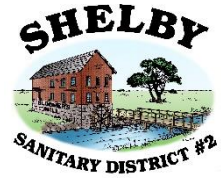


TOWN OF SHELBY
Sanitary District #2 Minutes



DATE & TIME: July 11th, 2019 4:00pm

LOCATION: Shelby Town Hall 2800 Ward Ave.

PRESENT: Chairman Bob Mueller, Commissioners Kurt Knutson & Steve Lundsten, Jeff Brudos/Administrator, and Michelle Kind/Clerk

ABSENT:

ALSO PRESENT: SEH Representative Randy Sanford and Jeff Ledin, Town Board Supervisors Renee Knutson & Marlene Heal 4:25pm

Attendance List: Water Operator/Dan Odeen & Public Works/Terri Wright

1. Meeting called to order by Mueller at 4:03pm.
2. Motion by Knutson/Mueller to approve the minutes of June 27th – see attached. Motion carried.
3. Chairperson updates:

Chairman Mueller inquired with SEH on the Grant details.
Mueller noted Ehlers Financial to work on the Large Rate Case at aprox. \$3.500.
Mueller is working with the Tostrude and Temp to finalize the Audit.
The Intergovernmental Agreement and the Resolution revision may be reviewed by the WDNR so those items should be tabled for now.
Discussion held on the City and SD rate study and facility planning. Knutson noted the rate studies show us more information and capacity
Knutson suggested Wright in Public Works to have 2 spare pumps for the Water Dept and to provide estimates as we have 3 separate systems and have rebuilt pumps.
4. Administrator updates:

Brudos meet with Lenz on the City Boundary Agreement. The City is reviewing their sewer systems and capacity and have not shared any reports yet. The Meter cites are also being reviewed to maximize the number of homes per meter.
Sewer lining has been completed in Ebner Coulee and Wedge Wood Valley.
The Town is hiring an Accountant for quarterly reviews.
Kind and Jarr are reviewing the 2016, 2017, & 2018 taxes for the Special Assessments due from the Town taxes collected.
The Mobile Home Courts meter and billing are being reviewed due to an error in the meter read and billing software after the meter stopped. They can break the balance of the payments as follows: Sewer bill in full by 7/20 (no changes), half the water bill by 7/20/19 and the balance by 9/1/19 to be up to date by 9/30/19 when the next quarter billing comes out. Both Courts can read their meters for expected usage to be prepared for their quarterly usage.
Pammel Creek requested flushing notices to their Residents. The District notifies the Commercial MHC's and it is their responsibility to flush their own side of the lines. It is best if they flush when we do to clean the lines completely, but that cost is on the MHC. If they wish to pay the District for additional notices to their Residents, they can prepay

for them prior to flushing the lines three times per year.

5. Motion by Lundsten/Knutson to deny the claim from Christopher and Lisa Erickson of N2347 Fen Lockney Drive. It will be forwarded to Insurance for review. Motion carried.
6. Motion by Knutson/Lundsten to approve the Sewer Open Invoices from July 10th of \$17,388.82 – see attached. Motion carried.
7. Motion by Knutson/Mueller to approve the Sewer Check Register from July 10th of \$7,263.07 – see attached. Motion carried.
8. Motion by Knutson/Mueller to approve the Water Open Invoices from July 10th of \$10,217.70 – see attached. Motion carried.
9. Motion by Lundsten/Knutson to approve the Water Check Register from July 10th of \$11,657.03 – see attached. Motion carried.
10. Administrators Report:
11. The meeting continued at the Arbor Hills Well House and Well Site #2 in the park.

Mueller will be out July 13th – Aug 6th.

Brudos will be out approx. July 18th – Aug. 10th.

Meeting adjourned at 6:00pm.

Next regular scheduled meeting is scheduled July 25th, 2019 at 4:00pm.

Respectfully submitted,

Michelle Kind