

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



2800 Ward Ave

La Crosse, WI 54601

Phone: (608)788-1032

Email: info@townofshelby.com

APPROVED

Town Board Meeting Minutes

Date: Tuesday, December 6, 2022

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

Town Officials Present: Chairperson Tim Candahl, Supervisors Renee Knutson, Tim Padesky, Marlene Heal (Zoom), and Tim Ehler, Fire Chief Tony Holinka, Administrator Christina Peterson, and Treasurer Sara Jarr, Sanitary District #2 Commissioners Kurt Knutson, Robert Lynn (Zoom)

Town Officials Excused: Clerk Fortune Berg

Attendance List: None

Town Board Meeting called to order by Chairperson Candahl at 5:04 p.m.

1. Approve Minutes from 11/15/2022

Motion by Knutson to approve minutes from 11/15/2022 with correction to item #7, second by Heal. Motion carried unanimously.

2. Bills Payable

Motion by Knutson, second by Padesky to approve paid invoices in the amount of \$28,710.51. Motions carried unanimously. Motion by Heal to pay open invoices in the amount of \$55,949.70, second by Knutson.

3. Citizen's Concerns

None.

4. Fire Department Report

- a. Holinka reported at the 12/5/2022 officers meeting, the entire 2023 training schedule was planned. 2023 trainings will include a live house burn, driver training, CPR refresher courses, ice rescue training, and handling animals at emergency scenes.
- b. Holinka recently met with an ISO (Insurance Services Office) official to evaluate and update the Town of Shelby's ISO score. An ISO score is provided to fire departments and insurance companies to reflect how prepared a community is for fires by examining such factors as fire staff, water supply, hose lengths and apparatus. The lower the score, the better the rating. The Town of Shelby is currently rated as 4, the new score and report is not yet available. The goal is for the Town to be 3. Two different scores could be issued for the Town of Shelby and the Town of Greenfield.
- c. The Fire Department Holiday party is to be held January 30th, 2023. Awards will be given out for Probie of the Year and 1st Responder of the Year.
- d. The 2022 LOSA list will be posted by 12/9/2022. The Chief has met with members low on trainings. He feels that these discussions have been effective, more trainings are being attended.
- e. Call Volume quarter 4 2022: Sept 30, Oct 43, Nov 27.

5. 2023 Fee Schedule

Peterson reviewed the 2023 fee schedule with the Town Board and pointed out that some of the most common used fees are printed in the upcoming Winter Newsletter. 2023 building inspector fees have some changes. Jim Webb continues to determine most building permit fees. Motion by Knutson to approve the 2023 Fee Schedule, second by Padesky Motion carried unanimously.

6. 2023 Employee Wages

Discussion of how to best determine employee raises and if the wage structure should be changed for Public Works. Padesky suggested standardizing Public Works wages based on job duties and give a seniority bonus. Candahl requested that the Town

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works towards having Public Works wages standardized for 2024. Peterson agreed to work with Terry Wright to formulate a plan to do so. Supervisors also proposed increases of 4 percent, 3.5 percent, 3 percent, 3 percent Jan-June, 4 percent July-Dec. Motion by Ehler to approve a 3.5 percent increase to 2023 Employee Wages, second by Padesky. Motion carried unanimously.

7. 2023 Health & Dental Plan

Motion by Padesky to approve 85/15 split for health and dental coverage. Also, approve Quartz Health Plan G406: Quartz One Gold HAS Embedded POS, and Current Delta Dental Plan 27016-83, second by Knutson. Ehler abstained. Motion carried.

8. Storm Water Management Public Education and Outreach Cooperative Agreement

The Town enters into this agreement every three years with surrounding communities pursuant to Wis. Stat. § 66.0301 to specify certain responsibilities in the implementation of an intergovernmental storm water public education and outreach program during the term of the Agreement. In doing so, the Town meets the education requirement for the State of Wisconsin MS4 Water Permit. Motion by Ehler, to approve Storm Water Management Public Education and Outreach Cooperative Agreement, second by Knutson. Motion carried unanimously.

9. Multiple Dog Applications

Motion by Ehler to approve Multiple Dog Applications: *Brooke Matheus* (W4978 Woodhaven Drive), *Richard Helke* (N1404 H Helke Road), *Jodie Muth & Miranda Wendt* (4107 Bank Drive), *Scott & Rebecca Roob* (N2058 Valley Road), *William Boardman* (N119 State Highway 35), *David Denson* (1341 Shorewood Drive), *Jamie Prather* (W4973 McLaren Rd), *Andrew Borgert* (N1658 Hagen Road), *Martha Rowling* (W5190 Birchwood Lane), *Robert Seehafer* (W5279 Horseshoe Place), *Tim & Sabrina Harbst* (W5740 County Road K), *Carrie Leonard* (N265 H Werner Road), second by Heal. Motion carried unanimously.

10. 2023 Budget

- a. Candahl requested clarification on several budget line items including fire grant revenue, road project expenses, engineering costs, new highway equipment, and stormwater expenses. Regarding stormwater, Peterson and Jarr explained that these expenditures were originally separated out to help track while consideration of implementing a storm utility or storm utility special charge. Upon further investigation, Peterson determined it would be best not to start either at this time. All storm water expenditures were moved to engineering expenses.
- b. While on the topic of stormwater, Candahl and Peterson reported that the County has awarded the Town three stormwater grants. To accommodate the projects, the budget must be adjusted to account for the grant revenue and the funds the Town will have to provide towards each per the grant project specifications.
- c. The State of Wisconsin recently informed the Town of Shelby that it has been out of compliance on meeting its residential total assessed value being between 90% and 110% of full value for four consecutive years. By 2024, the Town must be within 10% of the full value. The Town Board had a preliminary discussion on the options for completing the necessary Town wide assessment in 2023. The options include a full evaluation (most costly), exterior only with interior questionnaire, or an interim market update (least cost).
- d. Candahl questioned the budgeting for public safety and remarked that the building inspector and a possible constable position may have to be considered. Ehler questioned how utilizing La Crosse County for public safety would work with the Municipal Court System. Changes to the budget and current public safety structure on hold.

Changes to budget:

- a. Adjust Supervisor Mileage from \$5,000.00 to \$500.00 (+4,500.00)
- b. Assessor Expense increased to \$100,000.00 to accommodate a town wide assessment
- c. Increase Valley Road Project Expense \$100,000.00 per grant requirement (Town's share)
- d. Increase Stormwater New Project Expenses to \$700,000.00 per grant requirements (Town's share)
- e. Increase Ebner Coulee/Boma Road Stormwater Project Expenses \$60,000.00
- f. Increase Special Assessment Revenue \$100,000.00 for Valley Road Project
- g. Increase Stormwater New Project Revenue to \$500,000.00 to account for grant awards
- h. Increase Loan Proceeds \$270,000.00 to balance 2023 budget

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Motion by Padesky to approve 2023 budget with changes in revenue and expenses of \$865,500.00, second by Knutson Motion carried unanimously.

11. Administrator Report

- a. Peterson reported a letter to ORA Trails outlining the Town's position on the plans for the Five Pines Farm property has been prepared and will be sent in the next few days. The letter explains that while the Town gives general support, it does not give blanket support. Zoning and use plans must be reviewed first.
- b. The Town received the 2023 La Crosse County Waste Rebate Agreement for signatures. The County provides a 1% rebate to the Town based on the solid waste disposal bill paid directly by the Town to the County.
- c. An agreement from County to use storage building at St. Joe's Ridge has been finalized. County or Town must give a 2-month notice to terminate the agreement. Knutson requested that she would like to tour the facility and encouraged any other supervisors to also do so.
- d. Town Hall has been busy with tax roll calculation; property tax collection and dog licensing are ready to go.

12. Office Staff Reports

Jarr reported 2022 property tax bill calculation and reporting is complete (mill rate, levy limit, statement of taxes) and that bills are set to arrive by mail this week. The Winter Newsletter and 2023 Recycler will be included.

13. Board Member & Committee Reports

Knutson reported on the December 5th, 2022 Park Committee Meeting. The main topics included talking points to ORA Trails, new garbage cans, the Park Committee structure, and 2023 purchases. Committee members are most concerned with annexation and compliance with Town ordinances regarding ORA. It was agreed that new garbage cans will be priced at \$1,000.00 or less each. The Park Committee structure was discussed at length and a Chairperson was appointed. The term start dates and limits are now being reviewed, Peterson is to have structure guidelines next month. When more members are present, a vice chair and secretary will be appointed. A list of purchases for 2023 has been devised and listed out by quarter to aid in being accountable for completion. Lastly, Knutson mentioned the Lions Club Light Up the Park in Mormon Coulee Park West December 4th – January 1st 2023, 4:30 p.m. - 10:00 p.m. Santa will be present on December 10th, December 17th. Knutson has been providing regular social media posts promoting this event for the Lions Club.

14. Chairperson Report

Candahl requested that Ehler reach out to Roz Schnick, the Environmental Service Chair of the La Crosse Rotary Club and Jamie O'Neil, Viterbo University to assist with grants relating to the Town's Butterfly Trail. Both are successful in writing and being awarded grant funds for park and environmental projects. Ehler recommended that Knutson attend the next Rotary meeting to meet Roz and Jamie. Candahl made a brief comment concerning Shelby Youth Baseball. He would like the Town Hall staff involved as little as possible. The chair would also like the SYB President to attend Board meetings or at a minimum provide their meeting minutes.

15. Closed Session

Motion by Padesky to go into closed session at 6:57 p.m. for the purpose of discussing the boundary agreement (pursuant to Wis. Stat. §19.85(1)(e)) and to discuss litigation of a claim against the Town involving parcel 11-1321-1 (pursuant to Wis. Stat. §19.85 (g)), second by Ehler, motion carried unanimously.

16. Open Session

Motion to resume open session at 7:35 p.m. made by Padesky, second by Ehler, motion carried unanimously.

17. Adjournment

Motion to adjourn meeting made by Padesky, second by Knutson, meeting adjourned 7:36 p.m.
Next regular meeting will take place Tuesday, January 3, 2023 @ 5:00 p.m.

Respectfully Submitted, Sara Jarr, Town of Shelby