

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

APPROVED

Budget Work Session & Town Board Meeting Minutes

Date & Time: Monday, July 10, 2023, at 4:00 p.m. (Budget) and 5:00 p.m. (Regular Meeting)

Location: 2800 Ward Ave, La Crosse, WI 54601

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

Town Officials Excused: None.

Attendance List: Tim Gerke, Terry Wright, Terry Gerke, and Eric Kvamme (Public Works), Tim Betlach (W5736 Sherwood Drive), Erin Duffer (LAPC).

1. Budget Work Session called to order by Chairperson Candahl at 4:00 p.m.
2. Budget Discussion. Projects and Purchases document (see attached).

Projects: Peterson met with public works and will meet with Fire Department to plan for the 2024 budget. Peterson outlined projects and place holders for 2023-2025. Wright commented the roads listed were determined to need the most attention. Discussion on road repairs on Bloomer Mill Road. Wright noted the smaller projects that are on the schedule that will come out of his maintenance budget. Discussion on meetings with the public to provide additional information from the board, public works, and engineers for upcoming projects. Candahl reiterated the need for an assessment policy. Peterson noted options for the neighborhoods depending on the situation, using Coulee Springs Lane as an example for private property responsibility. Discussion on Town involvement on drainage issues that affect neighbors and surrounding septic systems. Discussion on pipe versus ditches in Millstream and the need for an engineer. Candahl asked about liability, Wright answered past the road right of way is the responsibility of the homeowner, any issues within the right of way is the responsibility of the town. Discussion on Hickory Lane and storm damage, Wright commented if time allows, drainage work will begin before winter. Discussion on paving Mormon Coulee Park Road from the tennis court to cul-de-sac and road up to the bathrooms, Wright estimates \$28,000.00 cost. Discussion on landscaping and gutters to control water issues, Peterson added to 2025. Discussion on widening Skemp Road, Wright suggested to move ditch on the west side, make the road wider and pave from 14/61 to the first bridge, estimating \$150,000.00 for the project. Wright explained the process of doing two lifts, similar to Battlestone Station Road. Candahl suggested waiting until a subdivision plat is submitted to begin, if no development happens, the road can remain as is. Discussion on what costs can be absorbed by the developer, Wright suggested to have developer have greenspace requirement waived and pay for part of the road.

Purchases: Peterson reviewed purchase plan and the amounts that have been budgeted for 2022-2025. Proksch confirmed the radios are ordered. Peterson reviewed the trucks that the town currently has. Wright explained that ordering trucks can take two years through International, Peterbilt never responded with a quote. Wright added that a down payment means losing a truck. Wright estimates \$35,000.00-\$40,000.00 trade in value for the oldest truck. Wright added ordering a backhoe takes one year. Peterson will add approval of 2024 purchases to the next agenda. Discussion on repairs to the current fire station over the need of a new apparatus in 2025.

Budget Planning Spreadsheet (see attached).

Budget Planning: Peterson shared new information for shared revenue and options for grants for joint services. Peterson clarified the grant would not be applicable if the town contracted for services prior to 2024 when the grant becomes effective. Peterson noted all options for law enforcement will be discussed at a future meeting. Peterson reviewed road projects and rebuilds, shifting costs from 2023 to 2024, because the projects were shifted to 2024. Seal coating has its own line item for \$150,000.00 in 2024. Peterson explained \$700,000.00 allocated for stormwater projects and noted revenue from stormwater grant. Discussion on the assessment process and potential need for assessments. Peterson reviewed 2023 debt service principal and interest, \$355,000.00 last full loan payment and partial payment of \$250,000.00 for 2024 to pay loan in full. Peterson added principal payment on 2024 for a million-dollar loan just to plan ahead. Peterson noted the 2022 year-end fund balance for the general fund was \$665,812. The budgeted expenses for 2023 would end \$313,605.00 over revenues. The proposed 2024 budget shows expenses \$193,605.00 over revenues. Peterson explained options for additional funding. Discussion on Spring referendum versus Fall referendum and referendum options. Another budget meeting will be scheduled for September.

Recess at 5:13 p.m.

3. Town Board Meeting called to order by Chairperson Candahl at 5:22 p.m.
4. Approve Minutes from 6/6/2023 and 6/9/2023. Motion by Knutson to approve minutes from 6/6/2023 and 6/9/2023, second by Padesky. Motions carried unanimously. Knutson asked about the proposal for options for residents on El Camino Real Drive, Peterson will connect with them and make sure all the neighbors agree to the town removing trees and being responsible for marking the trees to be removed and replacing with foliage or fencing. Knutson asked about the letter to La Crosse County regarding the Short-Term Rental Ordinance, letter was not sent but concerns were raised at the meeting with La Crosse County, staff will collect minutes and share with the board.
5. Bills Payable. Heal asked about Shelby Ball uniforms, Candahl confirmed Shelby Ball spends the money. Heal asked about \$5.00 for employee benefits, Peterson answered a payment into a benefit service for employees. Knutson asked about charge for fire inspections, Proksch confirmed the payment is made per inspection. Peterson checked the invoice, noted an error in the amount and stated that a correction would be made. Padesky asked about invoice for Wireless, Peterson noted the total was for the team uniforms, Wireless is the team's name. Motion by Heal/Padesky to approve paid invoices for \$29,203.07 and to pay open invoices for \$71,931.57 with the change of the fire inspection error to pay open invoices in the amount of \$71,931.57, second by Padesky. Motion carried unanimously.
6. Citizen's Concerns. Tim Betlach (Sherwood Dr) asked if board has discussed the plan for the Police Department. Candahl noted the town has not had further discussions, aside from budget discussions. Peterson noted discussions with La Crosse County are ongoing, and options for exclusive coverage will be discussed. The earliest a contract with the County would be approved is 2024 and in the interim, under state law, La Crosse County is required to cover the Town.
7. Erin Duffer, Transportation Planner for La Crosse Area Planning Committee (LAPC). Duffer introduced herself, and noted Jackie Eastwood and Peter Fletcher are both retiring. Duffer explained Metropolitan Planning Organization (MPO) is for areas with a population over 50,000 and focuses on transportation planning needs 20 years into the future and is updated every 4 years. The next Metro

Transportation Plan update will be in 2025. Duffer wants to encourage public participation from the town residents and board. Duffer mentioned BIL programs and provided her contact information.

8. Public Works Employees. Discussion on budget and expenses. Peterson gave examples of projects that are billed to either Shelby Ball or parks. Wright added that bathroom costs are split because bathrooms are open to the public. Peterson noted dragging the fields could be charged solely to Shelby Ball. Peterson noted the board will give further direction. Knutson asked how much time Shelby Ball takes from the Public Works weekly, Wright answered 6 hours of mowing alone. Peterson added contract updates that can help combat costs, such as renting the shelter, renting the parks, etc. Public Works noted that Shelby Ball does take away time from other projects. Public Works commented on the plans for Millstream, discussion on costs and engineering. Peterson asked about additional workload to have the crew plan out the elevations and designs, Terry and Tim Gerke stated that if they can get the calculations in a few hours. If the engineers put stakes out, the crew has to measure either way. Peterson expressed concerns about changing the stormwater system of a full neighborhood related to the town's liability. Peterson proposed one option would be for the crew to measure and design, and an engineer review and work on an hourly rate and approve the design. Discussion on costs for the projects for materials and feasibility. Public Works suggested switching brush pickup to Monday and Tuesday versus Wednesday and Thursday. That change will be made in 2024. Discussion on timecards and the gray area with comp time, overtime, and vacation time. Peterson noted inconsistencies with overtime policies. Peterson suggested a change to the policy to make it more clear. She will propose a few changes to the Employment Guide at a future meeting. Question about the chain of command questions when board comes to employees directly. Peterson reiterated that the board needs to act as a quorum, but board members are encouraged to communicate with crew directly and to make site visits for additional insight on projects. Discussion on paying Public Works Employees to be at the meetings on occasion. Ehler asked about notifying residents when road projects are going to occur, discussion on postcards that can be sent out.
9. Subdivision Signs. Peterson noted the call Candahl received regarding subdivision signs. Peterson asked if there are a lot of signs in the WisDOT right of way. Wright noted most of them are in the right of way, Millstream is not. Knutson noted the parks committee is going to look at ideas for park signs so the parks can all be named. Knutson wants the park signs to be complimentary to the subdivision signs. No action taken.
10. Citation Enforcement Ordinance. Peterson noted tabled until next meeting.
11. Seal Coating Bids. Wright reviewed bids received, Farner did not include double chip seal, Scotts bid the project correctly and meets the specifications. Knutson asked about the path, Wright noted neither company has the equipment to do a project that small. Ehler asked about the single seal versus double seal. Motion by Ehler to award bid to Scott Construction, second by Padesky. Motion carried unanimously.
12. Multiple Dog Request. No issues reported. Motion by Ehler to approve request for multiple dogs, second by Heal. Motion carried unanimously.
13. Administrator & Public Works Report.
 - a. Peterson stated financial audit is almost complete, waiting on letter from the attorney listing pending lawsuits, takes nearly a month.

- b. Engineering Proposals should be received this Thursday for the engineering of Breidel Coulee Bridge, Peterson is hoping to receive a proposal, but noted that engineers are very busy.
 - c. Public Works is working on ditching in Hagen, Mesa, and Paris Angel.
 - d. Public Works is testing water in Arbor Hills.
 - e. Public Works is finishing the guardrail in Hillcrest.
 - f. Public Works is mowing the landfill area, along Boma, Norseman and Knobloch.
 - g. Public Works will be redoing the retaining wall planter by digital sign.
14. Chairperson/Supervisor Reports.
- a. Candahl reported for Fire Department new monitor screens purchased, no increase in call volume.
15. Closed Session. Motion by Padesky to go into closed session per Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee (Town Clerk) over which the governmental body has jurisdiction or exercises responsibility, second by Heal at 6:55 p.m. Motion carried unanimously.
16. Open Session. Motion by Heal to re-enter open session at 8:19 p.m., second by Padesky. Motion carried unanimously.
17. Adjournment. Motion to adjourn at 8:20 p.m. by Heal, second by Padesky. Motion carried unanimously.

Next regular meeting will take place Tuesday, July 25, 2023 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk