



APPROVED

Meeting Minutes

Date: Thursday, November 18, 2021

Time: 4:30 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

OFFICIALS PRESENT: Commissioners: Kurt Knutson, Tim Ehler (4:41 PM), Robert Lynn, Town Administrator Christina Peterson, Public Works Director Terry Wright, Town Treasurer Sara Jarr

ATTENDANCE LIST: Torey Leonard, SEH

1. Call to Order at 4:32 p.m. by Chairperson Kurt Knutson.
2. Minutes from 10/28/2021
Motion by Knutson, second by Lynn to approve meeting minutes from 10/28/2021. Motion carried unanimously.
3. Review and Approve Bills Payable
Motion by Knutson to approve \$15,988.59 in open invoices, and \$59,756.00 (includes approved pay application #16 to Olympic Builders for \$59,746.00 + \$10.00 check) in paid invoices, second by Lynn. Motion carried unanimously.
4. New Business
Olympic Builders Request for Change Order 8 Arbor Hills New Well House No. 2 and Well House No.1 Rehabilitation. Document 00 52 00, Article 4.02A: The Work shall be substantially completed on or before February 4, 2022, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before February 28, 2022.
 - a. Olympic Builders submitted a letter outlining six (6) main factors in requesting a change in the substantial and final completion dates (**copy attached**). Leonard (SEH) was in attendance and offered to answer questions. Olympic Builders did not have a representative present.
 - b. Wright had a written response for each issue Olympic Builders presented and reported them aloud (**copy attached**).
 - c. Re: #5, Well #1 being completed in phases. Leonard explained that during the design phase of the project, SEH informed the SSD #2 board that SEH previously instructed that fire protection could be an issue while Well #1 was rehabbed. The direction given to SEH at the time was that Well #1 could be out of service as the Shelby Fire Department could use it's tanker trucks and/or call for Mutual Aid. In addition, Olympic Builders never had Well #1 being built in phases in their design or contract documents. Peterson acknowledged that this communication issue was in Olympic Builders favor.
 - d. Discussion regarding punch list items. Wright pointed out that the list was submitted months ago and none of the items have been corrected or addressed. Leonard pointed out that punch list items can be completed after the project is substantially complete. Knutson and Ehler pointed out that many of the items include the wellhouse not being properly winterized and pertain to building integrity. Peterson questioned if a project can be deemed substantially complete if it is not suitably winterized. Leonard to pass punch list concerns and questions to Olympic Builders.
 - e. Discussion on revenue loss on Well #2 and not being operational on time.
Motion by Ehler, second by Lynn to table Olympic Builders request for change order 8. Motion carried unanimously.

TOWN OF SHELBY
LA CROSSE COUNTY, WISCONSIN



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5. Citizens' Concerns

3504 Ebner Coulee Road submitted concern of previous exposed sewer line near property by email to Peterson. Wright provided an update of the work to commence in the Spring. He has contacted the property owner who holds a nearby easement. Permission has been granted to dig a deep trench within the easement. This will allow for proper diversion of water. Work will also include a berm and check dams. The Town will be taking on the overall project cost and will also provide labor, equipment, material, and necessary subcontractors. Cooperation with the City of La Crosse will likely be needed. Grant dollars and assistance from the County may also be available. Peterson to research these options.

6. Administrator Report

- a. GIS program update. Peterson, Jarr and Wright to research using ARPA funds to find and implement GIS software that both the Sanitary District and Town can use.
- b. Sewer Study for Terrace Area. Peterson is working to initiate an engineering study of the sewer system in Terraces area and is reviewing the SEH Master Plan to study capacity limits. Possible collaboration with the City of La Crosse for the study.
- c. The City of La Crosse approved a new sewer rate plan with the City of Onalaska. It is expected that Sanitary District #2 will have a proposed sewer rate plan for the City of La Crosse to review within a month. Also, the next meeting the City of La Crosse is having regarding the boundary agreement is November 24, 2021.

7. Public Works Report

- a. Vista Sewer is still finishing work on final sections of phase 1 sewer re-line project, the last attempt failed. They will be returning to reline using a different method.
- b. A major water main break occurred off Hagen – Sherwood Drive. 80,000 gallons of water was lost. Service was not interrupted. Weiser made the repair.
- c. Chemical Room split project has been approved. There will now be 3 rooms total.
- d. Hach has recommended a collaboration of flow meters. Wright is also going to start monthly inspections of meters to help ensure they are properly reading. Knutson requested that reports from meters be presented at Sanitary District #2 meetings. He would like to see daily readings of 8"-10" lines. Wright to work with Hach to customize reports and get daily reads.
- e. Sewer line flushing and camering delayed in Terraces due to main break but will begin next week.

8. Adjourn

Motion by Knutson to adjourn at 6:02 p.m., second by Lynn. Motion carried unanimously.

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

Next Meeting December 9th, 2021, at 4:30 p.m.