

TOWN OF SHELBY

LA CROSSE COUNTY, WISCONSIN



2800 Ward Ave
La Crosse, WI 54601
Phone: (608)788-1032
Email: info@townofshelby.com

APPROVED

Meeting Minutes

Date: Thursday, January 20th, 2022

Time: 4:30 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

OFFICIALS PRESENT: Commissioners: Kurt Knutson, Tim Ehler, Robert Lynn, Town Administrator Christina Peterson, Public Works Director Terry Wright, Dan Odeen, Town Treasurer Sara Jarr

ATTENDANCE LIST: n/a

1. Call to Order at 4:30 p.m. by Chairperson Kurt Knutson.
2. Minutes from 12/09/2021
Motion by Lynn, second by Ehler to approve meeting minutes from 12/09/2021.
Motion carried unanimously.
3. Review and Approve Bills Payable
Motion by Ehler, second by Knutson to approve \$39,931.45 in open invoices, and \$351,755.06 (inc. pay ap #18) in paid invoices. Motion carried unanimously. Jarr also reported that she will be providing monthly cash balance reports and quarterly financial statements going forward.
4. Citizens' Concerns
None.
5. Old Business

a. Arbor Hills Well Project Finalization

- Final walk through of Well House #1 will be 1/22/2022 at 7:00 AM.
- Per Olympic Builders, punch list items to be addressed in the next 2-4 weeks.
- Peterson reported that one more change order will be coming for electrical work and 2 eyewash stations. These changes should be included on Pay Application No. 19. Pay Application No. 20 should include the finished punch list items. Olympic Builders will likely request to release retainage at this point. Knutson asked Wright about the remaining pipe left and work trailer still sitting onsite. He also pointed out that landscaping still needs to be completed. Wright explained that Public Works will be keeping and moving the pipe. Wright has been told by Olympic Builders that the trailer will be moved by Spring. He has also been informed that the landscaping will be finished when the weather allows.

Odeen explained that both Wells are online now, working in 15-hour intervals. Initially, the system was stirred up quite a bit, causing water discoloration. After 1 week, the system was flushed, and this resolved the water discoloration issue. Another system flush and a fire flow test will be scheduled see how both wells perform. Energetics will be present.

Charlie Cameron, WI-DNR, will be doing a final review to close out the Well Project. A letter will be sent to Peterson's attention and may include a few things to complete. In addition to the final closeout of the project, Cameron will make a final determination on how the



remaining funds available (approximately 5% of cap of SDW loans) may be used for expenses pertaining to the Well Project(s). Peterson, the Commissioners and Wright agreed to pursue approval for paving to Well House #1, painting, a generator (possibly portable), tools and/or a dehumidifier. Peterson to also inquire if prior expenses would be covered, i.e., the new meter read software and Trimble, cleaning of the reservoir, air conditioner, and chemical room improvements.

b. Home Inspections

Wright reported that 314 homes still need water and sewer connection inspections. 26 homes have failed inspections and need reinspection. It was agreed that another round of letters will be sent to addresses needing an inspection or have a violation.

c. Water Rate Increase Step II

On 12/30/2021, Arbor Hills Well 1 was deemed substantially complete. The PSC was notified by Peterson and SEH provided the necessary completion letter. Motion by Lynn, second by Ehler to approve Step II water rate increase per PSC Final Decision dated 3/11/2021.
PSC REF# 406621, Docket 5590-WR-104 Appendix C. Motion carried unanimously.

d. Olympic Builders Payment No. 18

Motion by Ehler, second by Knutson to approve Payment No. 18. In the amount of \$271,965.55. Payment request includes electrical and instrumentation work, earthwork, process, integration, Wellhouse #1. Downs and gutters, change order #1 and #3 credit (-\$11,430.65), Wellhouse #2. Motion carried unanimously.

6. New Business

- a. Odeen requested approval to attend the WRWA conference along with Eric Kvamme and Tanner Clements in La Crosse, March 15th-18th. The Commissioners granted approval. Peterson also suggested that she and the Commissioners attend some of the sessions. Jarr to submit registrations and payment.
- b. Knutson and Odeen had a brief discussion pertaining to connecting the Arbor Hills Wells to other systems now that the project is near completion. The goal is to add customers and make systems redundant. Odeen mentioned that Wedgewood to Hagen would be cost effective. Knutson and Ehler would like options for Arbor Hills to be connected in the future.

7. Reports

a. Administrator

- Peterson gave an overview of the Hach/Claros flow meter software. Knutson questioned if an additional meter would be better for more data. Peterson and Wright explained that the current meters are placed in the best locations for reads. Wright also explained that the meters are now on a schedule where a visual check is done monthly (a few times the meters have moved out of place), and the batteries are checked every 6 months. In addition, the meters have also been certified and calibrated.

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- Peterson has reached out to Becher Hoppe regarding the Boma Road Water Extension Project. A cost update is expected in next 2 weeks.
- Along with Wright, vendors for implementing new GIS software are being reviewed. One option is to use the County's program. Ideally, the program that is chosen will also have the capability to implement Town functions such as building permits and signs.
- A budget draft will be available for review at the next meeting.

b. Public Works

- Wright reported that chemical room additions to the Wedgewood Valley Systems are roughed in. Electrical is next, Gerke Construction will be finishing work as weather allows.
- A second water operator has begun training, Tanner Clements.
- Phase II of flushing (Coulee Springs/Boma/Pammel) has been camera and is being analyzed by Wright and Eric Kvamme. The lining for this area will be put out for bid soon.
- Odeen gave an overview of which wells are due for inspections and/or rehab. Vista was due in 2017 and will cost approximately \$10,000 to rehab. The wells in Valley need to be pulled and inspected next year ideally. They will also need their electrical changed to being buried (\$5,000 minimum).
- Odeen also informed the board that the new Arbor Hills Well (#2) now requires quarterly, expensive chemical testing despite there being clear tests already. Knutson requested that Peterson and Odeen inquire with the DNR as to why these tests are required.

8. Adjourn

Motion by Knutson to adjourn at 6:09 p.m., second by Lynn. Motion carried unanimously.

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

Next Meeting Thursday, February 17th, at 4:30 p.m.