

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date: Tuesday, March 5, 2024

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, Treasurer Melissa Erdman, and Administrator Christina Peterson.

Town Officials Excused: Supervisor Tim Padesky.

Attendance List: Francis Schelfhout (WisDOT), Loren Oldenburg (Wisconsin State Assembly), Bernie Lenz (CBS Squared),

1. Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 2/20/2024. Motion by Knutson to approve minutes from 2/20/2024, second by Heal. Motion carried unanimously.
3. Bills Payable. Heal asked about Bauer Maintenance/Jefferson Fire Safety, Holinka answered that the invoice is for the work done on the Air Compressor to fill the Air Tanks. Motion by Ehler to pay open invoices in the amount of \$28,370.68, second by Heal. Motion by Heal, second by Knutson to approve paid invoices in the amount of \$918.88. Motions carried unanimously.
4. Public Comment.
Loren Oldenburg (Wisconsin State Assembly) introduced himself, due to redistricting he will now serve the Town of Shelby Residents. Shelby is now in the 96th District (previously in the 94th and 95th Districts).
5. Official Route Designation for Mississippi River Trail. Schelfhout introduced himself and reviewed handouts provided. (see attached) Including a resolution and a map with the existing and approved routes for the trail. Discussion on the proposed trail. Discussion on the road project anticipated in 2026. Motion by Ehler to sign Resolution 2024-2, second by Knutson. Motion carried unanimously. Berg was directed to put the resolution on Shelby letterhead and add signature lines. Once the resolution is signed, Berg will email the resolution to Schelfhout.
6. Greenfield/Shelby Fire Contract Agreement. Peterson gave a detailed overview of the contract and explained that parts of the Town of Greenfield currently being covered by Coon Valley Fire Department would be served by the Shelby Fire Department under the amended contract. Peterson explained that the additional cost is due to the additional coverage. Peterson noted that the charge annually should have been updated each year with inflation. Peterson proposes \$56,000 annually for the base charge and it will be increased annually for inflation. Discussion on annual increase with CPI or a flat percent. Candahl recommends keeping the original language in the contract for the CPI annual increase. Discussion on changing the annual CPI increase to October 1st through September 30th which could help with budgeting. Motion by Ehler to set the CPI date range to October 1st through September 30th start contract at \$56,000.00 for 2024, second by Heal. Discussion on restitution one-time payment to close the gap between the amount that was supposed to be collected and the amount that was actually invoiced. Directions were given for Peterson to approach Greenfield about a one-time payment towards this gap. Holinka reported call volumes for FIRE and EMS calls in Shelby versus Greenfield. Holinka commented that his concerns are the quality of

service and the safety of the members of the department, Holinka made no comments on the contract. Peterson noted the addition of verbiage to the contract that any funds collected from insurance companies will be paid to Shelby. Motion by Candahl to table the amended contract until negotiations with the Town of Greenfield conclude and a final draft can be reviewed, second by Ehler. Motion carried unanimously.

7. Fire Department Report. Holinka reviewed 2023 call breakdown. Holinka briefly overviewed the calls that Shelby Fire has responded to recently. Discussion on response times. Holinka explained the Incident Commander position. Knutson asked about the Incident Commander position, Candahl and Holinka explained the responsibility of sharing on scene. Holinka reviewed a recent grass fire that had an excellent response time and noted the 7-acre fire was controlled in 23 minutes. Holinka lifted the recent burn ban. The first time the RAVE system was used was for the Burn Ban. In the month of March Holinka reported 22 calls were received (18 Shelby/ 3 Greenfield). Holinka reported the Chicken Q is on Sunday, March 17th. Holinka anticipates March 14th-18th there will be people at the station all the time. Peterson asked about the new hires, Holinka confirmed all four will respond to both EMS and Fire calls. The new hires are Ethan Shepard, Dustin Lindberg, Alexandra Viner, and Devin Craft. Holinka stated the new policy is that members need to respond to a minimum of 5% of calls. Holinka added there may be some members retiring at the end of 2024.
8. LRIP Projects – Possible Reallocation of TRIS Bridge Funding. Lenz explained the preliminary bridge estimate for replacing Breidel Coulee Bridge. Lenz stated there is not a way to create huge cost savings for this project. Candahl noted \$920,000.00, \$340,060 from state, county would cover half the remaining. Lenz anticipates an 80-year life span for this project. Ehler asked if the state funding could be reallocated to the Boma Road project, Lenz explained that Shelby can make a request to reallocate the funding, the request will be reviewed by the state for approval. Lenz added there is no guarantee for approval, and if approved there might be a penalty. Discussion on other options for Breidel Coulee.
Lenz explained the Boma Road project design is 90% complete. Lenz explained hydrology and hydraulics (sizing of pipes and drainage). Lenz explained the ditches are designed to be built as large as possible within the physical constraints of the right of way. The ditches designed are sized for a 10-year rain event, 20 feet wide and 4 feet deep. Space restrictions would not allow for the construction of ditches that could handle a 100-year rain event. Lenz noted he discussed the berm with a landowner to force the water to the new box culvert and would reduce flooding issues. Lenz highlighted the catch basins shown before Willow Way. Peterson explained the floodplain map from FEMA in 2012, stating that better elevations and a current model would show floodplain that does not appear on the FEMA maps. Peterson explained the FEMA map updating process, Lenz added an engineer would complete and certify a flood study, then work with FEMA and the DNR to update the maps. Further discussion on reallocating the funding. Lenz noted options for cost savings, such as no ditching could save up to \$40,000.00. The board agrees that asking to reallocate the TRIS funding from Breidel Coulee Bridge to Boma Road is a good option. Discussion on the timelines of the projects. Peterson would like to have an answer from the state before the board votes to cancel or move forward with the Breidel Coulee Bridge project. Motion by Ehler to apply to transfer TRIS funding from Breidel Coulee Bridge to Boma Road and shift LRIP funding farther down Boma Road, second by Knutson. Motion carried unanimously. Lenz would like to be in the bidding phase by May 2024.

Smyth Park Parking Area (Discussion Only). Lenz provided an overview of the project. Discussion on the parking area for Smyth Park and accessibility needs in Shelby Parks. Lenz noted ADA Grants are available for projects like these. Lenz noted that the road can be widened to allow for parking along the road. This will be brought to the Parks and Vacant Land Committee for review and recommendation to the Town Board.

9. Emergency Management Plan. Motion by Ehler to table for further review, second by Knutson. Motion carried unanimously.
10. Application to Exceed Two Dog Limit. Motion by Ehler to approve application to exceed the two-dog limit for Bob and Kathy Schaertl on Easter Heights Road, second by Knutson. Motion carried unanimously.
11. Resolution for Authorized Check Signors. Berg noted Sanitary District passed a similar resolution. Berg stated that this resolution names the Town Chair, Town Administrator and Town Clerk as the authorized signors for Town of Shelby. Motion by Ehler to approve and sign Resolution 2024-1 for Authorized Check Signors, second by Heal. Motion carried unanimously.
12. Ordinance for Minimum Refund. Erdman gave background, La Crosse County passed as well, anything less than \$5.00 is not worth the cost of time, check, stamp, and envelope. Funds would stay in the general fund. Motion by Heal to approve and sign Ordinance 12.01 for Minimum Refunds, second by Knutson. Motion carried unanimously.
13. Ordinance for Utility Payments. Erdman gave background, Town of Onalaska passed a similar ordinance to allow for necessary invoices (i.e., utility bills) to be paid promptly and avoid late fees that would have been incurred if the invoice needed to wait for Board approval. Motion by Knutson to approve and sign Ordinance 2.24 for Payments, second by Heal. Motion carried unanimously.
14. Administrator and Public Works Report.
 - a. Peterson has a meeting with La Crosse County for the Law Enforcement Contract. Potential for La Crosse County Sheriff to come to a meeting in the future.
 - b. Peterson noted Shelby Youth Ball Minutes will be submitted, they have been meeting more frequently.
 - c. Employee Reviews coming up.
 - d. Approved to switch to State health insurance on April 1st. Erdman has been assisting with that.
 - e. Adoni came and helped remove and recycle old computers and monitors.
 - f. Peterson is gathering information for attorney ongoing.
 - g. Peterson reported Public Works is working on getting the Street Sweepers ready.
 - h. Peterson reported Public Works is organizing files in the public works office and moving necessary files over to the Town Hall.
 - i. Peterson reported Public Works painted inside of their shop.
 - j. Peterson overviewed the Town's Association District Meeting. Discussion on culvert inventory in the Town. Peterson noted this requires special measurements and Town's Association partners with consulting groups that can complete this for us. Discussion on funding for completion of culvert inventory. Peterson also noted the shared revenue maintenance of effort for Fire Department. Peterson explained the 15% penalty on Shared Revenue if Shelby does not report or meet 2 of 4 criteria.
 - k. Peterson noted grants are available for contracting for services for Law Enforcement. The Town may be able to get grant funding to contract with La Crosse County which may affect the timeline.

15. Chairperson/Supervisor. Reports.

- a. Candahl reported he served notice for the Dog Licensing Violation.
- b. Candahl noted Animal Control will enforce the licensing, but wont handle Multiple Dog License Violations. Animal Control will address off leash or aggressive animals as it's covered by State Law. The public needs to be made aware what documentation is needed for reporting.
- c. Discussion on Liquor Licenses in Shelby. Berg will confirm the number of licenses Shelby can issue and the process for activating reserved licenses.
- d. Knutson reported the Park's Committee is close to ordering the Disc Golf Signage. Working with Berg to get the tax-exempt paperwork. Knutson received the drafts/proofs of the holes and entrance signage. Digi Copy had the best prices, signs could be ordered as early as March. Public Works is aware that signage is going to be ordered and can work on getting infrastructure ready. Knutson noted a popular local app could be utilized by visitors for more information on the course.
- e. Knutson received an email request to do something with the median behind the old Shopko on Bank Drive and East Burr Oak Street. Knutson stated that location could be a potential no mow location. Discussion on no mow areas potential to save time and money for Public Works to not mow as often. Knutson added this location could be a trial bee lawn: a mix of clover, thyme, and other low maintenance plants. This project may occur in 2024.
- f. Knutson stated the Committee reviewed the website and found a lot of areas that need attention and updating. Discussion on hiring someone with design experience to update the website.
- g. Knutson stated the Committee would like fire number signs for all parks to be ordered and installed.
- h. Candahl asked about signs for the subdivisions, logos, need new quotes for subdivision signs. Peterson will bring information to the board at a future meeting. Board members will review and select logo options.

16. Adjournment. Motion to adjourn at 8:25 p.m. by Heal, second by Knutson. Motion carried unanimously.

Next Regular Meeting will take place Tuesday, March 19, 2024 @ 5:00 p.m.

Annual Meeting will take place Tuesday, April 16, 2024 @ 6:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk