

TOWN OF SHELBY BOARD MEETING MINUTES

DATE: Tuesday, August 20th, 2019

LOCATION: 2800 Ward Ave. La Crosse, WI 54601

TIME: 4:30 PM

TOWN OFFICIALS PRESENT: Chairperson/Tim Candahl, Supervisors Renee Knutson, Tim Padesky, Marlene Heal, and Tim Ehler, Planning Commission Chairperson/Marlin Helgeson, Planning Commission/Tom Sleik, Sanitary District Chairperson/Robert Mueller, Sanitary District/Kurt Knutson, Sanitary District/Steve Lundsten, Interim Clerk/Sara Jarr

TOWN OFFICIALS EXCUSED: Administrator/Jeff Brudos

ATTENDANCE LIST: Tara Johnson, SEH Representatives Randy Sanford and Torey Leonard, Terry Wright, Larry Quillin, Brent Brudos, Lonnie Olson, Dave Gebhart

1. Call to order at 4:31pm by Candahl.
2. Meeting with Administrator Search Committee – Marlin Helgeson, Tara Johnson, Robert Mueller, Tom Sleik, Marlene Heal and Sanitary District Commissioners. Helgeson (People’s First) updated the group on the new Administrator search. People’s First utilized the Town of Shelby’s website, LinkedIn, Zip Recruiter, Indeed, La Crosse Tribune, Facebook, Twitter, Handshake (U-MN), WMCA, WRA, WTA, and the American Society of Public Administrators to post the job opening. The opening is now closed. In addition, he and the search committee reached out to 89 potential candidates through their personal contacts/LinkedIn. 35 candidates applied, and 4 were initially qualified/considered. 1 was eliminated after further screening. 3 well qualified candidates remain to interview - 2 are local, 1 is in Texas. The candidates were asked to complete a pre-employment assessment to help determine their strengths and weaknesses. The results can be applied to develop interview questions and to aid in future coaching.

Johnson requested further clarification from the Board as to their ideal candidate and to declare if the Town Board intends to be an Operational (day to day – entire management of the Town) or Oversight (policy setters only) Board.

Helgeson was thanked for his assistance and expertise in the search.

The Search Committee also asked the Board to plan for who will be taking on the onboarding the new Administrator. They also encouraged devising a plan for goal setting and for completing quarterly, in-person reviews. Candahl informed the group that Jeff Brudos will be available to take on some of the onboarding and will act as a mentor for the new Administrator for as long as needed.

Mueller requested a review of the new Administrator’s job description as it relates to the Sanitary District and Public Works Director role. He also requested that the Town Board and Sanitary District meet at another time to discuss more in depth outside of what an open meeting allows.

The Board requested that the top 2 candidates be presented to them after the Jeff Brudos and the Search Committee meet with them. The Search Committee plans to meet on 8/22/19 at 4:00 PM. All agreed that moving forward, the interview process should be expedited and set up in the most efficient manner possible. Knutson requested that interview questions be provided before the Board meets with candidates.

3. 5:24pm - Search Committee Members excused, start of Town Board Meeting Business.
4. Motion by Knutson/Heal to approve the minutes for 8/13/19 Town Board meeting- see attached. Motion carried.
5. Motion by Padesky/Candahl to approve appointment of Karen Kouba to Planning Commission – see attached. Motion carried.
6. Motion by Heal/Padesky to approve Resolution 19-5 Granting Authority to Appoint Crossing Guards to the West Salem School District. Motion carried.
7. Move for further discussion regarding approval for Mormon Coulee Pedestrian Bridge Project. As reported by SEH, the bid is not being awarded at this time due to the previous bids not meeting FEMA requirements. The re-bidding process has begun and will close mid-September. SEH will be going in front of the La Crosse County Board on 9/3/19 to seek approval for a Shoreland Zoning Special Exemption Permit.
8. Motion by Padesky/Knutson to approve variance for Valley View Storage/Brudos Parcel #11-122-4 at W4544 Eddie Avenue – see attached. Motion carried.
9. 5:48pm – Joint Meeting of Town Board, Sanitary Sewer District and Planning Commission to discuss new well project and public hearing on 9/25/19.
10. Candahl and Ehler offered an explanation the Board requesting that boring sampling be put on hold. They both have concerns of losing park land in Arbor Hills. Ehler also indicated that a resident is willing to donate land that would be ideal for a well and tower site and that exploring additional sites should be considered. In his view, Arbor Hills should not be the only priority. Knobloch Road, Woodhaven, and County FO also are looking to have water. The Board verbally committed to contributing to the cost of the new well project.
11. 6:20 PM – Chairman excused from meeting.
12. Sanford/SEH briefly reviewed the current SSD #2 Water System Master Plan and it's 3 sites. He also noted that the DNR has already approved the Arbor Hills site. He confirmed that 100x100 is the minimum for a well, 200x200 for a well and tower. SEH can shift gears and look at other sites. He approximated the cost for new well site investigation testing at \$15,000. He agreed to further research the area(s) in question and will submit a Tech Memo/Cost Analysis for the Town Board and Sanitary District to review per Mueller's request.

13. Kurt Knutson stressed that the intention of the new well is to be proactive in being prepared for future developments. The Commissioners would like the Town of Shelby to stop being only reactive. Also, by placing regulations and procedures in place now, developers will share in connection costs. The Town and Sanitary District will have to work together in passing ordinances in this regard.

14. Mueller had the following points to consider while preparing for a Public Hearing:

Fire Protection. Water for fire protection is outdated and unreliable at times. Better fire protection would be a good selling point to residents and surrounding communities.

Summary of SSD #2 Water System Master Plan, SEH (Data and Graphic Illustrations to be available).

Initial three years of capital improvements – Arbor Hills No. 2 and Well-house plus revitalization of Well No. 1 followed by proposed Water Transmission Main interconnection from Arbor Hills pressure zone to Wedgewood Valley pressure zone (very important for future growth).

WDNR 2019 Safe Water Drinking Loan Application for 2020 and 2021 Funding.

PSCW Rate Increase Application – late 2019.

Financial Forecast of Required Rate Increases, Economic Impact and Funding Sources – Ehlers Municipal Consultant.

Immediate and Future Benefit of Water System Master Plan to Existing SSD Customers (approximately 500 customers).

Boundary Agreement with City of La Crosse Update and Future Benefit of SSD Water System Master Plan.

15. Due to the uncertainty of the proposed well site(s), the Board and Sanitary Districts agreed to postpone the Public Hearing scheduled for 9/25/19. New date TBD.

16. Citizen's Concerns. Dave Gebhardt expressed his concern over the Town at one time promising water, but by not having water installed on Boma Road, he had to put in his own well. He also wanted to know if the Town is now going to have water installed near him, and if so, how would he be charged/assessed for water service? He would like the Town to offer a "2 tiered" option to connect. Less expensive to connect right away, more if you chose to connect later.

Lonnie Olson asked for an update on the removal of the old railroad bridge off Hwy 35. He was informed that the cost has gone up significantly from the original quote and the Town is assessing how to fund removal of the bridge. September 15th is a DNR deadline to remove anything from the waterway. Candahl and Brudos have come upon old photographs that indicate that there were culverts by the bridge that the railroad removed after the flood(s) but did not replace. Terry Wright to update Olson as to who/how work will commence.

Meeting was adjourned at 6:47pm.

Next Town meeting will be Wednesday, September 4, 2019.

Respectfully Submitted,
Sara Jarr, Interim Town Clerk