

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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Town Board Meeting Minutes

Date: Tuesday, August 30, 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, and Tim Ehler, Fire Chief Tony Holinka, Shelby Ball President Aaron Sill, Clerk Fortune Weaver, Administrator Christina Peterson, and Treasurer Sara Jarr.

Town Officials Excused: Supervisor Tim Padesky.

Attendance List: Robert Lynn (N1963 Crestview Place), Jeron Moe (W5848 State Road 33), and Justin Joy (W5840 State Road 33).

1. Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 8/2/2022. Discussion on some minor changes. Motion by Knutson to approve minutes with changes from 8/2/2022, second by Heal. Motion carried unanimously.
3. Bills Payable. Motion by Heal, second by Knutson to approve paid invoices in the amount of \$36,134.11. Motion by Heal to pay open invoices in the amount of \$71,865.46, second by Knutson. Motions carried unanimously.
4. Citizen's Concerns. Jeron Moe (W5848 State Road 33) explained ongoing water issues on his property. Candahl explained what the town has seen in previous years and what issues the town is currently working on addressing. Candahl noted the concerns have been communicated to Public Works. Peterson noted a catch basin will send water back to Hickory, the north side would be ditched better, and the road will be pitched more to the north to feed into a larger pipe system that the town has on an easement for stormwater. Lynn added that Hickory hill is essentially a large funnel, and slopes down. Everything that hits the street is going to continue to go down this same path. Suggested a curb on his side of the street to stop the water from spilling over. Knutson suggested reassessing the planting to slow down some of the rain as a short-term solution. Knutson noted low grow sumac could help slow the flow. Discussion on waterflow. Lynn commented that public works has cut down on mowing and he noticed a difference the last time it rained. Candahl suggested reaching out to La Crosse County conservation to see if they can advise on how to move forward. Peterson noted the retaining wall is going to be redone soon as a phase of the road construction. Candahl noted the road is likely two years out from being redone.
5. Fire Department Fund B. Holinka reported the social club approved spending up to \$5,500.00 for a trailer for a UTV from Fund B. The tire on the current trailer blew out, and the trailer itself is old. Holinka noted that a UTV can assist with moving water for large fires on the ridge and can assist with removing injured persons from the bluff. Candahl commented the old trailer was undersized. Holinka found a trailer for \$4,000.00. If that gets sold, a new trailer could be purchased in Viroqua for around \$6,000.00. Holinka noted the need for a tilt trailer, more user friendly for loading and unloading. Holinka reiterated he has the approval for Fund B, so he is asking for the board to approve the use of Fund B funds and up to \$500.00 out of the Fire Department budget if necessary. Discussion on funding options, Ehler moved to approve use of up to \$5,500.00 out of Fund B and up to \$1,000.00 out of the Fire Department Budget, seconded by Knutson. Motion carried unanimously.

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6. Fire Department Report. Holinka reported that ISO paperwork has been received to fill out for insurance company ratings. Holinka noted this information is used to set insurance rates for homes in the area. The last review for Shelby was in 2016. Holinka stated the reporting software is being switched; state of Wisconsin has free reporting software for departments to use to save costs. Holinka reported the Fire Department Family Picnic was last night, retirees were able to ride in the new fire truck. New staff is being trained and are fitting in very well. 4 Alarm Scramble will take place on September 10th, and there are still teams available. The event will be at Fox Hollow, and starts at 8:00 a.m. The scramble is a fundraiser for the Fire Departments in the area, hosted by Lion's club, proceeds will be split between West Salem Fire Department, Shelby Fire Department and a retired local firefighter who is struggling with his health.
7. Shelby Youth Ball. Peterson briefly introduced Aaron Sill, President of Shelby Ball. Peterson also noted that Jessica Boland is now Secretary and Austin Franks is now Vice President. Sill introduced himself once more, noting history with the program. Sill addressed the program's need for funding, unsure how to rectify that outside of seeking additional sponsors and revisiting registration costs. Sill noted the untapped sponsors, which was limiting the program. Sill noted the donation letter that goes out for the fire department chicken-q annually, he would like to do the same for Shelby ball. Sill noted options for additional sponsors, vendors at tournaments, etc. Sill will be implementing volunteer fee for next season. Peterson noted that the older teams are having fall registration and tryouts for traveling tournament teams. League (local) teams will be doing registration and tryouts in spring. Sill noted that will split up ordering jerseys and equipment. Sill will be sending out email notification to current and past families regarding program changes. Knutson noted that she runs the town Facebook page and will post try out information tomorrow. Weaver will update digital sign with tryout information.
8. Multiple Dog Application. Weaver noted application received, no previous complaints or issues. Motion by Knutson, second by Ehler to approve multiple dog application. Motion carried unanimously.
9. Neighborhood Signs. Discussion on existing neighborhood signs. Candahl noted that Eagle Point, Willow Heights, and Forest Ridge are private signs, there are sixteen total neighborhood signs in Shelby, thirteen are public. Ehler noted Continental Lane needs a dead-end sign because semi-trucks go down dead end and residents are complaining. Candahl noted it will be addressed soon, instructed Jarr and Weaver to make a note. Peterson gave additional info, board reviewed photos (see attached), town could assess for a new neighborhood sign, or the neighbors could oversee it privately. If a neighborhood wants a sign, they can be given a cost estimate and design, and it will be assessed. Peterson will investigate options for cost and design, in the meantime the crew will tear down the signs that are falling apart but leave the signs that are in good condition for ease of replacement later (i.e., permits and working with county, state to get replacements put in).
10. Town Logo. Knutson noted that logos are still a work in progress. Grayscale to assess for design, color can be added later. Board asked to choose their top three.
11. Cliffside Drive Storm Sewer – Property Owner Agreement. Peterson noted revised agreement drafted. Cliffside Drive project is starting. Portion the town is paying for this project includes laterals. Peterson is asking homeowners to help cover the cost because the residents are benefiting directly. Peterson proposes the residents be approached with this agreement and either voluntarily pay a portion or if they do not need to tie into the lateral, they will not pay and will not be tied in. This will

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eliminate the need for a public hearing required with assessments. Motion by Knutson, second by Ehler to approve the agreement and approach residents. Motion carried unanimously.

12. Easement for Well in Nolop Park. Knutson noted that there is no accountability to restore the area to its original state if the well fails or upkeep or maintenance of the well. Peterson noted the wellhead is on the park for this easement, the wellhouse is still off town property. Peterson noted for the other wellhouse that has no easement should have accountability for restoration, upkeep and maintenance added into an easement, in the future. Motion by Heal, second by Ehler to approve language for the easement. Motion carried unanimously.
13. La Crosse County Stormwater Grant Application(s). Peterson noted deadline of October 17th. Peterson detailed what information she needs going forward. Peterson wants to confirm what the board wants her to submit. Peterson noted that a project can be submitted for design for up to \$50,000.00 versus already designed project needing funding can be submitted for up to \$500,000.00. Peterson discussed rain swales, retention ponds, to slow down water and improve water quality. Peterson suggested Valley Road, Boma Road, Ebner Coulee, and Millstream for potential projects. Peterson noted that Valley Road is far enough along in planning that it could be submitted as a project, Boma Road is not ready, still working on design, Ebner Coulee and Millstream could be submitted as studies. Ehler suggested Old Vineyard. Peterson noted projects closer to a body of water will probably be higher on the list. Peterson confirmed the town can submit an unlimited number of projects, but projects with higher numbers of properties affected will score higher and be more likely to receive funding. Discussion on projects that could be submitted, issues from Arbor hills into Valley discussed. Peterson noted the two or more projects could be combined and submitted as one project. Valley Road should be submitted as a construction project; Peterson will move forward. Design projects can be finalized at the September 20th meeting. La Crosse did a study on Ebner Coulee for overall flood mitigation to try and get houses out of the flood plain. Peterson reached out to the city for their information, so Shelby would not have to start from nothing.
14. Administrator Report.
 - a. Peterson noted that she submitted the application for reimbursement of Nelson property purchase for \$5,000.00.
 - b. Peterson reported good progress is being made on GIS system. Kyle Willoughby (Intern) is putting information in, and Officer Horton put in information for stop signs. Peterson noted upcoming trainings to locate manholes and pipes so all the linework and symbols are in the application, but public works will place them more accurately.
 - c. Records request received from VA Ventures; Peterson will work on that.
 - d. Peterson noted it is difficult to get the newsletter drafted when a lot is going on in the office. Peterson stated that the town will send out a printed newsletter twice a year because it costs between \$700.00-\$800.00 each time it is sent out. Ehler commented digital newsletter can be an option but emails changing would take up time. Peterson noted service to add and delete emails as necessary would cost less than printing and mailing a newsletter each quarter. Ehler and Knutson noted residents can request a print version. Hopefully, an email list and service to maintain the list will all be set up by the end of 2022. Heal suggested once a year with tax time. For now, twice a year, next one will be end of the year, and will have chicken-q information.
 - e. Peterson reported that the Comprehensive Plan will be sent out and will be up for review and approval on September 20th.

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15. Public Works Report.

- a. Peterson reported retaining walls on Hickory and Hillcrest are being worked on. Peterson noted the work on Hillcrest is being completed near the intersection of Mickel Road.
- b. Peterson reported that public works will be removing the old driveway bridge by Southdale Drive per DNR request.
- c. Peterson reported that paving will begin on Forest Ridge Drive in the next few weeks, Jarr commented may be next week, but timeline is vague, whenever it fits in Mathy's schedule.

16. Chairperson/Supervisor Reports.

- a. Ehler reiterated the need for dead end signage on Continental Lane.

17. Closed Session. Motion by Knutson to go into closed session at 6:41 p.m., second by Heal. Motion carried unanimously.

18. Open Session. Motion by Heal to return to open session at 7:16 p.m., second by Ehler. Motion carried unanimously.

19. Adjournment. Motion by Heal, second by 7:17 to adjourn Town Board Meeting at Ehler p.m. Motion carried unanimously.

Next regular meeting will take place Tuesday, September 20, 2022 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Weaver, Clerk

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