



**APPROVED**

## Draft Meeting Minutes

**Date:** Thursday, February 23, 2023

**Time:** 4:30 p.m.

**Location:** 2800 Ward Ave, La Crosse, WI 54601

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

**ATTENDANCE LIST:** None

Call to Order at 4:30 p.m. by Chairperson Kurt Knutson.

### Minutes from 01/23/2023

Motion by Lynn to approve meeting minutes from 02/23/2023, second by Knutson. Motion carried unanimously.

### Review and Approve Bills Payable

Motion by Ehler to approve open invoices in the amount of \$6,727.78, second by Lynn. No paid invoices to approve. Motion carried unanimously.

### Citizens' Concerns

None

### Old Business

#### **Written Policy for Water Discount for Unknown Leak**

- a. Ehler questioned Odeen, Wright and Jarr how a resident would know if there were a major leak/problem. Odeen offered a few ideas for determining leaks more proactively to notify residents of a leak issue. Daily or monthly reads could be performed.
- b. Peterson provided policy examples from other communities for review.
- c. Lynn asked the Commissioners if a credit policy should be considered in certain cases.
- d. The Board agreed to finalize a policy stating:  
The Shelby Sanitary District #2 is responsible for maintenance and operation of water and wastewater treatment and distribution systems. Each property owner is responsible for installation, maintenance, and repair of water piping from the curb stop to the main building and wastewater piping from the connection to the service lateral to the building and all plumbing inside the building. The Shelby Sanitary District #2 will not issue a credit for excess usage or leaks, known or unknown.  
Motion by Ehler to accept discount policy, second by Knutson. Motion carried unanimously.
- e. Knutson suggested that information outlining how water volume from broken toilets, leaky faucets, and broken irrigation systems effects water usage be sent to the District's customers. A statement explaining the new discount policy should also be included. Odeen advised that sending periodic mailings with tips on monitoring a home for leaks and informational pieces on water conservation also satisfy yearly WI-DNR education requirements.

### New Business

#### **2023 Sewer Lining Project – Review Plan for Bidding**

- a. Wright provided an outline of the areas needing installation of sanitary sewer pipe lining. Options were presented by area maximizing budget dollars and broken into five phases. He noted that pricing will be better the more that is televised and/or lined at one time. Also, the phases presented were based on pricing obtained two years ago. With approval from the Sanitary District #2 Board, the project will be put out for bid the week of 03/05/2023, and the bid documents will require that pricing be presented for the entire project, and alternatively, for each phase by itself.

# TOWN OF SHELBY

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- b. Peterson explained that the bid(s) for sanitary sewer pipe lining project will not be awarded at the time of the bid opening. The Sanitary District #2 Board will award the bid in phases or as a group after their review. She also pointed out that \$75,000.00 is budgeted for sewer pipe lining in 2023. Seeing as the Arbor Hills lift station rehab project will be on hold for 2023, \$50,000 will be available to reallocate to sewer pipe lining.

Motion by Ehler to approve obtaining bids for all phases of the sewer pipe lining project as proposed, second by Lynn. Motion carried unanimously.

## **Reports**

### **Administrator**

- a. Sewer rate increase postcard was sent and received by residents. There has been minimal comment and feedback so far. The office expects a bigger response with quarter one bills are received.
- b. The 2022 audit took place February 12<sup>th</sup>-13<sup>th</sup>. CPAs from Tostrud and Temp worked with Jarr to complete.
- c. Public Meeting for Boma Rd meeting date proposed – March 15<sup>th</sup> at 6:00 p.m. Notice to be sent. The area drainage, and road replacement are to be the focus. A final discussion of a possible water extension will also be included.

### **Public Works**

- a. Generator quote is still in progress with Kish and Sons.
- b. 12 manhole cover caps remain to be installed in Spring.
- c. GIS update. The remaining water shutoffs will be located and inputted in spring; sewer GIS data will begin to be inputted next.

Knutson asked that the weekend water readers be reminded slow down while operating Town vehicles.

### **Closed Session**

Motion to go into closed session at 5:53 p.m. by Ehler, second Lynn pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business in relation to the Sewer Agreement with the City of La Crosse. Motion at 6:20 p.m. by Knutson, second by Ehler to end closed session.

### **Adjournment**

Knutson adjourned the meeting at 6:21 p.m.

Next Meeting – Thursday, March 16th, 2023, at 4:30 p.m.

Respectfully submitted,  
Sara Jarr, Town of Shelby