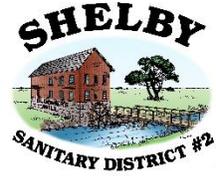


**TOWN OF SHELBY**  
**Sanitary District #2 Minutes**



DATE & TIME: June 27th, 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 Tory Leonard, Town Board Supervisors Renee Knutson & Marlene Heal

Attendance List: Water Operator/Dan Odeen & Public Works/Terri Wright

1. Meeting called to order by Mueller at 4:05pm.
2. Motion by Knutson/Lundsten to approve the minutes of June 13th – see attached.  
Motion carried.
3. Mueller reviewed the Water systems and gave the Town Board Representatives in attendance overall background on the study's, well houses, possible future developments, and topographical difficulties of the Sanitary system.  
He requested a joint meeting on July 9<sup>th</sup> for a review of these items with a presentation from SEH Engineering for the Town Board and the Sanitary District to discuss future options and joint goals.  
Mueller also requested the Town Board have a meeting next week and collaborate efforts with the Sanitary District, hire Human Resources firm Peoples 1<sup>st</sup>, and proceed quickly with posting the Administrator replacement.
4. Leonard of SEH Engineering gave a review of the Arbor Hills #2 well house Construction Project and Engineering update as well as the WDNR Water Loan Application. A permanent generator was added for each well in Arbor Hills specs. Lundsten inquired if this was mandatory. Leonard noted the existing generator does not meet the DNR requirements for the new well and there needs to be redundant generator. SEH is suggesting the last Resolution 19-2 be increased from 1.3 million to 1.6 million due to the final numbers coming in including the generators. Mueller noted the Master water plan did no include another well in Arbor Hills. Knutson inquired of SEH if the DNR will grandfather the existing system or if there are any allowances for such. Knutson noted to be proactive for the future needs but with this new well we will be under new requirements and guidelines. Brudos noted all 4 wells are over 50 years old and we only have 400+ water customers to spread out the costs of new wells so it is not as cost effective as other area systems such as Holman. Leonard noted the Water Loan application has been finalized. Odeen inquired on the communications system needed and if existing phone lines could be used. Next year the Arbor Hills well house #1 is expected to have routine maintenance and have the well pulled. At this time the jockey pumps pressurize the system, so the pressure tank is not needed.

5. Motion by Lundsten/Mueller to amend Resolution 19-2 to increase it to 1.6 million. Motion carried however it is not on the agenda to act on. Brudos and Kind to inquire with Legal on the Resolution revision for legal opinion and if a new meeting will be required.
6. Mueller requested Brudos coordinate with Legal and draft a mutual intergovernmental agreement between the Town and the Sanitary District to have documentation of allowing Water and Sewer capital improvements on Town land for the Sanitary use for the Water Loan Application.
7. Motion by Knutson/Mueller to accept hiring HR firm Peoples First with the Town Board to move forward with the recruitment plans for a new Town Administrator. Motion carried.
8. Odeen invited the SD Board to the well houses for a tour. The Board will address at a future meeting due to time constrains today. Odeen also is scheduling routine maintenance for the foot valve which is not operating correctly.
9. Motion by Mueller/Knutson to approve the Third Amendment to agreement for Sewer Conveyance Treatment and Disposal with the City of La Crosse and the Sanitary District #2 to extend the contract to December 31st, 2019 – see attached. Town approved 6/18/19. Motion carried.
10. Motion by Mueller/Knutson to go into closed session at 5:19pm Pursuant to section 19.85(1) (e & g) to discuss the current City/SD Sewer-Wastewater Agreement. Legal was not able to attend. Motion carried.
11. Motion by Mueller/Lundsten to come out of closed session at 5:41pm. Motion carried.
12. Discussion held on Ehlers Financial proposal for Town Board.
13. Item tabled to amend the Godfrey & Harrington Legal Assistance Agreement as they are preparing the document.
14. Tostrude and Temp will be available for a review of the 2018 SSD Audit Report and letters for the SD and Administrator to sign at the next meeting. They will also be filing an amended PSC report.
15. Administrators Report: 2rd quarter billing will go out at the end of the month and the Mobile Home Court billings are being reviewed with the dual meters and consumption. Brudos is reviewing the pre-payment steps to send available funds to the Board of Commissioners of Public Lands for the Hwy 33 project. The amortizations, taxes received, resident payoffs, will be calculated and funds sent to the BCPL. The Town has also now paid the \$100,000 towards the project for their contribution for fire protection and water availability to Southdale/Pammel Creek Park. Brudos noted the office is working through the special assessments from the Town to the Sewer and Water for taxes collected for 2017 & 2018. The SD budget and financing are being reviewed. There was a water break off Fen Lockney and a resident is submitting a claim to the insurance.

Sewer lining in the Terrace will start next week.  
Sewer television in the Ebner Coulee are finished.  
Mueller will be out July 13<sup>th</sup> – Aug 6<sup>th</sup>.  
Brudos will be out approx. July 18<sup>th</sup> – Aug. 10<sup>th</sup>.

Meeting adjourned at 6:07pm.

Next regular scheduled meeting is scheduled July 11<sup>th</sup>, 2019 at 4:00pm.

Respectfully submitted,

Michelle Kind