

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date: Tuesday, December 7, 2021

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

Town Officials Present: Supervisors Renee Knutson, Marlene Heal, Tim Ehler and Tim Padesky, Administrator Christina Peterson, Treasurer Sara Jarr, Public Works Director Terry Wright, and Clerk Fortune Weaver, Fire Chief Tony Holinka.

Town Officials Excused: Chairman Tim Candahl

Attendance List: Cheryl Groom from US Fish and Wildlife, Kevin Timm (Town of Greenfield Supervisor), Jon and Diane Fields (W5825 Carla Ct, Stoddard, WI 54658).

1. Meeting called to order by Knutson at 5:00 p.m.
2. Agenda Order Amended. Knutson amended the order of the agenda as follows: Minutes from 11/16/2021, Bills Payable, Citizen's Concerns, Federal Land Access Program (FLAP) Grant, Multiple Dog Applications, Greenfield Snow Plowing Request, Fire Department Report, Poll Worker Appointment, 2022 Wages, 2022 Final Budget, Variance Request for 2 Driveways on Ebner Coulee, Administrator Report, Public Works Report, Supervisors Report, Closed Session, Adjournment.
3. Minutes from 11/16/2021. Motion by Padesky to approve minutes from 11/16/2021, second by Heal. Motion carried unanimously.
4. Bills Payable. Motion by Padesky to approve open invoices for \$46,605.60, second by Heal. Motion by Padesky to approve paid invoices for \$21,555.49, second by Heal. Motions carried unanimously.
5. Citizen's Concerns. None.
6. Federal Land Access Program (FLAP) Grant. Peterson provided background information on frontage road parking issue and proposed plans to change the driveway that leads to the radio tower. Town will partner with railroad and DOT to apply for this grant. Not a commitment for funds on the part of the town at this point. Only thing that may come into play would be an agreement with the DOT. Groom noted that the Town can always change their mind. If town wanted to contribute to the road the town could maintain by mowing and plowing, any additional expenses incurred could be paid back. Decisions on that would be made in the future, but the only time sensitive issue is the application. Town would need to complete the application before the deadline of December 15th, 2021. The next opportunity to apply would be October 2025. This project will likely occur in either 2023 or 2024. Motion to coordinate with the BNSF Railroad and the DOT to submit FLAP Grant Application to approve safe and legal access to the refuge by Padesky, second by Heal. Motion carried unanimously.
7. Multiple Dog Applications. Weaver gave additional information received from Shelby Police regarding applicants. Diane and Jon Fields spoke on behalf of their application. Motion to approve Multiple Dog Applications for all applicant noting the Board's right to revoke approval pending outcome of court cases for Fields and Hermanson by Knutson, second by Ehler. Motion carried unanimously.
8. Greenfield Snow Plowing Request. Kevin Timm gave additional information about the need in Greenfield. If Greenfield cannot hire a second employee, they would need assistance with plowing long-term. Wright noted Terry Gerke will be sent to Greenfield and will use Greenfield truck. Wright noted that he and Terry Gerke drove the proposed route and it will take three hours with two and a half to three loads of salt and sand. Tanner Clements will be assigned Terry Gerke's route and Chris

Wimberly will be assigned Tanner Clements' route and be pulled off sidewalks and parking lots duty. Kevin Timm clarified that if time and manpower allows, Greenfield would prefer the route be done twice. Wright noted the crew will start at 3:30 a.m. to make sure everything gets done, if Greenfield does not get snow or does not require Shelby's assistance, the Crew would start at 4:00 a.m. Kevin Timm will confirm if chains or snow tires are in the shop for the greenfield truck and let Wright know what is available. Knutson confirmed that this is intended to be short-term until Greenfield can hire a replacement. Wright will communicate with Greenfield to discuss plan. Peterson clarified that the Town of Shelby would be charging hourly rate for labor but no additional charges for equipment rental. Ehler noted it would be a neighborly gesture to plow the first snow for free, Kevin Timm encouraged Shelby to invoice all costs associated with plowing. Hourly rate set at \$125.00 for snow plowing plus any additional costs for overtime, on call pay, etc. This will be reviewed later if it becomes a long-term solution. Motion to approve servicing Greenfield short-term by Ehler, second by Padesky. Motion carried unanimously.

9. Fire Department Report.

- a. Holinka reported November had 21 EMS calls averaging 4 minutes and 12 seconds to get a truck out of the station which is 13 seconds quicker than October. 6 Fire calls with an average of 3 minutes and 32 seconds to get a truck out of the station. Half the calls were non-emergent carbon monoxide (CO) calls, which is more of a service call.
- b. Next week emails will be sent out for Fire/EMS 1 Training through Gundersen. This online training can be used by the Department to make up for any lack of training credits. Program will be counted towards ISO accreditation (coming in the next year or two) and will generate a training report for each member.
- c. Last week Holinka and Travis Proksch attended state training in Onalaska which covered health and safety of firefighters and fire prevention.
- d. Holinka reported that the department ran 8 calls from Friday to Sunday, all EMS calls.
- e. Tony Holinka, Travis Proksch and Kate Holinka are looking at grants for Swift Water Rescue training. Holinka is optimistic about receiving funds. Swift Water Rescue training is not common in the area, so that would make Shelby a "hub" of sorts.
- f. Regional grant for radios is being applied for in conjunction with surrounding municipalities. La Crosse is writing the grant and Shelby is submitting data. Currently Shelby radios cannot connect with City radios even if both departments are at the same location. All radios are currently for internal communications and with dispatch. This grant would provide radios that can communicate with other departments. This would be used for larger incidents, mutual aid, etc. One radio will be placed on the mutual aid truck, one will be with Chief Holinka, and one will be with Assistant Chief Proksch. Holinka thanked Jarr for getting data and information needed for the application. Grant deadline is coming soon.
- g. Road Crew helped fix an oil leak in truck. Holinka is happy to report no problems have come up since.
- h. Tender two tank needs more repair than was initially reported. It is fixable but will take more time. Wright gave information on the process for fixing the issue. New cost estimate is between \$3,500.00-\$4,500.00. Holinka noted it is still definitely a better option than paying \$35,000.00 for a new tank and this fix will extend the life of the truck. Board agreed to move ahead with it. Holinka reiterated that extended time frame to fix the truck won't be an issue because the department can call mutual aid for tenders only. Wright also noted that water truck is in storage and is full and can be used.
- i. Ehler thanked Holinka for being in the Rotary lights parade. Discussion on La Crosse Dive Unit boat. Holinka said Department looked at similar boat costing \$51,212.00. Dive unit is always dispatched when Shelby is dispatched. Along with several other entities. Holinka would not

oppose a boat like the Dive Unit has but it is not necessary for the use Shelby would get out of it. Holinka clarified \$30,000.00 boat could manage everything the department needs. The next social club meeting will amend the previous motion to allow addition of a Jack Plate which will allow the boat to be run in shallow water. Jack Plate will cost an additional \$2,500.00.

10. Poll Worker Appointment. Weaver added Nicholas Padesky to the list. Board reviewed the list and asked if any problems have occurred with any of the workers. Motion to appoint poll workers for 2022-2023 term by Padesky, second by Ehler. Motion carried unanimously.
11. 2022 Employee Wages. Peterson explained wages. Knutson asked about any comparisons Peterson reviewed, Peterson noted that no comparisons were made this year, but she can provide that for next year. Peterson further noted that the size of the town and benefits would make it difficult to provide a comparison, Ehler agreed. Motion to approve 2022 Employee Wages as submitted by Ehler, second by Padesky. Motion carried unanimously.
12. 2022 Final Budget. Peterson noted the budget is the same except the change in funds in the administrative benefits being shifted to road crew wages. Motion to approve 2022 Final Budget by Padesky, second by Heal. Motion carried unanimously.
13. Variance Request for Two Driveways – Ordinance 2.08 (3615 Ebner Coulee Road). Wright noted Steve Whiteford wants to put an additional driveway below his existing driveway and a walking path to the house for wintertime. Wright made a sketch of the proposal. Knutson noted resident is already parking on the road in the winter. Knutson is concerned about additional driveway contributing to water flow problems, Wright noted the plan would be to dig the bank out and put retaining wall up. Wright further noted the water drains into the manholes in the road. Wright recommended denial. Knutson noted it is creating additional parking not necessarily a second driveway. Board reviewed the parcel (11-333-0) on La Crosse County GIS. Motion to deny variance request by Heal, second by Ehler. Motion carried unanimously.
14. Administrator Report.
 - a. Peterson noted request from developer of willow heights subdivision to make three lots into two lots. Shelby Ordinance does not apply because the ordinance addresses dividing lots not combining lots. Peterson explained the CSM just legally changes lot lines. To build a single house on two lots would require county intervention. Because they are under time constraint, Peterson plans to approve CSM unless board has objections. Drainage easement would be involved which would require board involvement, currently the drainage easement is not functioning. Once the process begins to vacate the easement, the Town Board will be involved.
 - b. Storage shed option to alleviate space issues. The Town will rent a unit nearby to allow for all equipment and vehicles to be stored inside. Cost will be approximately \$1,200.00 per month, Peterson noted it will give the Town time to figure out another solution. Discussion on a shorter lease term. Peterson recommends moving forward either way on lease terms so that equipment gets out of the elements. All the additional machines and equipment is utilizing other bays, would free up two bays for fire department. Wright noted that the shed needs to be kept at 45 degrees at the very least.
 - c. Peterson spoke on the comprehensive plan. Some uncertainty with La Crosse County's plan to limit residential development, however at the last CPAC meeting Candahl plead based on Shelby's unique situation. County made some changes that gave more potential growth for Shelby and proposed acreage matches current Town Plan.
 - d. SYB meeting planned for this Thursday at 6 pm to plan for 2022 season.
 - e. Peterson will return to the office slowly over the next few weeks.
15. Public Works Report. Nothing in addition to the Tender repairs and Driveway Variance Request.
16. Supervisors Reports. None.
17. Park's report.

- a. Knutson noted importance of visiting parks and asking for committee members to discuss challenges and opportunities for the town parks. Important conversations have come out of that.
 - b. Knutson noted that Ehler and Blum shed light on the situation with Brookwood Park and the nearby development. Access road connecting to Skemp Road is an option, but the more favorable option is an access road connecting to Green Street. Unfortunately, that access road would go directly through the middle of Brookwood Park. Planning discussions to prepare for the future. Knutson added there is potential to sell the empty parcel and move the park. Potential to use the revenue to accomplish other projects or purchase other land.
 - c. Mentioned that the committee taking inventory of all town owned land would be a good idea.
 - d. In an effort to have consistency in the parks, the committee agreed on a style of garbage can. Knutson showed photo of the bench and noted that the garbage can compliments the bench style and will be ordered from the same company, so color matching will not be an issue. Knutson reiterated that not all garbage cans will be purchased at once but will be purchased whenever funding allows.
 - e. Knutson gave information on overlapping themes that were mentioned in vision statements as follows: Consistency, Maintenance, Accessibility, Greenspace Preservation, Community Involvement, Education and Planning.
 - f. Knutson introduced the idea for a park update on the Facebook page which will have a recurring feature. Currently it would be a bio on Jean Wiggert and how she inspired neighbors to work on Gazebo Park. Its purpose is to highlight her and her work in the community. Knutson hopes to shine light on how others can be involved in their neighborhood parks by sharing these stories.
18. Closed Session. Motion by Padesky, second by Knutson to enter closed session at 6:37 p.m. Motion carried unanimously.
19. Open Session. Motion to return to open session by Heal at 6:46 p.m., second by Padesky. Motion carried unanimously
20. Adjournment. Motion by Padesky to adjourn the meeting at 6:47 p.m. second by Heal. Motion carried unanimously.

Next Town Board Meeting – January 4, 2022 @ 5:00 p.m. at Town Hall, 2800 Ward Ave.

Respectfully Submitted, Fortune M. Weaver, Clerk