

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date & Time: Tuesday, September 19, 2023, at 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, Deputy Treasurer Melissa Erdman, and Administrator/Treasurer Christina Peterson.

Town Officials Excused: None.

Attendance List: None.

1. The Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 9/5/2023. Motion by Knutson to approve minutes from 9/5/2023, second by Heal. Motion carried unanimously.
3. Bills Payable. Motion by Knutson to pay open invoices in the amount of \$121,832.30, second by Heal. Motion by Heal, second by Ehler to approve paid invoices in the amount of \$70,000.00. Motions carried unanimously.
4. Citizen's Concerns.
 - a. Judith and Francis Schmitz requested a No Jake Brake/No Engine Braking sign be placed near their property off Highway 14/61 via phone. Candahl recommends checking WisDOT rules and regulations for Jake Braking. Candahl added it's crucial for the intersection at Highways 14/61 and 35 to avoid an accident. Staff will check with WisDOT to see what course of action they recommend. Will be tabled until the next meeting.
 - b. Heal noted the Skyline Drive pond construction was concerning, Candahl noted concrete barriers and guard rails will be up by Fall 2023, they will have two wells that are an 8-inch supply with a connection for the Town to get water. Tabled until later in the meeting.
5. Town Logo. Discussion on logo borders and styles. Discussion on importance of including Wisconsin because of the confusion with other states having a Town of Shelby. Knutson will take comments back to the designer and they will create a final draft for review.
6. Fire Department Report. Holinka stated truck was purchased for \$70,000.00. Social Club contributed \$20,000.00 for the purchase and an additional \$12,000.00 for the outfitting of the truck (lights, depth gun, chains, etc.) Holinka reported the truck came with ladders and some hose, which will be replaced with newer equipment as available. Holinka stated the department is working on getting rid of older equipment that is not being utilized. The first responder truck is getting new lights, funded by the Social Club. Holinka is getting a quote for police truck for new lights, will likely be replaced in 2024, Holinka noted the department cannot use a vehicle with blue emergency lights so the truck will not be in use until new lights are installed. Holinka is opening and accepting applications for a captain position for Station 2 to increase the likelihood for an officer to be on the truck for calls from Station 2. The golf outing fundraiser was a success, Holinka will report back the amount raised when the final numbers are in. West Salem Fire, Town of Shelby and Lions Club benefited from the fundraiser. Peterson asked for the estimated sale price for the trucks being retired, Holinka estimated \$20,000.00. Holinka would like to have the trucks sold before the end of 2023 if possible.

7. Fire Department Fund B – Contribution for Engine Purchase. Motion by Ehler to approve \$32,000.00 purchase from Fund B for Firetruck and Outfitting, second by Padesky. Motion carried unanimously.
8. Administrator Report.
 - a. Peterson is attending TAC committee for LAPC meetings, usually transportation related.
 - b. Annual MS4 Stormwater Permit Report meeting in November, the Town will be audited.
 - c. VA Ventures lawsuit is complete, ruling states the property belongs to the Town by adverse possession, Peterson is working on legal descriptions to complete the process.
 - d. The Town is seeking a new financial auditor since Tostrud and Temp is helping with accounting, Erdman sent RFP to 5 auditors in the area.
 - e. Budget request made to La Crosse County for Shelby Ball field expansion project. Peterson requested \$10,000.00-\$20,000.00 to support that project. Peterson and Sill met with the Facilities Director regarding the project. Quote from Dirt Monkey, for excavation only, was about \$30,000.00. Public Works can run a camera up the culvert to the street to check for blockages which may help identify any other issues.
 - f. Shelby Ball Fall registration for travel teams is open for Spring 2024.
 - g. Letter of intent was sent to La Crosse County for 2024 Law Enforcement contract.
 - h. Office staff attended a training for benefits administration.
 - i. Office staff will be hosting Beacon at Town Hall training coming up for utility bill module for Utility Billing.
 - j. La Crosse County will be updating their zoning ordinance and Future Land Use Plan providing another opportunity to look at the Town Plan. Planning Commission will review in October.
 - k. Letter approved to send to City of La Crosse Attorney regarding their Sewer Ordinance, Peterson will follow up with Mayor and will report back to the Town Board in closed session meeting soon.
 - l. Officer Horton acknowledgement and retirement recognition coming in October.
9. Public Works Report.
 - a. Peterson reported on Hickory Lane drainage project.
 - b. Public Works is sweeping seal coated roads.
 - c. Temporary gate on Old Town Hall Road requested by Mathy. Public Works has no objections.
 - d. Peterson reported on a lot on Irish Court sold. The new owner is removing a lot of trees, which has sparked concern from neighbors. La Crosse County confirmed there is no permit needed. Peterson added removing dead trees and brush will help with drainage. The owner is still working through channels to see if the lot is buildable. No notification from La Crosse County because on paper they are not disturbing so it does not require a variance.
 - e. Peterson received some concerns about the lot by La Crosse Floral that is usually mowed by the City of La Crosse. The problem has been resolved.
 - f. Peterson will send a list of current projects to Knutson.
 - g. LRIP Applications coming up, Peterson will work with Public Works to get a list of roads that need work to apply for funding.
10. Chairperson/Supervisor Reports.
 - a. Candahl reported on Skyline Drive and reiterated that guardrails will be installed by Fall. Candahl asked about temporary blocks/cement barriers to block cars from going off the road, Mathy is hoping to have them up before the end of the week. Heal asked about potential water runoff issues, Candahl noted the pond is lined with rock, will not be over filled and water will

not run over. Candahl commented on two 8-inch wells to supply water, that could be used as a connection for the fire department. Candahl added that bedrock will stop the water from running down the valley. Knutson asked if the Town has seen the original plans that were submitted to the county. Peterson and Candahl confirmed, they have not. Peterson noted the Town is informed of variances and conditional use permits but if the project meets all the requirements for zoning and erosion control, the county does not notify the town.

- b. Knutson reported the Parks and Vacant Land Committee did not meet. Knutson sent an update to the committee via email (see attached).
 - c. Knutson asked about RAVE and SMART911 information from the last meeting. Discussion on those programs and getting more information available for residents. As soon as links are available, they will be added to Facebook and website and will be shared with the Board.
 - d. Knutson asked who is responsible for Pammel Creek Road from Gazebo Park to Drive In Road as there are trees that need attention. Candahl stated Shelby takes care of that area. Staff will double-check and communicate with Public Works.
11. 2023 Budget Amendment – Resolution 2023-2. Peterson clarified this discussion is for the 2023 budget amendment and not for 2024 budget items. Peterson reviewed proposed change column for the yearend for 2023. The money from Fund B, any contribution to be received from the Town of Greenfield or the sale of older trucks has not been included in these calculations. (See attached budget information). Peterson reviewed adjustments for revenue. Peterson suggested ordinance update for Fire Accident Calls. The Town Board should establish a cost for calls, which should be approved with the 2024 fee schedule. Peterson noted the Town is planning for \$263,541.00 to be taken from surplus to avoid counting on revenue that might not come before year end. Motion by Heal to approve amendments to the 2023 budget and sign resolution 2023-2, second by Padesky. Motion carried unanimously. Peterson briefly reviewed purchases anticipated for 2024, including a backhoe, skid steer, and a plow truck. Peterson noted ordering the plow truck anytime in 2024 would result in delivery in 2025. Ehler would like to see quotes for a lease on a plow truck instead of buying new or used. Ehler added the insurance would be the same coverage as a truck that's owned and would likely be similar in price. Discussion on snowplow issues from residents, Padesky and Ehler will be on the subcommittee and will work and potentially ride along with Public Works to see plowing from their perspective. Peterson noted the entire crew is attending a Water Association training on equipment and best practices for plowing. Peterson will email out the information salt wise website.
12. Adjournment. Motion to adjourn at 6:45 p.m. by Knutson, second by Padesky. Motion carried unanimously.

Next regular meeting will take place Tuesday, October 3, 2023 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk