

TOWN OF SHELBY

Sanitary District #2



APPROVED

Meeting Minutes

Date: Thursday, September 16, 2021

Time: 4:30 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

OFFICIALS PRESENT: Commissioners: Kurt Knutson, Tim Ehler, Town Supervisor Renee Knutson, Town Administrator Christina Peterson, Public Works Director Terry Wright, Water Operator Dan Odeen, Town Clerk Fortune Weaver.

ATTENDANCE LIST: Jenna Nissalke (1380 Shorewood), Robert Lynn (N1963 Crestview Pl), and Chuck Hanson (N2019 Stonecrest Rd).

1. Call to Order at 4:38 p.m. by Chairperson Kurt Knutson.
2. Introduction of Commissioners, Board Member and Staff.
3. Terraces Neighborhood- Review of Sewer Backup August 7, 2021. Peterson gave overview of the situation and the options and solutions being explored for getting systems updated. Peterson also reviewing city information, backflow preventer information, which will appear in the next newsletter. Public works is collecting information to determine where higher flows are, which will help establish a long-term solution to avoid backups. Wright noted that after the storm, the crew opened the manholes, and no issues were found. It was almost 24 hours before Public Works was made aware of the issues. Wright also reiterated that if there are backups in the City's sewer system that can cause a backup in the Town's sewer system. Odeen noted that 32nd street was fully underwater during the storm on 8/7/2021. Peterson added that a majority of the city residents in that area have backflow preventers in their homes.
4. Sewer Claim – 1380 Shorewood Drive (Nissalke). Jenna Nissalke inquiring if the district will be reimbursing for costs of dumpster. Peterson noted that the general public was using any dumpsters available, public or private, and because of that, Peterson is recommending the district reimburse dumpster because residents were not able to distinguish between Town supplied dumpsters versus privately acquired dumpsters. Knutson asked for clarification regarding a note on the plumbing invoice presented to the district for reimbursement. Nissalke noted that the plumber never followed up with her. Wright stated that the lines were clean when checked by Public Works. Peterson noted that if the plumber does not find an issue in the service line for the resident, they will sometimes assume it's the Town's line that has a blockage/malfunction, in this case that is not what the issue was. Peterson recommended the Sewer Claim be denied, and the dumpster claim be reimbursed. The resident will pay the invoice and the Town will send a check to the resident in the amount of \$421.40.
5. Sewer Claim – N2019 Stonecrest Road (Hanson). Charles "Chuck" Hanson noted this is not related to the Storm on 8/7/2021. In the early 1980's a sewer line was installed for the development. The line backed up into Mr. Hanson's home on May 6, 2021. The sewer main does not appear on any Town grids or maps. AAA advised it's a Town issue, but the Town noted it's a private main. During the backup event, the Town was called to

investigate. A pumper was called to come clear the line, because it was an assumed Town line and there was limited time to resolve the issue, the Town covered the cost of the pumper. The 8-inch pipe was found to have a blockage, the 4-inch pipe was free of blockages. There are three different mains in the area that were found. Mr. Hanson's neighbor has an easement on Mr. Hanson's property for their line. No documentation is currently available for the mains and lines. Hanson noted that when the homes were added onto the municipal sewer, there should have been some review from the Town. As indicated in Mr. Hanson's letter, he believes the Sanitary District should take responsibility going forward for the lines and mains in the area. Mr. Hanson requests reimbursement from the Sanitary District for damages incurred from the May 6th backup, claiming negligence on the part of the Town and Sanitary District No.2. Peterson noted the when the area was platted and when the easement was given, the documentation should have been turned over to the Town. No documents exist currently stating that the Sanitary District was involved in the installation of the lines and mains or that they are the responsibility of the Town or Sanitary District. Wright explained the issues that caused the backups and chemical treatment processes, he noted the video showing a crack in the lateral where the 4-inch line connected to the 8-inch line and explained why that is such an issue and can cause a backup. Odeen further explained the progression of roots infiltrating a sewer lateral. Wright noted the first pumper called could not reach past 52 feet. A larger pumper was called in to move past the root at 52 feet. Knutson noted based on current available documents, the lateral is not the responsibility of the Sanitary District. Peterson added that the initial pumping was brought in and paid for by the Town to err on the side of caution but is not the Sanitary District or Town of Shelby taking responsibility. Knutson noted he would like to have the Office Staff investigate past building permits and land records from when the homes were built in that area to see what information can be located. Peterson noted that the State of Wisconsin would be the entity to approve the sewer main and extension. Office Staff will investigate and report back to the Sanitary District and a decision on acceptance or denial of the claim will be decided when more information is available. Odeen noted that there are three manholes that are not on any maps or drawings. Peterson reiterated the process if the claim were denied. Sanitary District will contact Mr. Hanson with the decision.

6. Sewer Claim – 2350 Redwood Court (Garson). Peterson recommended denial of the claim. Because a third party handled everything, there is not a specific invoice for a dumpster. If that can be provided, she recommends payment of the dumpster invoice for the same reason as mentioned in the Nissalke claim. Wright reminded the Commissioners that only 4 residents privately rented dumpsters. Knutson noted that acceptance or denial of all claims will be handled at the next meeting so all claims are done together once all the information is gathered.
7. Review and Approve Minutes from 5/8/2021 and Boma Road Meeting on 8/17/2021. Tabled until the next meeting to allow for the commissioners to review the minutes more thoroughly.
8. Review and Approve Bills Payable. Motion by Ehler to approve \$36,878.66 in open invoices, and \$35,786.50 paid, second by Knutson. Motion carried unanimously.
9. Citizens' Concerns None.
10. 2020 Financial Audit. Peterson overviewed the Audit Summary. (See attached)

11. Olympic Builders Pay Estimate. No action taken. Pay Estimate #15 will be reviewed at the next meeting.
12. City of La Crosse Sewer Rate Increase for 2022 and 2023. Peterson explained the letter (see attached). Until the budget for 2022 is prepared, Peterson will not know what the district will need to move forward with. The sanitary district was prepared for the 25% increase in 2022. Peterson has extended a meeting invitation to the Mayor of La Crosse as more residents are requesting to add sewer and are not allowed to connect to the existing system. Mayor of La Crosse encouraged Peterson to petition the La Crosse Utility District for connections.
13. Administrator Report
 - a. Open house for wellhouse #2- currently it is not ready to be presented. There are still some areas that require completion. Knutson agreed that the wellhouse should not be displayed until it's ready. In the Spring would be better so the two wellhouses can be available for an open house at the same time. No official time frame given by Olympic Builders, so it might be postponed until after Spring.
 - b. Newsletter updates ongoing, will be sent out next week.
 - c. Stormwater Utility Fee- Potentially will allow for maintenance and stormwater prevention.
 - d. ARPA funds can be used for stormwater mitigation plans. Peterson involved in the taskforce working with La Crosse County to allocate funds towards stormwater mitigation.
 - e. Knutson commented that Planning Commission should establish developer guidelines to prevent or slow down runoff. Peterson noted that subdivisions will have to adhere to La Crosse County Stormwater Ordinances. Knutson also stated that parks and culvers need to be addressed, Shelby must be proactive to protect properties.
 - f. Potential for the Town Board to adopt a stormwater ordinance.
14. Public Works Report.
 - a. Wright asked if new homes can be required to put in backflow preventers, Peterson stated she is unsure if it can be a requirement. If the town can legally require it, it will be a requirement going forward. Odeen noted that backflow preventers generally only fail if they are not properly maintained. Peterson noted that providing more education on backflow preventers especially at the building permit stage would be beneficial. Odeen will see if the Rural Water Association has any materials they can provide.
 - b. 10-year maintenance coming up on the reservoir in Valley. Dive Check will be completed in the coming week.
 - c. Wellhouse #1 electrical moved, block work will be completed by the 20th, and then the roof will be fixed.
 - d. Wellhouse #2 still needs to be completed. Wright provided SEH and Olympic Builders with a list of tasks that need to be completed before it can be considered complete. Knutson requested Wright continue to work closely with SEH and Olympic Builders to ensure the project is completed.
 - e. Odeen noted upcoming schedule for dives and cleaning.

- f. Knutson asked why Well #2 was down temporarily. Odeen answered that the wire connection for the reset button was an issue. Currently all the wells are working as they should.
 - g. Odeen noted that the Fire Department will have to notify Public Works if there is a fire in the area as someone will need to come turn the other well on to allow for proper pressure.
 - h. Odeen noted that in October, Midwest Meter will come to test the meters in Valley and Hagen Wells. It would also be a good time to test the meter in the Mobile Home Courts.
 - i. Wright noted that the I & I issues are in the second phase. Phase one completed except one section that needs to be redone. Payment for phase one of the project will be submitted once an inspection of the repaired section is completed.
 - j. Cleaning and camera-ing of Boma Sewer ongoing. A packet for bids will be put together. The only time it is a main concern is when it rains.
 - k. Leftover funds will be spent improving other areas of concern and purchasing manhole cap covers. Wright recommended a cap cover for all areas with low elevation and that have curb and gutter.
 - l. Wright provided information on the Terrace pumping report. Because of lining, inspection and other improvements, Shelby is pumping five million gallons less per month. With meters being inspected Shelby can verify the numbers showing are as close to accurate as possible.
 - m. Wright stated a subcontractor may be hired to fill in the exposed sewer line on Ebner Coulee. Wright would like to fill, seed and mulch and let tall grass grow. When heavy rain falls, tall grass will lay down and protect the ground underneath instead of washing away.
15. Chairperson/Commissioner Report.
- a. Knutson thanked Robert Lynn (Sanitary District No. 2 Commissioner Applicant) for attending the meeting.
16. Motion by Knutson to adjourn at 6:04 p.m., second by Ehler. Motion carried unanimously.

Respectfully Submitted,
Fortune M. Weaver