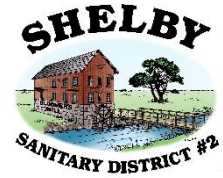


TOWN OF SHELBY
Sanitary District #2 Minutes



DATE & TIME: August 29, 2019 4:00pm
LOCATION: Shelby Town Hall 2800 Ward Ave.
PRESENT: Chairman Bob Mueller & Commissioner Kurt Knutson
ABSENT: Steve Lundsten & Clerk

ALSO PRESENT: Jeff Brudos/Administrator & Town Board Supervisor Renee Knutson
Attendance List : Water Operator/Dan Odeen
Present via phone call: SEH Contact - Randy Sanford, Art Harrington of G & K

1. Meeting called to order by Mueller at 4:06pm.
2. Motion by KK/BM to approve the minutes of Aug 8th – see attached - with 2 additions. Motion carried.
3. Chairperson updates: Joint meeting with the Town Board now set for September 4th to review and finalize Well #2 site locations. Administrator Search Committee has 2 very good candidates to forward on for final interviews. Recommendation made for the Board to line up a management training course to review best practices.
4. Public Works updates: Both Dan Odeen and Eric Kvamme took the State Wastewater exam (collection system and lift stations). Both passed. Dan reiterated the importance of having another Certified Operator on staff for back up coverage. Sanitary Survey went well and they also mentioned the need to provide for a backup Operator. Update on metering at mobile home park - screening has been added to both meters to prevent particles from getting in and creating another issue. Data is being tracked per week, so we will have solid info to refer back to. Once we get the PSC report, we can estimate the fee for usage during the down time. Dan was authorized to get screens on all meters ASAP.
5. Motion by KK/BM to approve the Sewer Open Invoices from Aug 8th to current of \$6,010.06 – see attached. Motion carried.
6. Motion by KK/BM to approve the Water Open Invoices from Aug 8th of \$5,959.41 – see attached. Motion carried.
7. Motion by KK/BM to name 3 authorized signers for Shelby Sanitary District. Bob Mueller, Kurt Knutson and interim signer, Sara Jarr.
8. Review with Randy Sanford - We made the deadline for the loan application. There seems to be extra scrutiny this year vs. past years. Additional info has been resubmitted in hopes of improving our score. We should hear back on this first rebuttal sometime in September. One more rebuttal left should we need it. We need to get with our financial planner to develop our financial forecast for the project. Public Meeting update - SEH has draft in place for the presentation. Photos, and general agenda. We still need to get our

financial info pulled together for the presentation. Randy is staying tuned in to the State plans. Seeing good cooperation. The SEH plan has several pages listing potential and existing densities/developments. We can utilize that info for negotiations. All at 20% grade or less.

9. Updates from Art Harrington - Strategy for State and Federal Treatment plans - feels Shelby's involvement in the study group would be a positive. Metropolitan District Plan - DNR has public hearings planned. Art will advise prior to the 4th. PFAS has become a big issue in several states. Meeting to look at the impact to WI ground water scheduled. We will sit in with this group to learn more. Art will represent Shelby only. Sewer Service Agreement, already set for locations on HWY 14. Would like to go back and reassess the proposal of fees. Meeting on Sept. 18th with rate consultants.
10. Interim Administrator Report - Update on new Accounting Firm and search for new Clerk. Will review options for hiring a SSD Bookkeeper on the 26th of September. Looking into running electricity from Hagen up to the reservoir. Road Foreman - Terry Wright is on vacation from August 27th through Sept 10th. Updates on Boundary Agreement and Sewer Agreement status. Meeting coming up on September 18th at City Hall. SSD members will attend.

Meeting adjourned at 6:34pm.

Next joint meeting with the Town Board, September 4th at 5:00pm

Next regular scheduled meeting is September 12, 2019 at 4:00pm.

Bob Mueller will be out for 4 to 5 weeks - starting November 20th.

Respectfully submitted,

Renee Knutson, Town Board Supervisor