



NOT APPROVED

Draft Meeting Minutes

Date: Thursday, December 22, 2022

Time: 4:45 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

OFFICIALS PRESENT: Commissioners Kurt Knutson, Tim Ehler, and Robert Lynn (Zoom), Town Administrator Christina Peterson, Treasurer Sara Jarr, Public Works Foreman Terry Wright

ATTENDANCE LIST: Matt Stimac, N1988 Orchard Valley Rd, 2 guests via Zoom

1. Call to Order at 4:45 p.m. by Chairperson Kurt Knutson.
2. **Minutes from 11/10/2022**
Motion by Ehler to approve meeting minutes from 11/10/2022, second by Lynn. Motion carried unanimously.
3. **Review and Approve Bills Payable**
Motion by Knutson to approve paid invoices in the amount of \$15,001.92 and \$19,028.36 in open invoices, second by Lynn. Motion carried unanimously.
4. **Citizens' Concerns**
None.
5. **Old Business**
 - a. **Arbor Hills Well #2 RFP for Iron Reduction**
 - i. Peterson has prepared an RFP for the project and are due 1/18/23 **revised to 1/23/2023*. The RFP will include a condition that the firm include a firm project timeline. While the project itself does not have a deadline, one will be required. Lynn asked for clarification as to what environmental impact reporting is expected. Peterson will revise this item before sending. Knutson requested confirmation that RFP's would be sent before the end of the year, Peterson confirmed that they would be. Motion by Ehler to approve sending RFP to the engineering firms of SEH and CBS Squared, second by Knutson. Motion carried unanimously.
 - b. **New Generator for Arbor Hills Well House #1**
 - ii. Original bid from Total Energy Systems revised to include approximately \$15,000.00 additional dollars for generator to be fully portable. Motion by Knutson to approve additional cost, second by Lynn. Motion carried unanimously.
6. **New Business**
 - a. **Approve 2023 SSD #2 Sewer and Water Budgets**
 - i. Review of the 2023 sewer and water budget drafts and capital projects.

The potential capital project(s) include:

\$50,000 for the rebuild of the Arbor Hills lift station. At this time, it is unknown how much of the piping will need to be replaced and if the re-routing of pipes will be an additional cost. The Sewer Study being conducted by CBS Squared will assist in this determination. The current plan is to reuse the current pumps and electrical systems.

Lynn inquired if enough is budgeted for power costs given the recent large rate increases from Xcel Energy and Vernon Electric. Peterson and Wright felt comfortable in the budgeted amounts. Knutson mentioned that someday solar may want to be explored to help offset energy costs.

TOWN OF SHELBY
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Lynn also commented that he would like to see the debt service to revenue ratio kept at 8.8% or lower going forward; the rate increase should help do so.

Motion by Knutson to approve the 2023 Sewer and Water Budgets as proposed, second by Ehler. Motion carried unanimously.

b. Approve Proposed Sewer Rate Increase

- i. Motion by Ehler to increase sewer revenue a maximum of \$100,000.00 in 2023, second by Knutson. Motion carried unanimously. The Sanitary Board requests that a notice be sent to residents with sewer service informing them of the new rate of \$123.00/quarter.

7. Reports

a. Administrator

- i. **Boundary Agreement.** 2 meetings have occurred recently with the City of La Crosse's attorney to discuss the boundary agreement and sewer agreement. Another meeting is planned next week, more information and updates to follow.
- ii. **Boma Road.** Peterson plans hold one more public hearing to get final input from residents to determine if water service should be installed before the road is rebuilt. The current assessments are estimated to be \$20,000.00-\$25,000.00 per resident. The road project must be completed by 2024, as the deadline for completion is early 2025. The Boma Road rebuild project has been on hold with the hope that more grant or state dollars become available. WI DOT LRIP (Local Roads Improvement Program) has awarded \$186,000.00 toward the cost; however, the Town must pay the difference.
- iii. **Sanitary District #2 Levy.** Research to add a Sanitary District levy properly for 2023 continues. The maximum levy allowed would be approximately \$386,000 based on current equalized value.

b. Public Works

- i. **Vista Well Report.** The report shows that the well casing is fine (no holes), but hole cavities are present in the bore hole. There is normal sloughing occurring.
- ii. **Meter Change Outs.** Dan Odeen, Water Operator is working on updating and organizing the meter change book. This book tracks whenever a meter is changed out. The new sheet tracks the location address, meter size, model, make and serial numbers.
- iii. **GIS mapping.** Final fire hydrants and shut off valves are being located. Next, the home inspection water/sewer data previously collected will be entered.
- iv. **Arbor Hills Well Maintenance and controlling of iron levels.** In January, public works proposes to make one (1) pump in Well #1 the primary and raise it 18" off the bottom. The other pump will only be used if pressure drops too low. When Well #2 is back online, a 4' doorway block will be constructed and placed in the doorway making a weir wall; a PVC pipe with holes drilled through the bottom will be installed over the well discharge pipe. This should help restrict the time iron can be stirred up in the reservoir and distributed.

8. Adjournment

Motion by Knutson to adjourn 5:35 p.m., second by Ehler. Motion carried unanimously.

Next Meeting – Thursday, January 19th, 2023 at 4:30 p.m. ***Revised to Monday, January 23rd, 2023**

Respectfully submitted,
Sara Jarr, Town of Shelby