

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date: Tuesday, October 5, 2021

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

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

Town Officials Excused: N/A

Attendance List: Clyde Benjamin (N1660 Timber Lane), Dave Gebhart (W5374 Boma Road), Shane Clafin (Representative of Pammel Creek Estates).

1. Meeting called to order by Chairman Candahl at 5:00p.m.
2. Minutes from 9/21/2021. Motion by Knutson to approve minutes from 9/21/2021, second by Heal. Motion carried unanimously.
3. Bills Payable. Jarr outlined a change that was made for \$906.54 for truck maintenance that was incorrectly billed to the Fire Department, it has been corrected and was billed to Public Works. Motion by Padesky to approve open invoices: \$71,197.98 and paid invoices: \$144,094.32, second by Heal. Motion carried unanimously.
4. Citizen's Concerns.
 - a. Shane Clafin stated that public works is fixing the entrance and exit road on the property. Pammel Creek Estates wants the gravel that was being removed from the entrance to remain on the property since it was purchased by Pammel Creek Estates. Wright noted that \$69.00 gravel would be removed, and \$1,400.00 blacktop is being put down. Mr. Clafin is concerned that no agreement was reached regarding the exchange of the gravel for blacktop. Wright did confirm the gravel has been left on the property and not taken by the Town. Mr. Clafin is concerned with the interaction that took place between Public Works and the Park Manager. Candahl assured Mr. Clafin this matter will be investigated and handled appropriately.
 - b. Dave Gebhart wanted to thank Administrator Christina Peterson for her assistance with the Sewer hookup permit. Gebhart asked a question about driveway permits. Wright answered that if there will be any changes made to the driveway leading to the lot he intends to build on, he does need to get a permit for the driveway. Gebhart will apply for other necessary permits in the coming months.
 - c. Clyde Benjamin stated he has continued to contact the Town of Shelby and was told that work would be completed within 2-4 weeks and today marks 4 weeks. Benjamin hopes that the work on Timber Lane will be completed soon. Candahl noted that he is hopeful we will get it done soon and is confident that it will be done before Winter. Candahl noted the Town is aware of his concern and the Road Crew will be working until the snow falls to accomplish all the road repairs, maintenance, and rebuilds.
5. Sanitary District #2- Appoint Commissioner. Robert Lynn was contacted and is still interested. He will be appointed at the next meeting on October 19th. Mr. Lynn will be invited to attend the next Sanitary District Meeting on October 14th.
6. Recognition of Service for Marlin Helgeson. Candahl and the Town Board gave their most sincere thanks to Marlin Helgeson for his service on the Planning Commission. Motion by Padesky, second by Ehler to officially recognize Mr. Helgeson's service.

7. Recognition of Service for Steve Lundsten. Candahl and the Town Board gave their most sincere thanks to Steve Lundsten for his service on the Sanitary District. Motion by Padesky, second by Ehler to officially recognize Mr. Lundsten's service.
8. Town Treasurer Reappointment. Motion to reappoint Sara Jarr as Town of Shelby Treasurer by Padesky, second by Knutson. Motion carried unanimously. Sara Jarr appointed Town Treasurer 2021-2023.
9. Town Clerk Reappointment. Motion to reappoint Fortune Weaver as Town of Shelby Clerk by Padesky, second by Knutson. Motion carried unanimously. Fortune Weaver appointed Town Clerk 2021-2023.
10. Fire Department Report. Holinka noted it is Fire Prevention Week. The department postponed traveling to the school as they have done in past years to avoid exposure to Covid-19/flu. Calls in September have slowed down. Shelby Fire Department has responded to 261 calls so far in 2021. Average time to get a truck out of the station for a fire call is 2 minutes 14 seconds and for an EMS call is 4 minutes and 35 seconds. Holinka noted that the department is trying to improve the time for EMS calls, options include additional staffing and home-based EMS responders to limit travel time to the station. Mechanical issues with a tender noticed during training. Ehler inquired about the fill time for tankers, Holinka answered to fill the tender with a 5-inch hose takes 2 minutes and 35 seconds, with a 4-inch hose it takes 3 minutes and 45 seconds (based on a 100 gal/minute hydrant).
11. Administrator Report.
 - a. Peterson clarified that the issue with Pammel Creek Estates entry road began after the storm in August and Pammel Creek was not able to find a contractor to fix the road. The manager asked if Shelby could maintain the road with gravel through the winter, public works noted it would be a more permanent solution to just black top the road. The town is still unclear on who owns the road. There was no agreement in writing or a verbal agreement to complete the project on the road, it was help offered by the town.
 - b. Follow up on the flood on August 7th, Sara Jarr has been working with the State of Wisconsin for the 70% reimbursement funds.
 - c. Peterson and Candahl met with WisDOT for the Highway 35 project. WisDOT proposed solutions to improve the drainage under Highway 35.
 - d. Flood planning is still ongoing. Currently Peterson is working to help Shelby prioritize projects which should make applying for funding a little easier.
 - e. Hillview area county garage would not have a bay for Shelby to use this winter, no progress to report on that agreement, but Peterson will continue to communicate with La Crosse County.
 - f. La Crosse County will submit a draft of the lease for the Hillview Fields. Windscreens have been removed per the county's request. Peterson noted some room for negotiations in the lease, more information will be brought to the board when the draft is received.
 - g. Boundary Agreement and Sewer Agreement update- Mayor of La Crosse has stated that the boundary agreement is a priority and Bernie Lens has said that the City is going to be getting in touch with us soon for the sewer agreement. Currently the City of La Crosse is focusing on a sewer agreement with City of Onalaska because that agreement would help La Crosse meet the requirement for agreements to get funding from the state for their project.
 - h. Fire Department roof is going to be quoted soon.
 - i. Board Room addition update will be coming soon. Surveyors were at the Town Hall today. Board noted that there has never been a survey done for this property.
 - j. Sanitary District has received some sewer claims, which are being reviewed.
 - k. Water quality data is being reviewed in relation to the water extension. Some water issues are present on the ridge. More information will be communicated to the board in the future.

- l. 2022 budget will be coming soon. Next meeting will be at 4:30 to finalize the preliminary budget that will be posted. Will be held at All Star due to the Planning Commission meeting to follow.
- m. Planning Commission meeting will be the same night as the next Town Board meeting. All Board members encouraged to attend. La Crosse County will have a representative there again.
- n. Peterson noted that during the initial process La Crosse County projected Shelby to develop at 5 homes per year for development outside of the Sanitary District. Peterson argued that is not a fair number because the Town's ability to develop in past years has been restricted by the City.
- o. Peterson instructed Weaver to check analytics for number of visitors on the website, so we have an idea of what the traffic looks like.

12. Public Works Report.

- a. Wright stated that the Parks are being shut down on October 15th.
- b. Wright reported on projects that have been completed and the approximate amount of materials used.
- c. Wright stated that Skyline Access Road is almost complete, with only seeding and mulching remaining. Ehler noted that he has received a complaint about a resident cutting down trees owned by the Town of Shelby. Wright stated that there was a misunderstanding with who owns the land where the trees were. Only 7 trees have been cut and Wright has warned the resident of potential erosion problems.
- d. Blacktop patching is still ongoing.
- e. Wright noted remaining roads on the list to be repaired before Winter.
- f. Wright noted that just Crown Blvd will require approximately a week to repair.
- g. November 15th is when Mathy shuts down, so the crew is working on getting everything done before then.

13. Chairperson/Supervisors Report.

- a. Candahl instructed Town Clerk to check into bus rental and hopefully schedule tour for the Planning Commission, Sanitary District and Town Board on Monday, October 18th at 4:30 p.m.
- b. Candahl was approached by the Mormon Coulee Lions, they would like to set up lights in Mormon Coulee Park. Ideally lighting up the park from December 4th until the 25th. Santa Claus would be there on weekends. Padesky noted there is no insulation and no heat in the enclosed shelter so the pipes may freeze Mormon Coulee Lions Club would be responsible for heating the shelter. Peterson recommended that Lion's Club send a representative to the Board Meeting to explain the actual plan and logistics. Wright noted the power is not an issue. Will appear on the next board meeting. ****EDIT Candahl spoke with the Lions Club, and they will not require the use of plumbing. ****
- c. Ehler noted that the Park's Committee needs Town Board to decide the size of the patio outside Mormon Coulee Park and how much dirt to buy. The dirt will need to be laid before winter so that it can settle. Padesky recommended the width of a picnic table with 4 extra feet for handicapped access.
- d. Ehler commented that the park on Nolop Road has a wellhouse in the middle of the park. Ehler wants to investigate the wellhouse and what authority the town would have to move the well or maintain or clean up the well.
- e. Knutson noted the Schilling family donated benches to be installed on the bluffs. Shelby property at the top of hedgehog would potentially have a bench placed on it. Candahl and Wright will go visit Jay Englehart to notice him to take his property off. Noticing that there will be a group doing a cleanup near his property and they don't want any issues with their presence. Knutson wants to look at the benches and the board will have to approve whether the Town will allow the placement. Discussion on if the Board wants to have uniform benches throughout or different benches on the trails from the parks. This will be an agenda item on the next Park's Board

Meeting Agenda. Wright clarified that Large Item Drop off is this Saturday, but they can bring the items when the cleanup is done, and the crew will take care of it.

- f. Candahl wants a report from the Park's Committee once a month and Police and Fire only once a month.
 - g. Meeting with attorneys tomorrow for the Joe Van Aelstyn Property and after that there will be a working budget meeting and an additional meeting with the Planning Commission to plan for the next Planning Commission Meeting.
 - h. Mitigation funding being explored with representatives that were on the tour. Knutson will help with contacting them.
14. Adjournment. Motion by Knutson to adjourn the meeting at 6:19 p.m. second by Padesky. Motion carried unanimously.

Next Town Board Meeting – October 19, 2021 @ 4:30 p.m.

Respectfully Submitted, Fortune M. Weaver, Clerk