

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



2800 Ward Ave

La Crosse, WI 54601

Phone: (608)788-1032

Email: info@townofshelby.com

Town Board Meeting Minutes

Date: Tuesday, October 4, 2022

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

Town Officials Present: Chairperson Tim Candahl, Supervisors Renee Knutson and Marlene Heal, Fire Chief Tony Holinka, Clerk Fortune Berg, Administrator Christina Peterson, and Treasurer Sara Jarr.

Town Officials Excused: Supervisors Tim Padesky and Tim Ehler.

Attendance List: Dillon Mader (La Crosse County Board) Ralph Heath (ORA), Dave Servais (W5050 Knobloch Rd), and Tyler Fortune (N1936 County Rd OA).

1. Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 9/20/2022. Motion by Heal to approve minutes from 9/20/2022, second by Knutson. Motion carried unanimously.
3. Bills Payable. Motion by Heal to pay open invoices in the amount of \$51,290.20, second by Knutson. Motion by Heal, second by Knutson to approve paid invoices in the amount of \$33,258.32. Motions carried unanimously.
4. Citizen's Concerns. Dave Servais is going to sell some of his land to neighboring property owner, Tyler Fortune. Fortune is going to expand his parcel (11-1047-0) by 5 acres. Servais owns parcel 11-1047-5 which will be partially sold to Fortune. Peterson noted that because the sale is to an adjacent property, this matter can be handled amongst the buyer and seller and the town does not need to be involved in the process.
Candahl Requests that the reports be listed out on the agenda for more specificity.
5. Fire Department Report. Holinka reported on the \$37,900.00 grant awarded for EMS equipment, gloves, Lucas Device (compression machine) computer monitors and some body armor. Holinka stated that all the money is earmarked to be spent on EMS equipment. Holinka noted that the grant was written by Officer Kate Holinka. Holinka stated the department is still waiting on the AFG grant (federal grant), the Swiftwater Rescue Grant, and a joint grant with Holmen and Onalaska for dual band radios to improve communications with the City of La Crosse. In September the department responded to 28 medical calls and 2 fire calls. The average response time for EMS calls was 3 minutes 59 seconds, and the average response time for fire calls was 1 minute 41 seconds (from the time the call came in to when the truck was leaving the station). Holinka noted the NFPA standard is 2 minutes and Shelby is well below that. Last Friday there was a mobile home fire in La Crosse Mobile Home Park. Holinka noted a good response time and stated that mutual aid was called. The departments rescued a dog and two kittens and arrived on scene in 12 minutes. Holinka noted that in October so far 10 calls have been received. Holinka noted he received a request from Ben Tippetts to not allow fire pits in La Crosse Mobile Home Park. Holinka noted he cannot enforce a no firepits rule, because it is not in the town ordinances. Tippetts also had concerns about the use of fireworks and was referred to the police for enforcement. Holinka gave an update on the Emergency Response Plan. Holinka and Assistant Chief Proksch met with Peterson, they discussed steps that will be refined, and the plan should be ready soon.
6. Certified Survey Map (CSM) – Parcel 11-530-0 La Crosse Floral. Peterson reiterated the process for town review and approval of CSMs. Peterson further explained that after the town review, La Crosse

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County must review, and the City of La Crosse has extraterritorial review. Peterson reviewed the similar requirements for the town and county. Proposed CSM reviewed. Peterson noted the proposal, satisfied the county 40-foot public road frontage requirement. The town ordinance requires 60-foot public road frontage with allowance to 25 feet and 100 feet at building set back line. Peterson discussed necessary updates for language in ordinance to be clearer on requirements. Peterson recommends approval of this proposed CSM with a variance to 45 feet for public road frontage and 45 feet at building setback line. Knutson reiterated if there is a plan to build then any potential water issues should be reviewed and addressed at that time. Motion by Knutson to approve CSM for 11-530-0, second by Heal. Motion carried unanimously.

7. Nolop Park – Well Easement Legal Fees. Peterson stated the easement has been drafted and recorded with legal fees totaling \$1,247.00. Property owners wanted to see if there are options for cost share from the town or if they're responsible for the full amount. Peterson stated she couldn't recall what was decided. The board agrees that the property owners should be responsible for the legal fees. Motion by Heal to have the legal fees paid by the property owners, second by Knutson. Motion carried unanimously.
8. ORA Preliminary Proposal for 5 Pines. Ralph Heath from O.R.A noted that O.R.A submitted bid to purchase the 5 pines property for \$2.3 million and have 6 months to raise the money. The intention is to create an outdoor recreation mecca for trails, hiking, biking, farmers markets, camping, educational opportunities, etc. Candahl suggested bringing proposal to La Crosse School District for funds. Heath noted that O.R.A is focused on raising money from private donors. Health is looking for any form of endorsement that would be able to tie it into the community. Heath mentioned limited entry points to the property. Candahl asked if this property will be self-sustaining for revenue or if it will depend on the town or other entities for financial or maintenance needs, Heath noted snow plowing or donations from the town would be appreciated. Candahl noted cosponsoring grants could be an option. Knutson asked if there are any preliminary plans or drawings of what this will look like? Heath answered that Scott Linberger, a professional designer, will be assisting with the design, but at this point the design is not set in stone and is fluid. Knutson noted that because two board members are not present at this meeting, they should be given the chance to review and have more discussion on this matter and then, if necessary, the town can write a letter of support later. Knutson noted the town's desire for this property to remain in Shelby as opposed to being absorbed by another municipality. Knutson also reiterated that there can be a letter of support detailing what the town would support and since the design is so fluid if anything changes, the town can continue to show support or ask questions as the process moves forward. Peterson noted that Heal is the town representative at the Bluffland Coalition meetings and needs some direction as to how to proceed at the meeting if a vote is called. If the motion is to approve the overall concept with what information we have, Heal can support it on Shelby's behalf, if the motion at bluffland is specific then it should come back to the board. Discussion on the overall concept of the project. Peterson proposed the Bluffland Coalition vote on funds that can be used for construction not the purchase of the property. Candahl stated he would like to see phase one, phase two, and phase three mapped out for this project. Knutson commented a full vision is needed to begin phase one. Board recommends that Heal state that she needs more board direction and will wait until the full board can meet and more logistics will be discussed once a plan is created. Tabled until next meeting.
9. County Stormwater Grant Application. Peterson noted La Crosse County has used ARPA money to establish a grant program for stormwater. Peterson noted projects that she is going to submit to the

NOT APPROVED

La Crosse County Infrastructure Grant Program. Peterson assigned each project a priority number and noted costs that would be associated with each project for the purposes of discussion. (See Attached) Candahl stated he agrees with the order aside from Millstream should be second or third. Candahl stated both Boma and Millstream have flooding in basements because of stormwater issues. Peterson noted Ebner is third because it's more challenging to redirect the water, as there is nowhere for it to go. Mader commented that residents on Ebner would be willing to put money towards the project which would help with the application. Peterson asked if priorities should be submitted with grant application, Candahl likes priorities because it draws attention to the problem. Millstream will be moved to priority 3. Motion by Knutson to approve the priority list with switching 3 and 4 so Millstream is third and Ebner Coulee is fourth, second by Heal. Motion by Heal to approve Valley Road project plans and grant application with a commitment of \$100,000.00 of town funds, second by Knutson. Motion by Knutson to approve grant application for other four projects with commitment of 10% town funds, second by Heal. Motions carried unanimously. The projects were prioritized as follows:

- a. Priority 1 is Valley Road
- b. Priority 2 is Boma Road
- c. Priority 3 is Millstream Addition
- d. Priority 4 is Ebner Coulee Road
- e. Priority 5 is Crown Boulevard

10. Administrator Report.

- a. Peterson reported that Jerry Kendhammer called, and the Lions want to light up the park again this year. They are having a meeting tonight and it'll be the same as last year; setup will be November 26th, teardown will be January 7th, and the shelter will only be used on Saturdays. Any major changes will come back for board approval. Porta potties and snow removal for this event will be the responsibility of the town. No objections from the Town as to this proposed plan.
- b. Peterson reiterated the Emergency Management Plan is being reviewed, some office aspects may need to be addressed, but that plan is moving along. Peterson added there is a new county Emergency Management Coordinator.
- c. Peterson reported that the cleaning person quit. Currently, the staff is cleaning their own areas. Office staff is taking care of town hall, Fire Department is taking care of Fire Department, and public works is taking care of public works. Peterson noted regular building maintenance is being discussed between office staff and public works.

11. Public Works Report.

- a. Peterson reported that Forest Ridge Drive is paved, driveways that were affected will be repaired by town crew this Fall.
- b. Peterson reported that the bridge in Pammel Creek Park has been removed per DNR
- c. Peterson reported there are stockpiles of dirt in Pammel Creek Park. Dirt is to be put over rip rap. The town is waiting for DNR confirmation to move forward. Peterson and Wright are meeting with DNR this week.
- d. Peterson noted that pothole repair is next on the list.
- e. Peterson or Wright will forward weekly projects to Knutson and Jarr for website and Facebook.

12. Clerk Report.

- a. Berg reported on upcoming elections, absentee ballots, etc.

NOT APPROVED

13. Chairperson/Supervisor Reports.

- a. Candahl mentioned the DNR meeting this week.
- b. Candahl noted the Cliffside Drive discussions with the City of La Crosse are ongoing.
- c. Candahl and/or Knutson will see what condition the butterfly trail and pasture looks like.
- d. Knutson asked about Valley Project, Parks Board previously talked about riprapping and/or digging deeper dry ditches for valley park. Knutson noted the DNR has voice in the projects because it's the start of the trout stream. Knutson noted it should be dug deeper to alleviate water issues. Peterson noted options discussed for alleviating some of the water issues that would be easier to add later such as rain gardens. Knutson reiterated the importance of looking past Woodland Drive, because the water issues occur all through Valley Road.
- e. Candahl reported the Blufflands Coalition voted in favor of paying \$5,000.00 for the Nelson property. Peterson noted it is now going to the county board for approval on October 20th.

14. Adjournment. Motion by Knutson, second by Heal to adjourn Town Board Meeting at 6:49 p.m.
Motion carried unanimously.

Next regular meeting will take place Tuesday, October 25, 2022 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk

NOT APPROVED