

TOWN OF SHELBY

LA CROSSE COUNTY, WISCONSIN



APPROVED

Draft Meeting Minutes

Date: Thursday, February 29, 2024

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, Public Works Foreman Terry Wright, Water Operator Dan Odeen

ATTENDANCE LIST: Renee Knutson

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

Minutes from January 18, 2024

Motion by Lynn to approve meeting minutes from January 18, 2024, second by Knutson. Motion carried unanimously.

Review and Approve Bills Payable

Note a potential duplicate check for WRWA for \$800. Peterson will follow up with WRWA. Motion by Knutson to approve bills payable with correction of duplicate payment open invoices in the amount of \$3,520.83 and paid invoices in the amount of \$1731.66 and \$72,612.51, second by Ehler Motion carried unanimously.

Public Comment

Knutson noted he received an email on Feb. 14 asking about potential of sewer extension to Lauterbach Road.

Old Business

Arbor Hills Reservoir Project Update

New Jockey pump is up and running as of yesterday February 28th. Odeen performed an iron test and result was less from jockey pump than big pump. Plan is to flush the system in next month. Vibration still exists on the shaft of big pump that was raised, and Municipal Well will be replacing shaft.

Arbor Hills Reservoir Project – Winona Mechanical Pay Request #1

Motion by Lynn to approve Pay Request #1 in the amount of \$26,125.00, second by Ehler. Motion carried unanimously.

Resident Damage (revised) Claim – N2284 Briarwood Ave. Motion by Lynn to approve revised claim in the amount of \$4,886.25, second by Knutson. Motion carried unanimously.

New Business

Water / Sewer Ordinances

Peterson explained her conversation with Stafford Law on the legal authority to do inspections and shut-off water for water customers who do not comply after several requests. Stafford reviewed the letter regarding inspections, and the plan is to send the letter to those who still need an inspection. Odeen suggested reviewing the WRWA Model Ordinance for water and sewer, to address the authority for inspections and mandatory hook-ups. Odeen and Peterson will review and send to attorney for final review. Funding may be available in the future through the DNR Clean Water Fund or USDA Grant for Low Income to help property owners pay for repairs to water and sewer laterals.

TOWN OF SHELBY

LA CROSSE COUNTY, WISCONSIN



Irish Ct. Parcel 11-1031-0

Peterson explained the inquiry for sewer connection and that his property is one of those listed on the Letter to the City of La Crosse last year. This particular site is further along in the request process, including an application submitted for a County Zoning Permit. Peterson noted her agenda item memo and suggestions for future review of the sewer

application. Administrative was directed to communicate her memo with the property owner.

Memo Language:

Note: The office currently has a hold on issuing sewer hook-up permits per the direction of the Sanitary District's Attorney.

Recommendation: Document in the minutes that the property owner has inquired about a hooking up to sewer. Advise the Administrator to communicate to the property owner any requirements that must be met in order to obtain a sewer permit, if and when the hold is removed for issuing permits.

Due to the history of the abandoned lateral on this parcel, further review will be required prior to issuing a permit. At a minimum, an engineer's certification for the design of the proposed sewer connection and a financial deposit guaranteeing protection of the sewer main from damage and inflow of groundwater, shall be required. Both the certification and deposit will need to be approved by the Town Engineer and Attorney, respectively.

Reports

Wright reported he is rewriting Phase 2 and 3 of Sewer Lining Project to send out for bids. Wright has an employee on light duty that will complete the input of information from the water/sewer inspections. Still searching for Two sewer manholes and 40+ water shutoffs to input into GIS. Knutson asked about pans on sewer manholes, and Wright reported that any in low area have been placed.

Chairperson/ Commissioners

Lynn asked about the dryer in Wellhouse 2. Wright reported that he unplugged the dryer for now. Knutson asked about pumping from Well 2. Odeen reported that he pumped Well 2 to waste for seven days to get iron reading lower than 0.3. in preparation of needing to take well 1 offline for reservoir work.

Lynn asked about rerouting the sewer from Floral Lane. Wright is working on getting a meeting set up with the City.

Lynn commended Public Works and Knutson for identifying and pursuing the project to upgrade the Well 1 Reservoir.

Adjournment

Motion by Knutson second by Ehler to adjourn the meeting at 5:50 p.m.

Next Meeting – Thursday, March 21, 2024, at 4:30 p.m.

Respectfully submitted,
Christina Peterson