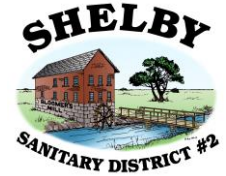


**TOWN OF SHELBY**  
**Sanitary District #2 Minutes**



DATE & TIME: January 17, 2019 4:00pm

LOCATION: Shelby Town Hall

PRESENT: Chairman Bob Mueller, Commissioners Kurt Knutson and Steve Lundsten,  
Carroll Vizecky/Administrator Michelle Kind Clerk

ABSENT:

ALSO PRESENT: Randy Sanford and Attorney Harrington via phone

Attendance List:

1. Meeting called to order by Mueller at 4:35pm.
2. Motion by Lundsten/Knutson to approve the minutes December 17th, 2018 – see attached. Motion carried.
3. Motion by Mueller/Knutson to approve the Water Open Invoices from January 15th of \$165,324.22 including the payment disbursement #4 for \$156,006.60 with Becher Hoppe and the Hwy 33 Change Order #4 with Gerke Construction for \$2,244.38 – see attached. Motion carried.  
Mueller inquired on the Hwy 33 State Loan. Vizecky noted it is due 3/15 yearly.
4. Motion by Knutson/Lundsten to approve the Sewer Open Invoices from January 15<sup>th</sup> of \$20,562.55 – see attached. Motion carried.
5. Discussion held on a sewer hookup fee of \$42 at Pammel Creek Mobile Home Court on lot #7. This Lot is being used by the well house and the Park would like it taken off the quarterly sewer charges as the lot cannot have a mobile home on it. Vizecky to review the map calculations and to send Commissioners letter for review at the next meeting.
6. Discussion held on the Sewer Boundary Agreement by Sanford and Harrington via phone. Boundary revisions are at the City of La Crosse. Harrington noted sewer service negotiations are ongoing and prepared a memo. Items of review are authorized service area, maps, contract time frames are needed for both the Boundary Agreement and the Sewer Agreement to match. Mueller inquired on the dispute resolution procedures and if they align for the appropriate resolution. Harrington noted he will be reviewing this section closely and making suggestions for changes. Also noted the PSC has some jurisdiction over disputes and will make those noted as well. Knutson noted both contracts need to align to work cohesively.  
Sewer Flow rate study presentation from SEH included existing system, collection points, meters, etc. Sectional maps will show the current service area as well as each additional service area and the costs involved with development of each area. Sanford noted additional work on the maps will continue to confirm service areas and verify the number of connections used, available, and billed. Flow usage and base rates can be metered to allow for a better understanding of volume and therefore City billed rates. Commissioners will review the need for additional metering of areas such as the Terrace, Fairchild, Wedgewood, and the State Road School for usage information.

Additional metering points will be reviewed. Knutson and Lundsten recommended the additional expenditures.

7. Administrators report – see attached

The Generator located at the Arbor Hills well is over 43 years old and may need to be serviced and or replaced. Vizecky would like to have it serviced and power loaded to it to verify it can produce power. The terrain is steep to move the generator out of the area. Also, a permanent easement would be in order to make any road improvements to allow for movement of the generator.

The test well and grant writing project are being reviewed by Vizecky and SEH. City of La Crosse sent a public records request for information on any Metropolitan Sewer District documents – see attached. Vizecky, Candahl, and legal have been consulted and they will meet with the City and review newspaper articles.

Vizecky noted a new employee on the Town Crew Kvamme would like to apply to be a Certified Water Operator. Vizecky is sending him to a training.

DNR noted the Skyline improvements now make the well house compliant – see attached.

Auditors will be coming in February.

Hwy 33 project is coming to a close and we are finalizing the costs, we came in just under budget.

Notice sent to residents regarding Sewer Rate Increase from \$42 to \$50 per quarter effective 1/1/19 – see attached.

8. Motion by Knutson/Lundsten to approve requesting an RFP for Sewer Cleaning and Television 2019 for selected areas. Vizecky reviewed the Sewer Condition analysis – see attached. Sewer cleaning and lining was reviewed and Vizecky to review the areas for approx. \$40,000. Cleaning of critical areas will take priority as well as balancing that with the new lining needed. Motion carried.

9. Motion by Lundsten/Knutson to approve the Sewer man hole frames and castings purchase with ESS Brothers of \$5,120.50– see attached this will reduce rain water infiltration to the system. Motion carried.

10. Motion by Mueller/Knutson to have Legal reply to the City of La Crosse public records request 12/20/18 for Metropolitan Sewer District. Motion carried.

11. Discussion held regarding Pammel Creek’s request to remove one sewer hookup account charge for the mobile home court as the well house sits on a lot that was initially designed for a mobile home. As that site houses the well house it could not hold a sanitary sewer hookup.

Meeting adjourned at 7:15pm.

Next scheduled meeting is Thurs. January 31st.

Respectfully submitted,  
Michelle Kind