

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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Town Board Meeting Minutes

Date: Tuesday, August 2, 2022

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

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

Town Officials Excused: None.

Attendance List: Angela and Wyatt Moe, Eagle Scout

1. Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 7/12/2022. Motion by Heal to approve minutes from 7/12/2022, second by Knutson. Motion carried unanimously.
3. Bills Payable. Candahl asked question about Shelby Ball Administration Costs, Jarr answered those costs are related to field and concession workers. Motion by Heal to pay open invoices in the amount of \$251,944.23, second by Knutson. Sara commented that the Shelby Ball Administration Costs for the paid invoices are umpire wages. Motion by Padesky, second by Heal to approve paid invoices in the amount of \$8,685.09. Motions carried unanimously.
4. Citizen's Concerns. None.
5. Wyatt Moe Presentation of Bench Funds. Candahl briefly introduced Wyatt Moe. Knutson provided additional information about the Boy Scout Project in Mormon Coulee Park. Padesky commented that the completed work in Mormon Coulee Park looks beautiful and asked about the concrete slab placed near the Little Free Library. Knutson noted the concrete slab will be the future location of a bench and the angle had to be adjusted so that the view from said bench would be more pleasant. Wyatt Moe presented the funds leftover from his fundraising to be put towards the metal bench. Funds donated totaled \$526.00. Angela Moe stated a portion of the fundraising also paid for a tree to be planted near the Little Free Library and bench and added that the Little Free Library is now registered online. Weaver noted the order from the nursery was delayed and will be delivered on Friday. Knutson stated photos will be taken when the tree is planted and again when the bench is installed. Wyatt Moe mentioned that there is a plaque offering special thanks to the individuals who helped him with the project. Candahl mentioned providing a recognition plaque to the Boy Scouts and other entities who work on parks and trails within the Town of Shelby to show the town's appreciation. Peterson suggested a certificate as a more practical and cost-effective option.
6. Fire Department Report. Holinka reported four new hires joined the department to compensate for the five that resigned last month. Welcome to Maggie Schuh, Kara Shanley, Abdul Cole, and Alton Kammel. Holinka has advised the department to obtain patient information at all calls for any new billing procedures as it is still being determined what the procedures will be, and it is a good practice to get into. Officers walked through Dave Gebhart's new construction, a good opportunity to stress wide driveways to accommodate fire trucks. On August 13th, the Wisconsin Rural Farm Accident Training will be conducted. Two groups working with farm related scenarios. Kim and Paul Lansing on Kearns Court are hosting this training. Holinka noted it allows Gundersen and UW Madison, medical students get to see why patients may be covered in dirt and sand when they come into the

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ER. Holinka noted Forest Fire Protection grant applied for in Spring, have not heard about that yet, but should be hearing soon. Shelby Fire Department Annual Family picnic and steak fry will be on August 29th at park in St. Joe's Ridge and is being hosted by the social club. Holinka noted minimal calls during the storm two weeks ago. The only calls in Shelby were for lines down and there was one unrelated medical call. Onalaska had a house fire and called for mutual aid. Shelby staffed their station to cover calls, as necessary. Peterson noted the fire charge came up during discussions about responding to insurance claims. Peterson noted that Ordinance 2.2 says any calls on town, county and state roads should be billed, including accidents and first responder calls. Peterson noted the board could make changes to the ordinance. Candahl suggested the board should reconsider billing first responder calls on roadways. Holinka provided the example of the birth on the side of the road that did not call for a lot of time or department resources. Candahl noted this will be reviewed at the next meeting. Ehler asked about the last sentence of section A that states the chief or their designee can order a structure be torn down if it is dangerous to persons or property or has been damaged to the extent of more than 50% of its value. Ehler asked where the opinion for 50% of the value comes from, Holinka answered he typically waits for the insurance company to contact the department. Ehler added whoever makes that decision needs to be able to justify it so that no liability falls on the town. Padesky asked who usually comes to knock down structures, Holinka and Candahl answered either Manske and Sons, Hess Excavating, or Kammel Excavating.

7. Federal Procurement Policy ARPA - Discussion. Jarr explained the ARPA Procurement Policy. The town will adopt the state ordinance 60.47 which is what the town is currently following, any amount over \$25,000.00 gets bid out. Jarr noted the second portion of the policy says the federal law will be followed for anything over \$250,000.00. ARPA requires the town to have these policies in place in case the town wants to do a project with ARPA funds. Peterson noted the difference between state and federal laws for engineering costs. If SEH or another entity prepares the bid, they cannot do the project. Peterson reiterated that all bids must be publicly opened, which the town already does. Peterson noted that it is encouraged to try to use minority businesses and goods made in United States. Similar to what the town does now, but it will have to be proven with this new policy. Peterson noted this was created by the Town's Association and has been proofed. Motion by Padesky to adopt procurement policy, second by Knutson. Motion carried unanimously.
8. Ethics Policy - Discussion. Weaver outlined the Code of Ethics Ordinance provided by the Town's Association. Specifically addresses town officials and employees. Knutson asked if this ordinance matches up with the Employee Policy, Weaver answered that this came from the Town's Association specifically relating to ARPA. Code of Ethics from the Employee Policy should be reviewed and revised as necessary to match up with this ordinance. Padesky would like the Code of Ethics from the Employee Policy sent to the board for review.
9. Variance Request for 11-1247-0. Weaver reviewed variance request. Discussion on location of the deck and house. Motion by Padesky to recommend approval to La crosse County, second by Knutson. Motion carried, Candahl abstained.
10. Review Forest Ridge Drive Bid. Peterson noted that one bid was received from Mathy. Knutson asked about paver curb, Padesky explained the paver curb that catches the water. Candahl added the paver curb will be put in wherever is necessary to direct the water to avoid drainage issues. Knutson asked about the addendum stating the backlog of work, honored until 2023 paving season, Padesky noted most bids say a future date, Candahl confirmed that it will get finished this year unless there is some emergency. Peterson added that a future date protects the town because if the

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project gets delayed, the price is still valid. Padesky asked if they are going to do two lifts, bid documents posted do not say anything about it, Candahl noted that would likely be the case. Knutson asked about plants that are in the right of way, Candahl answered it should not be an issue because it is all paving no ditching. Motion by Padesky to award the bid to Mathy for Forest Ridge Drive, second by Knutson. Motion carried unanimously.

11. Parks. Knutson noted the committee took two months off. Knutson noted the comprehensive plan and well issues consumed town staff time allowing for a break. Knutson noted discussion from the most recent meeting including trail signage, and a lot of things that need to be on signs per direction of town board and parks committee, including private property, no bikes, clean up after dogs, etc. Knutson noted lots of discussion about bikes being permitted or not permitted on trails. The town board needs to join the discussion on that and will be making that decision. Knutson recanted the discussion on signage not allowing bikes on certain areas of the trail and hoping that users will honor the signage. Ehler commented on confusion that can be created by having bikes on only certain parts of trails. Candahl commented on butterfly trail where bikes should not be used. Candahl discussed which trails could be restrictive of bike usage. Knutson noted that issues with confusion could be alleviated by detailed signage at the beginning of the trail. Peterson noted the staff and funds are lacking to enforce this and now is not a good time to decide. Discussion on current usage. Peterson noted if it gets to a point where the town needs to make a choice, then that can be addressed at that time, the town needs to prioritize these decisions. Discussion on which trails should be available for bikers and which should be hikers. Candahl, Knutson, and Ehler will come back with a recommendation after doing site visits. Peterson noted the town is a member of the bluffland coalition and the Bluffland Traverse may also include bikes. All the traverse trails are shared use and the small trails branching off that are just for hikers. Padesky asked about liability, what signage is posted to take liability off the town. Knutson cautioned against posting signage because once you post in one area, you would have to post everywhere. Knutson noted City of La Crosse signage that could be similar to what the town needs. Knutson noted the committee reviewed the logo options quickly and informally. No clear winner. Knutson recommended the town do shelter rental informational forms for Mormon Coulee, adding that a QR code could appear outside the shelter. The board should review the fee schedule for nonprofit rentals, and the addition of renting out the SYB concession stand and shelter. Knutson noted a brochure should be created for donation of benches. Discussion on potential to solicit some funds to help parks. Knutson noted metal benches cost nearly \$2,000.00 each. Peterson noted metal benches are nice and comfortable. Board and Administrator agree that marble benches are more fitting for a cemetery or a private memorial. Knutson noted consistency should be present in the premier park. Knutson noted a request from a resident for a handicap accessible swing, the committee liked the idea, and they are becoming more popular in this area. Terry will be asked to investigate options. If the pricing is reasonable, the committee will investigate adding them into our neighborhood parks.

12. Administrator Report.

- a. Peterson stated that the Transportation Alternatives Grant (80% funding for \$286,000.00), will not be completed until WisDOT finishes which will be a few years. Peterson will work with La Crosse County to get funding. Ehler asked if Bluffland can contribute, Peterson answered that she is unsure because it is not part of Bluffland plan, but it would not hurt to approach them.

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- b. Peterson reported that the \$5,000.00 for the Nelson property is being applied for from La Crosse County, reiterating the funding was approved by the bluffland coalition, but needs to be formally approved by La Crosse County
 - c. Peterson noted the Shelby Ball season has ended. The committee will be meeting tomorrow and will be discussing this season and begin planning for next season.
 - d. Peterson noted the upcoming meetings are as follows:
 - August 16: Planning Commission Meeting – Comprehensive Plan @ 4:00 PM
 - August 30: Town Board Budget Work Session @ 4:00 PM
 - August 30: Town Board Meeting @ 5:00 PM
 - September 20: Town Board Meeting @ 5:00 PM
 - e. Peterson reported that the Sanitary District hired CBS Squared to do a Sewer Study. Where improvements need to be made and where capacity needs to be reviewed. This will help with boundary agreement discussions.
 - f. Ehler and Peterson noted options discussed to help with the iron. Peterson stated there is a draft report but no final decision or final report. Candahl noted the town should be looking to the future to help future boards. Discussion on what options could be beneficial for the future. Candahl stated the town should not just spend money to fix the problem, the town should also be planning for the future.
13. Public Works Report.
- a. Peterson noted the weekly report that Wright sends out. Peterson will send it out to the board each week. Padesky commented that the Facebook page, is difficult for older people to read when the posts are in white lettering.
 - b. Peterson highlighted storm cleanup; brush finished yesterday.
 - c. Forest Ridge Drive will begin soon.
14. Chairperson/Supervisor Reports.
- a. Candahl noted waiting for studies to come in on drainage issues.
15. Closed Session. Motion by Padesky to go into closed session at 6:25 p.m., second by Heal. Motion carried unanimously.
16. Open Session. Motion by Ehler to return to open session at 7:02 p.m., second by Padesky Motion carried unanimously.
17. Adjournment. Motion by Padesky, second by Ehler to adjourn Town Board Meeting at 7:03 p.m. Motion carried unanimously.

Next regular meeting will take place Tuesday, August 30, 2022 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Weaver, Clerk

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