

# TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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## Town Board Meeting Minutes

Date: Tuesday, February 7, 2023

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

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

**Town Officials Excused:** None.

**Attendance List:** David Karl (4535 El Camino Real Drive) and Linda Otto (4529 El Camino Real Drive).

1. Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 1/3/2023. Motion by Knutson to approve minutes from 1/3/2023, second by Heal. Motion carried unanimously.
3. Bills Payable. Motion by Heal to pay open invoices in the amount of \$76,907.27, and to approve paid invoices in the amount of \$3,175,055.73, second by Padesky. Motion carried unanimously.
4. Citizen's Concerns. Candahl highlighted the concerns related to the old landfill which is now being used to store extra equipment and materials for the Town. Concerns from neighbors include an increase in traffic and lack of adequate separation between the landfill and property owners. Residents added that there are few trees, which are lifeless due to disease. Candahl did note that the project is almost complete, which should mean less traffic in that area. Candahl proposed a 50/50 cost share for a solution and suggested that the Town get estimates for trees and fencing. Ehler and Candahl discussed deer resistant arbor vitae or an aluminum fence. Padesky noted he is in favor of reaching a shared resolution. Peterson stressed that the Town should get a cost estimate first to review. Motion by Padesky to get estimates for alleviating the aesthetic and noise issues, second by Ehler. Peterson asked if this would apply to other homes nearby. Discussion of homes with a larger elevation difference. Determination made that a solution would not be feasible. Wright will obtain cost estimates.
5. Fire Department Funds Ordinance 10.03 (Review) & Town Donation Policy (Review). Peterson stated the Donation Policy and Purchasing Policy would overlap with this discussion. Peterson provided background information of the current ordinance and explained the state statute on which it is based. Peterson made clear that Town Board has authority to approve all expenditures unless a policy is approved that states otherwise. Holinka noted that Town of Shelby Ordinance Section (2)(B)(5) states that all donations and grants are not covered by the ordinance. Discussion on ordinance interpretation followed. It was agreed that all donations made to the Fire Department will be reviewed when the Administrator and Chief meet to allocate those funds. Jarr could create a separate line item for Fire Department Donations. Peterson will revise the policy with the changes discussed and agreed upon. A new draft will be reviewed at a future meeting for approval.
6. Purchasing/Project Approval Policy. Along with the proposed Purchasing Policy, Peterson presented a Project Approval Sheet to include when the Board approves purchases. The form allows for approved costs to be clearly shown for all project expenses. The proposed Purchasing Policy authorizes the Administrator to authorize the Clerk, Treasurer, Chairperson, Fire Chief, and Public Works Director to make purchases up to \$2,000.00 without further approval on an ongoing basis. The proposed policy also

**APPROVED**

recommends that purchases under \$5,000.00 be approved by the Administrator and that purchases over \$5,000.00 would be forwarded to the Board for approval. Peterson will add a clause allowing for Public Works or the Fire Department to make necessary purchases during an emergency. Padesky suggested all invoices related to repairs and maintenance of our trucks and vehicles be saved and organized by unit to track. Peterson also outlined the difference between a Clerk/Treasurer combined and separate Clerk and Treasurer, statute requires purchases are reviewed by the Clerk. Peterson will make the changes discussed to the proposed Purchasing Policy and it will be reviewed at a future meeting for approval.

7. Fire Department Report. Holinka stated the grant for dual band radios was not awarded to our department. Holinka reported that Squad 1 recently received new truck batteries. He explained that the department's Brush Truck and EMS Truck have now been switched, as there is no longer enough cabinet space for EMS equipment. The truck renaming due to the switch will be completed as soon as possible. Holinka also mentioned that a live burn is set for April 1<sup>st</sup> at the home donated to the department in the Town of Greenfield. Organizing this year's Chicken Q has begun. Tickets are \$11.00 and now available at Town Hall or by a member of the department.
8. New Fire Department Hire – Cory Krzebietke. Cory was on the Fire Department previously and has recently moved back to the area.
9. Policies – Begin Overall Review of Town Policies. Peterson mentioned that all Town Policies are being reviewed. At future meetings, they will be updated or repealed depending on the policy.
10. Police Officer Sean Horton – Retirement Letter. Peterson made sure that the board understands the contents of the letter. Horton will get his retirement and sick pay worked out. Motion by Padesky to accept the retirement letter from Officer Horton, second by Ehler. Motion carried unanimously. Horton will assist with research for constable. One option is a constable would assist in enforcing Town ordinances and the Sherriff will be responsible for life and safety coverage. Peterson will bring findings back to the board for a final decision.
11. Public Works Employee Tanner Clements – Resignation. Clements resigned. Wright recommends replacement with another individual who has a CDL. Wright and Peterson did complete an exit interview. Candahl recommended that the pay scale for Public Works be reviewed. Padesky would like to see a more uniform pay scale, with longevity bonuses. A discussion on wages followed. Peterson will post the open job position on Indeed and social media along with a job description. The posting will not include the payrate, this will be determined later after qualifications are reviewed. Padesky looked at wage range of Public Works positions on Zip Recruiter and found that the hourly rate is between \$16.24 - \$29.50 in our area.
12. Real Estate Tax Overpayments. Jarr explained this was included in the bills payable motion.
13. Approval of Engineering Proposal – Ebner Coulee Flood Resiliency Study. Peterson clarified the proposal from CBS Squared is a standard contract. The project can be invoiced one of two ways. 1. A Lump Sum basis with a not-to-exceed fee of \$30,000.00. 2. An hourly basis for payment of services provided by the Consultant. The Consultant would be paid monthly with the total not exceeding \$30,000.00. The total fee is being covered by a \$25,000.00 La Crosse County Stormwater Grant and a \$5,000.00 contribution from the Town. Motion by Padesky to approve hourly work not to exceed \$30,000.00 for proposed engineering costs, second by Knutson. Motion carried unanimously.
14. Administrator Report.

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- a. Comments from the neighborhood meeting with Ebner Coulee and Floral Lane residents were reviewed.
- b. New Town Officer Handbooks from the Wisconsin Towns Association were received. A copy has been provided to all Board members and Town Hall Staff.
- c. The inputting of data into our new GIS program continues. Public Works is collecting water and sewer data. Our former intern Kyle Willoughby has trained our new intern Cole Remack who has taken over GIS entries.
- d. Adoni Networks recently completed an inventory of all Town computers and made the necessary updates to our inventory list. 3 workstation computers have also been replaced due to age and performance: Dan Odeen, Terry Wright, and Boardroom.
- e. Next, a new backup solution for our outdated network server will be needed. Adoni Networks has provided a quote for replacement.
- f. A meeting with Assistant Fire Chief Proksch, Berg, Jarr and Candahl was held to review a draft of the Town's Emergency Management Plan. Berg provided an Election Emergency Plan that has been submitted to the County Clerk and is being followed by election workers. The group agreed to implement the Election Emergency procedures and to have a plan in its entirety finalized by summer 2023. It should be noted that Proksch took the initiative in drafting the plan and is spearheading implementation of the plan.
- g. Three (3) inquiries for development along Highway 14/61 have been made in the last few weeks.
- h. The Sanitary District #2 Commissioners accepted a proposal from CBS Squared for Engineering to reduce iron reduction at Arbor Hills Water System.
- i. One on one meetings with each Public Works employee were recently held to get their input and stay connected.
- j. Today was the last day of property tax collections.
- k. In person absentee voting has started.
- l. SYB and Fire Department Social Club minutes will continue to be included in minutes provided to the Board to review.

15. Public Works Report.

- a. The dead trees have been cleared out of Mormon Coulee Creek Area and the mulch pile has been cleared and restarted in Mormon Coulee Park.
- b. Focus during no snow removal is maintenance on trucks.
- c. The Suburban will soon be junked.

16. Chairperson/Supervisor Reports.

- a. Knutson reported she has updated logos to examine and will send them out for the Board evaluate. She noted that the colors and designs can still be changed and would appreciate feedback. Logo selection will be on the next agenda.
- b. Padesky inquired if the digital speed sign could be placed on Bloomer Mill Road facing north towards Lauterbach. Sign will be moved to monitor northbound traffic on Bloomer Mill Road.

17. Adjournment. Motion to adjourn at 7:21 p.m. by Knutson, second by Heal. Motion carried unanimously.

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

Respectfully Submitted, Fortune M. Berg, Clerk

**NOT APPROVED**