

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date: Tuesday, May 21, 2024

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, Clerk Fortune Berg, Administrator Christina Peterson, and Treasurer Melissa Erdman.

Town Officials Excused: None.

Attendance List: David Hogan (N1742 Birchview Road).

1. The Town Board Meeting called to order by Chairperson Candahl at 4:57 p.m.
2. Approve Minutes from 05/07/2024. Knutson noted a grammatical change. Motion by Knutson to approve minutes from 05/07/2024 with grammatical change, second by Padesky. Motion carried unanimously.
3. Bills Payable. Heal asked about playground equipment refinishing, Knutson answered sand blasting Nolop Estates Park equipment. Motion by Heal to pay open invoices in the amount of \$53,681.77, second by Padesky. Motion by Heal to approve paid invoices in the amount of \$28,919.14, second by Knutson. Motions carried unanimously.
4. Public Comment. None.
5. Ebner Coulee Stormwater Report Completion. Peterson reviewed the Ebner Coulee Road Flood Resiliency Plan, Peterson noted the total cost was \$30,000.00 and \$25,000.00 was reimbursed by La Crosse County, the total cost to the Town is \$5,000.00. Peterson explained the discussions between the engineer and public works and the plans that are being reworked. Recommendations were presented to the Sanitary District and options were discussed. The final design is not complete, but the Sanitary District agreed to move forward to the next step and may request the Town to share some of the cost. If the board agrees, the Sanitary District will bring a proposal for review and approval.
6. Award Bid – Wedgewood Drive East (Repaving and Re-ditching). Peterson reviewed the bids received and noted both bids are comparable. The recommendation from public works is to award the low bid with no alternates to Strupp Trucking. Motion by Padesky to award the base bid with no alternates for the Wedgewood Drive East project to Strupp Trucking, second by Ehler. Motion carried unanimously.
7. N1742 Birchview Road (11-671-0) Variance Request. Peterson reviewed recommendation by PC. Peterson reviewed the request. Motion by Ehler to recommend approval of the variance to La Crosse County, second by Heal. Motion carried unanimously. Peterson added that she reviewed driveway and building permits with the homeowner.
8. Reappoint Jeffrey Butler to Parks & Vacant Land Committee. Motion by Heal to Reappoint Jeffrey Butler to the Parks and Vacant Land Committee until May 31, 2027, second by Knutson. Motion carried unanimously. Peterson highlighted the vacant positions on Park and Vacant Land Committee and the Planning Commission.
9. Sale of Fireworks Permit Applications. Discussion on applications received, same as last year. Motion by Heal to approve permits for Skyline Fireworks and Snap Fireworks with the condition they

post the Wisconsin Statute for Fireworks and collect the names and addresses of individuals buying fireworks so Town Staff can check for permits, second by Candahl. Motion carried unanimously.

10. Schedule Town Board Work Sessions – Public Works, 2025 Budget, Ordinances (6/11). Berg reminded the board of the scheduled work session on 6/11 at 5:30 p.m. Peterson suggested a work session with public works to establish schedule, priorities, and a plan for future projects. Peterson also recommended a budget work meeting. Candahl suggested Public Works session be on 6/11 to address critical upcoming projects. Public Works working meeting scheduled for 4:30 p.m. on 6/11. Peterson clarified what the work session will entail, routines, schedules, establish priorities, etc. Knutson requested a general hitlist stating when tasks are being done monthly, annually, weekly, etc. Discussion on ongoing issues that need to be addressed. Working meeting for ordinances scheduled for 4:30 p.m. on 7/23 and working meeting for budget scheduled for 4:30 p.m. on 8/13.
11. Sale of 1986 Ford Pumper Tanker and 1998 HME Pumper. Candahl reviewed anticipated sales for the fire trucks and explained that board action is required to initiate a sale of a vehicle and determine how the vehicle is sold. Quotes on the 1986 pumper range from \$17,000.00-\$20,000.00. Candahl noted the 1998 pumper will be evaluated soon. Peterson clarified the board can determine whether the sale is by auction, private sale, etc. Discussion on minimum price of \$17,000.00 for the 1986 pumper. Town will collect sealed bids in house for the 1986 pumper, with a minimum bid of \$17,000.00. The 1998 pumper will be sold through a broker. Staff will determine the minimum bid on the 1998 pumper when evaluation is received. Motion by Padesky for the Town to privately sell the 1986 pumper with a minimum bid of \$17,000.00, second by Ehler. Motion by Heal to allow staff to set the minimum bid for the 1998 pumper based on the recommendation by the broker, second by Ehler.
12. Shelter Rental Policies. Discussion on ongoing issues that need to be addressed. The board reviewed policies and made changes to policy. Motion by Ehler to approve Shelter Rental Policies with modifications discussed, second by Padesky. Motion carried unanimously. Approved policy attached.
13. Fire Department Report.
 - a. Holinka reported Shelby Fire Department was dispatched on 4/28 in the early morning for a structure fire on Johnson Road. A large shed burned down and was a total loss. Holinka stated the page went out at 1:20 a.m., in route at 1:22 a.m., on scene at 1:30 a.m. Holinka noted the fire was extinguished in 30 minutes. Holinka reported Shelby called for mutual aid from surrounding departments to assist with moving water.
 - b. Holinka reported the Touch-A-Truck event at State Road School is coming up, SFD is going to participate.
 - c. Holinka noted that a group will take an engine to Stoddard for the Memorial Day parade.
 - d. Holinka reported so far in 2024, responded to 133. 2023 at this time was 142 calls.
 - e. Holinka reported \$15,500 profit from Chicken Q will be put towards equipment and training.
 - f. Holinka reported the department lost 2 members in May due to family issues and lack of call response.
14. Administrator/Public Works Report.
 - a. Peterson reported on memorandum of understanding (MOU) with Aquinas for use of Pammel Creek Park fields.
 - b. Peterson reported employee reviews for the Public Works department almost complete.

- c. Peterson reported a draft of the police contract with La Crosse County is in progress. Peterson is hopeful this will move along negotiations. Peterson added the state of WI is supposed to release rules for funding opportunities for contracting for services upcoming.
 - d. Peterson reported the stormwater permit through WI, audit, report, and tasks due by July.
 - e. Peterson reported the bid openings for the Boma Road East and West projects have been delayed allowing for amendments and bids to come in.
 - f. Peterson reported the meeting with the residents at the end of Valley Road to discuss options for solutions to problems related to that project.
 - g. Peterson reported on the Highway 14 sidewalk project, stating the federal redistribution money is not guaranteed.
 - h. Peterson reported the federal land access project is set to move the railroad crossing. Peterson reviewed the meeting of all agencies involved and reiterated that Shelby is the applicant but all costs associated with the project are being covered by the US Fish and Wildlife or grants.
 - i. Peterson stated that correspondence from the attorney will be reviewed in joint closed session with the Sanitary District regarding sewer and boundary agreement on June 4th.
15. Chairperson/Supervisor Reports.
- a. Candahl reported the Fire Department asked about ordering a bench to be put outside of the Fire Station Annex, Knutson confirmed she has already communicated with Kate Holinka.
 - b. Candahl noted he would like to complete a safety audit, and review training requirements and certifications for Public Works.
 - c. Knutson clarified the process to ensure the Town has all the information on dog complaints. Staff must confirm with the Sherriff's Department, the Coulee Region Humane Society, and La Crosse County Health Department.
 - d. Heal reported on the Bluffland meeting and noted there is a hike scheduled at Savannah Oaks in Onalaska if anyone wants to attend.
 - e. Knutson stated she spoke with ORA about concerns from Shelby residents on Skyline Boulevard.
 - f. Knutson reported the signs for disc golf are complete and picked up. Wright confirmed Public Works will redo the posts. Posts will be 3 feet down and at least 5 feet tall to be uniform.
 - g. Knutson reported on 5 new trash cans to be installed soon.
 - h. Knutson suggested updating signage for info signs around the town. Showed examples of signage in parks, on grass and leaf bin, etc. Knutson confirmed logo will be on the new signage.
 - i. Knutson and Peterson agreed there needs to be an annual parks checklist and inspection checklist.
 - j. Heal commented on ATV/UTV discussions and mentioned the fatal incident in Freeman crossing a state highway on an ATV/UTV.
16. Adjournment. Motion to adjourn at 6:38 p.m. by Padesky, second by Heal. Motion carried unanimously.

Next Regular Meeting will take place Tuesday, June 4, 2024 @ 5:00 p.m.

Next Working Meeting for ordinances will take place Tuesday, June 11, 2024 @ 5:30 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk