

# TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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**APPROVED**

## Town Board Meeting Minutes

Date: Tuesday, October 17, 2023

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

**Town Officials Present:** Chairperson Tim Candahl, Supervisors Renee Knutson, Tim Ehler and Marlene Heal, Fire Chief Tony Holinka, Clerk Fortune Berg, Deputy Treasurer Melissa Erdman, and Administrator/Treasurer Christina Peterson.

**Town Officials Excused:** Supervisor Tim Padesky.

**Attendance List:** None.

1. Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 10/3/2023. Knutson noted redundancy correction. Motion by Knutson to approve minutes from 10/3/2023, second by Heal. Motion carried unanimously.
3. Bills Payable. Heal asked about Hilltopper Credit. Berg explained. Knutson asked about Rotary dues, Ehler stated the dues are paid quarterly. Knutson asked for an update on rotary discussions etc. Candahl noted a lot of networking and suggested Knutson attend as his guest. Ehler noted a lot of municipal and county representatives are members of rotary. Motion by Heal to pay open invoices in the amount of \$97,262.61, second by Knutson. Motion by Knutson, second by Heal to approve paid invoices in the amount of \$15,596.50. Motions carried unanimously.
4. Citizen's Concerns. None.
5. Emergency Plan. Knutson suggested Shelter Welcome Form be included in the plan and be reviewed beforehand. Knutson suggested emails and primary contact names for Town employees and vendors be included in the plan. Knutson noted the address for the Trinity Church is W4888 Harvest Lane and was not included in the plan. Discussion on a flow chart of the chain of command. Candahl suggested a shelter location in the more urban area. Discussion on radio ranges and needs for the town. Suggestion to add a section on radios to the plan and should include radio assignments. Discussion on reaching out to La Crosse County Emergency Management to review and come give input to the board. Candahl will reach out. Discussion on employee page to be used internally for emergencies with updates. Berg suggested completing before February 2024 because of upcoming elections.
6. Appoint Bill Clements as Captain. Holinka recommends appointing Bill Clements as Captain, noting he will predominantly respond from Station 2. Motion by Ehler to appoint Bill Clements as Captain, second by Heal. Motion carried unanimously.  
Fire Department Report. Holinka reviewed call volume for September. Holinka noted all calls were medical in nature, 9 calls to Town of Greenfield, 23 call to Town of Shelby. Holinka stated a storage shed caught on fire in October, 14 members responded, mutual aid was called then cancelled. Holinka stated training this week involved the new truck (2005 E1 Fire Engine). Assistant Chief Proksch stated truck is nearly ready. Holinka will coordinate to get Station 2 tools and equipment shifted and get the two retiring trucks ready for sale by the end of the year. Holinka anticipates the new truck will be in service within a month. Holinka will provide VIN information to Clerk for asset and insurance purposes. Holinka noted the 2014 Ford Explorer is being converted into Town admin vehicle. Holinka confirmed the Chicken Q will take place on Sunday, March 17, 2024.

7. Shelter Rental - November. Candahl reviewed request he received for a wedding in Mormon Coulee Park on November 4<sup>th</sup>. Party is interested in renting the enclosed shelter to store tables/chairs the night before the wedding and for a backup venue in the event of poor weather. Peterson stated the current policy require staff to deny requests to rent the Shelter after October 15<sup>th</sup> meaning the Town Board needs to review this request and approve or deny the request at their discretion. Peterson added the shelter will be winterized and sinks and bathrooms will not be available for use. Either the renter or the town would need to rent a Porta-Potti. Discussion on needs of the park during the Winter months, Town will rent Porta-Potties for Mormon Coulee Park for the Winter months. Public Works suggested charging an additional \$50.00 for the rental fee to cover the cost of winterizing the shelter again. Motion by Heal to approve November 4th rental requests with Town providing Porta-Potties, a rental fee of \$200.00 and a deposit of \$100.00, second by Knutson. Motion carried unanimously.
8. Administrator Report.
  - a. Peterson reminded the Board about the open house on best practices for snow plowing will be held at Western Tech on 10/19/23. Public Works crew is attending.
  - b. Peterson reminded the Board about the Workhorse Conference all day on 10/20/23. Staff is attending virtually, Town Hall will remain open.
  - c. Peterson sent the budget request to La Crosse County for Shelby Ball Field Expansion. The Executive Committee will meet on 11/8/23, Sill is attending to answer any questions, Ehler will try to attend as well.
  - d. Peterson reviewed the discussion at the Planning Commission meeting regarding the La Crosse County Future Land Use Plan update.
  - e. Shelby Ball Committee voted to pay stipends to Keisha Stillwell and Dan Bissen. \$2,000.00 to both for their work going above and beyond. Peterson added that the Umpire Coordinator is also paid \$2,000.00. Ehler noted this proposal would take funds from their project budget, and the loan would need to be increased from the town general fund. Discussion on revenue opportunities for the fields after the expansion.
  - f. Peterson noted Shelby Ball Committee will prepare 2024 budget for the Town Board to review.
  - g. Peterson reviewed plow truck quote and noted the truck would not arrive until 2025 even if ordered now. Estimated \$111,000.00 without trade in, box or plow. Peterson stated estimated trade in \$35,000.00. Ehler would like to get quotes from dealers at Town's Association Convention next week. Ehler will also ask for costs of leasing plow trucks. Each Board Member will receive more information about the cost estimates and Christina will move forward after hearing from them all individually. Discussion on snow plowing and communication on plowing practices and procedures for the Town. Peterson will ask for DeBauche to hold quote until November 15<sup>th</sup>.
  - h. One meeting in November on the 14<sup>th</sup>, followed by the Budget Hearing and Special Town Meeting.
  - i. Peterson noted a Closed Session for Boundary and Sewer Agreement discussions is coming soon.
  - j. Peterson will be out of the office on November 3<sup>rd</sup> and from November 6<sup>th</sup>-13<sup>th</sup>.
  - k. Peterson will meet with Kurt Knutson, Renee Knutson and Padesky to discuss wage scale.
9. Public Works Report.
  - a. Peterson stated the Road Funding Applications are due by the end of October.

- b. Knutson asked about the Hickory Lane drainage project. Peterson noted the crew is rerouting storm sewer down Nelson Canyon and reworking storm sewer first and it will be paved in 2024. Candahl and Peterson can get additional information on the project.
  - c. Public Works is working on a culvert on Ferndale Lane.
  - d. Public Works is continuing mowing.
  - e. Public Works is winterizing parks.
  - f. Public Works is hauling leaf bin contents to make room for the salt/sand bin.
10. Chairperson/Supervisor Reports.
- a. Knutson and Candahl will take Kubota to go on trails and do some site visits.
  - b. Candahl will take Erdman on tour of the Town.
  - c. Peterson and Candahl will look at Cliffside Drive, some complaints received.
  - d. Heal reported no bluffland meeting this month.
  - e. Candahl asked about Five Pines. Heal and Knutson noted it's private property so they could not walk the property. Could ask ORA for a tour.
  - f. Knutson noted sign along Pammel Creek Park that needed attention has been removed.
11. Adjournment. Motion to adjourn at 6:58 p.m. by Knutson, second by Ehler. Motion carried unanimously.

Next regular meeting will take place Tuesday, November 7, 2023 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk