

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date: Tuesday, August 8, 2023

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, Assistant Fire Chief Travis Proksch, Clerk Fortune Berg, and Administrator/Treasurer Christina Peterson.

Town Officials Excused: None.

Attendance List: Paul & Diane Augenstein (W5655 State Rd 33 #13)

1. Town Board Meeting called to order by Chairperson Candahl at 5 p.m.
2. Approve Minutes from 7/10/2023 and 7/25/2023. Clarification on Fire Department Monitors and corrections on grammar. Motion by Knutson to approve minutes from 7/10/2023 and 7/25/2023, second by Padesky. Motion carried unanimously.
3. Bills Payable. Heal asked about bucket swing purchase. Knutson answered it will be added in Smyth Park. Knutson asked about payment to Western Tech and West Salem Schools for PILT, Peterson explained the Payment In Lieu of Taxes (PILT). Some pages missing from packets, tabled until the end of the meeting.
4. Citizen's Concerns. Paul and Diane Augustine (Coachlite Estate Managers) introduced themselves and are just observing the meeting.
5. Fire Department Report. Proksch stated call volume has been high, 271 calls so far this year, up 27% from last year. Candahl asked for an estimate of EMS calls, Proksch noted approximately 72%. More analysis will be done during budget time. Proksch and Chief Holinka are working on 2024 budget with the Administrator. Proksch mentioned training and classes being completed by department members. Discussion on call response to different areas. Ehler asked about the most visited areas and times of day, Proksch noted higher response to Terraces and County K/ Old Highway 35, very spread out throughout the day.
6. Shelby Ball Fields. The Shelby Ball Committee submitted a request to expand the fields at the Hillview Complex. Ehler asked if the batting cages would need to be moved, Candahl answered, no. Also asked about needing studies because of burial ground, Candahl does not believe so. Peterson reviewed the request received, and noted the Town will need to ask the County about this request, and she wants to make sure that the Board is comfortable with her moving forward. Peterson noted the project will take significant funding. Shelby Ball currently has some money but would need to fundraise the rest. Padesky added Shelby Ball will need to advertise the project. Discussion on grants available. Knutson asked if there are any estimates for the cost of the projects, Peterson answered that no estimates or quotes have been sought out or received yet. Knutson reminded the board that if the lease ends, the Town would need to remove any improvements and would need to return it to its original state. Padesky stated the Hillview expansion will go east, not into the ball fields. Discussion on concerns with moving fences and what would need to be removed and/or moved to accommodate the new fence placement. Padesky noted retaining a surveyor would be wise to avoid causing future problems. Candahl reiterated the county decision will dictate whether this expansion will even happen. Peterson and Knutson agree that there needs to be more numbers and estimates

before a decision is made. Peterson will make an inquiry to La Crosse County and get a budgetary estimate and a plan from Shelby Ball.

7. Employment Guide Amendments. Peterson presented changes to the Employment Guide. Discussion on updates to Employment Guide and making policies easier to understand and more consistent for all employees. Discussion on overtime policy, vacation time, comp time, on call time, other updates.
8. Road Right-of-Way Sign Requests. Discussion on requests received. A “Dead End” sign has been requested on Bloomer Mill Road. A “No Jake Brake” sign has been requested on County K/Highway 35. Discussion on necessity and safety of jake brake use. A “Slow Children at Play” sign was requested on Battlestone Station Road. Mt. La Crosse requested a directional sign be placed on the side of the road at the corner of E Helke and Old Town Hall Road. The board will approve a standard sign (similar to the directional sign for Mormon Coulee Park) anything additional would require more information. Peterson will confirm the sign design and bring it back for review if necessary. Discussion on a “Dead End” sign for E Helke Road. Motion by Ehler to approve “Dead End” signage on Bloomer Mill Road and E Helke Rd and to deny the “Slow Children at Play” signage on Battlestone Station Road and the “No Jake Brake” signage on Highway 35/County K, second by Padesky. Motion by Ehler, second by Padesky to approve Mt. La Crosse directional signage if it’s the standard roadway signage similar to parks, anything more should have plans submitted for approval at the next meeting. Motions carried unanimously.
9. Ordinance Enforcement Ordinance. Peterson briefly reviewed changes. Short discussion on updating ordinances and current citation fees. Motion by Ehler to sign Ordinance 2.23 second by Padesky. Motion carried unanimously.
10. Job Descriptions – Administrator/Treasurer. Peterson noted the job description and information received from the attorney. Language to be added designating authority to the administrator to act on behalf of the board with relation to hiring, discipline, suspension, removal, and termination of employees. Staff directed to make other necessary revisions and correct typos. Motion by Padesky, second by Knutson to approve updates and changes to the Administrator job description. Motion carried unanimously.
11. Authorize Primary Administrator for Town Credit Cards. Peterson reviewed information from Coulee Bank and explained there is no designated primary person, each card holder operates independently. Motion by Padesky to appoint Christina Peterson as the Primary Administrator for Coulee Bank Town Credit Cards, second by Heal. Motion carried unanimously.
12. Administrator & Public Works Report.
 - a. Peterson stated the new plow truck has been delivered and is outfitted with a box and plow.
 - b. Peterson stated public works is prepping for sealcoating on Skyline off MM (Scott Construction will be here August 21st) crew will be working overtime to make sure the roads are prepared.
 - c. Discussion on machinery and revenues.
 - d. Peterson stated after seal coating, they will move to Bloomer Mill Road and Hoeth Street. After that the focus will be working on the drainage for Hickory Lane.
 - e. Peterson gave more information on GIS mapping and inventory of storm water systems.
 - f. Peterson noted no engineering proposals were received for Breidel Coulee Bridge; it will be posted again.
 - g. Peterson will meet with the County Administrator to discuss contracts and funding requests.

- h. Peterson noted a meeting to discuss storage for the Fire Department and the use of the County building at St. Joe's. Peterson will ask La Crosse County if the building will be sold and if the Towns of Shelby and Greenfield may have an interest in it for Fire Station No. 2. No decisions have been made yet.
- i. Peterson stated email addresses and passwords are being updated with two factor authentication.
- j. Peterson stated the job for Deputy Treasurer posted, some applications have been received, Peterson hopes to have an update soon.
- k. Peterson reminded the Board of the closed meetings tomorrow with the attorney.
- l. Peterson noted complaints and concerns regarding the Arbor Hills iron issue, there will be discussion with Sanitary District to talk about liabilities and claims with iron. CBS Squared has designs for modifications to Well 1 Reservoir and to re-add the jockey pump back in to avoid using larger pump. Informational meeting on August 24th at All Star Lanes at 6:00. The Board is encouraged to attend.
- m. Peterson noted the next Budget Meeting will take place in September.
- n. Peterson noted Annual Town's Association Convention is to be held at the end of October in Wisconsin Dells, Peterson will be signing up soon so interested Board Members should talk to Peterson to ensure they're signed up.

13. Chairperson/Supervisor Reports.

- a. Knutson reported parks talked about signs and Knutson is communicating with companies for subdivision and park signs. Recommendation to establish sizes, Knutson will work with Candahl to look at size preferences. Knutson noted prices quoted currently. Discussion on designs and content for signs. Knutson also noted the committee spoke about adopting parks either quarterly or a few times a year to assess the needs for parks equipment in Shelby.

14. Bills Payable. Bills payable with all pages reviewed. Motion by Heal to pay open invoices in the amount of \$25,996.14, second by Knutson. Motion by Ehler, second by Knutson to approve paid invoices in the amount of \$62,820.65. Motions carried unanimously.

15. Adjournment. Motion to adjourn at 7:11 p.m. by Ehler, second by Heal. Motion carried unanimously.

Next regular meeting will take place Tuesday, August 22, 2023 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk