carried.
8. Motion by Knutson/Lundsten to approve Resolution 2019-01 approving an Authorized Representative to file applications for financial assistance from the State of Wisconsin Environmental Improvement Fund. Motion carried.
9. Motion by Knutson/Lundsten to approve Resolution 2019-02 Declaring Official intent to reimburse expenditures from process of borrowing through the State of Wisconsin Environmental Improvement Fund. Motion carried.  
SEH suggested the District review an Interim construction loan for capital project possibly from the State of Wisconsin Commission of Public Lands or request assistance from Ehlers Financial for additional program options.
10. Motion by Knutson/Lundsten to approve the Sewer Open Invoices from June 13th of \$7,263.07 – see attached. Motion carried.
11. Motion by Lundsten/Knutson to approve the Water Open Invoices from June 13th of \$11,657.03 – see attached. Motion carried.
12. Motion by Mueller/Knutson to approve the minutes of May 16th – see attached. Motion carried.
13. Motion by Knutson/Lundsten to approve the minutes of May 23rd – see attached. Motion carried.
14. Motion by Knutson/Mueller to approve the minutes of June 4th – see attached. Motion carried.
15. Administrators Report: An invoice was received from Manske for the Skyline Well house landscaping project, Brudos to review project and verify payments.  
Moving forward on sewer lining projects.  
Odeen and Kvamme are training for their sewer certification.  
Sanitary Board would like to review the Arbor Hills Well house, electrical needs, regular maintenance on the existing Well and how it will communicate with the new Well house, possible tour at the next meeting.  
Mueller will be out July 13th – Aug 6th.  
Brudos will be out approx. July 18<sup>th</sup> – Aug. 10<sup>th</sup>.

Meeting adjourned at 6:20pm.

Next regular scheduled meeting is scheduled June 27th, 2019 at 4:00pm.

Respectfully submitted,

Michelle Kind