

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, February 6, 2024

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

Town Officials Present: Chairperson Tim Candahl, Supervisors Renee Knutson, Tim Ehler and Marlene Heal, Clerk Fortune Berg, Treasurer Melissa Erdman, and Administrator Christina Peterson.

Town Officials Excused: Supervisor Tim Padesky.

Attendance List: Dennis Beekman (W4960 Mill Street) Cheryl Groom (Upper Mississippi River National Wildlife and Fish Refuge), and Joe Malenofski and Bernie Lenz (CBS Squared Engineers).

1. Town Board Meeting called to order by Chairperson Candahl at 5:01 p.m.
2. Public Comment. Dennis Beekman asked about the timeline for drainage work in Millstream. Candahl commented that the project is likely to be scheduled for 2025 due to the budget, size, and scale of the project. Candahl added the engineering is incredibly important. Candahl noted the first step is to get an engineer in there to give a realistic idea of the project and then the town can take steps to move forward. Beekman is concerned about the density of homes and well and septic. Candahl suggested Beekman contact Representative, Dillon Mader, to ask for La Crosse County for funding. Beekman asked about the Boundary Agreement status, Candahl stated it is currently on hold.
3. CBS Squared Bridge Design Proposal. Malenofski reviewed the bridge proposal and stated the goal is to build a bridge that would withstand seasonal changes and large weather events while allowing for maintenance and clean up to go smoothly. Malenofski explained the bypass for the coulee needing to be constructed while the new bridge undergoes construction. Malenofski reviewed the required permitting process. Candahl asked about a timeline, Peterson answered with the timelines for the funding received. \$340,000.00 from the State of Wisconsin and La Crosse County and Town of Shelby will cost share the remainder. Candahl asked about the fluctuation in cost anticipated, Malenofski noted costs typically increase 10-15% each year but he cannot guarantee what fluctuation they can anticipate. Joe Langberg \$260.00 per square foot for bridge construction estimate. Malenofski recommends bidding in the Fall, prices are usually the lowest then. Discussion on the Town's options for funding. Work is set to begin in May 2026, and must be completed by June 2027. Peterson wants to confirm the Board wants to continue to move forward. Lenz asked about the condition of the bridge and asked what options there are for Federal funding to be received. Malenofski stated a sufficiency rating of below 50 would make the bridge eligible for Federal funding. Breidel Coulee Bridge is currently rated at a 56-58, so it is not structurally deficient. Lenz noted that an estimate with only analysis and not analysis with design would make for a less accurate overall project cost estimate. Discussion on the required bypass during construction and the substantial grade change. Discussion on the bridge rating, condition, Public Works intervention during storms, etc. Ehler mentioned concrete tube to extend life of the bridge, Lenz noted it could be constructed to the exact size needed and could get an estimate. Peterson is unsure if funding would cover it. Tabled until Peterson and CBS Squared can collect more information.
4. FLAP Refuge Access Project – Memorandum of Understanding. Peterson reviewed the project information. Peterson noted the Town is sponsoring the grant application, the Town of Shelby

would participate by maintaining access and plowing, etc. Agreements reflect that costs for the project are not going to fall on Town of Shelby. Candahl asked if the project is going to happen in 2027, Cheryl Groom answered that 2026-2027 is the furthest it would be pushed out, but there is no established timeline. Federal Highway workload dictates the timeline and availability. Cheryl Groom confirmed that the Town of Shelby involvement would be to maintain the road, plow the parking lot and road and any mowing/trash removal on the side of the road. Motion by Ehler to accept proposal and sign both agreements, second by Heal. Motion carried unanimously. Knutson asked about a revised timeline/schedule, Cheryl Groom noted Peterson will get the schedule when it becomes available.

5. Approve Minutes from 1/16/2024. Motion by Knutson to approve minutes from 1/16/2024, second by Ehler. Motion carried unanimously.
6. Bills Payable. Knutson asked about Park's Department porta-potties for Southdale Drive, should be marked as Pammel Creek Park. Knutson also inquired about rapid intervention bags, Candahl explained their purpose for rescuing trapped fire fighters. Question about the office expense for Jeff Brudos, Peterson explained Brudos helped with refuse charge for the 2023 Tax Bills. Brudos paid 1099 stipend for his work. Knutson asked about the City of Onalaska Joint Municipal Court and La Crosse County Sheriff RAVE, Peterson explained this was a joint effort by the whole County. Erdman confirmed that line items can be changed to reflect general law enforcement for operating expenses. Candahl asked about park utilities and lights, Erdman reviewed Vernon Electric invoices and the locations of the lights in question. Candahl would be interested in a map to show what addresses are Xcel and what addresses are Vernon Electric. Motion by Ehler to pay open invoices in the amount of \$25,262.99, and to approve paid invoices in the amount of \$170,049.69, second by Knutson. Motions carried unanimously.
7. Treasurer/Office Coordinator Appointment. Motion by Knutson to accept Peterson resignation as Treasurer and appoint Melissa Erdman as new Treasurer effective 2/6/2024 to 6/30/2025, second by Ehler. Motion carried unanimously. Peterson can designate her as Office Coordinator.
8. Request to Exceed Two Dog Limit. Motion by Knutson to approve Andrew Borgert (N1658 Hagen Road) to exceed the two-dog limit, second by Heal. Motion carried unanimously.
9. Administrator and Public Works Report.
 - a. Peterson stated Municipal Stormwater Permit Audit is upcoming. All Townships have been audited this year. Peterson is working on documentation and recommendations for upcoming changes.
 - b. Peterson noted the upcoming meeting with La Crosse County to apply for funding through ARPA for Brickyard Lane sidewalk.
 - c. Peterson stated the security system hard drive is dying and will be replaced. She anticipates a cost of less than \$500.00.
 - d. Peterson noted an upcoming WTA Unit Meeting on February 22nd at Town of Holland, La Crosse County Highway Engineer will be there to discuss upcoming funding options.
 - e. Board of Review Training/ Wisconsin Town's Association District Meeting Upcoming
 - f. Peterson updated the board on the reimbursement for the Boma Road stormwater design and review. Peterson stated work continues on the Ebner Coulee Road drainage project report and recommendations.
 - g. LOSA paperwork for Fire Department pension paperwork documentation being submitted.
 - h. Legal matters are ongoing. Peterson is gathering information for Attorneys.

- i. Correspondence with Jerry Kramer about leaf disposal increased to \$450.00.
 - j. County will assist with brine on the roads to test results, this will cost about \$800.00. Wright is looking at a tank for the red truck and other equipment. The Town may begin using it this season if all goes well.
 - k. Boma Road design with CBS squared is 60% complete on design plan. CBS Squared and Peterson will be meeting with Wright to go over plans. Reconstruction planned to Willow Way West, then Wright will construct to the cul-de-sac. Grading and ditching, paving will be completed by contractor for the entire length. Lenz added that the ditch on the North side is large enough that utilities will need to be moved, he will be meeting with Xcel soon. Peterson reiterated the need for assessment policy. Discussion on assessment policy.
10. Chairperson/Supervisor Reports/ Fire Department Report.
- a. Candahl reported Chicken Q tickets are on sale now.
 - b. Heal noted Shelby Ball fundraiser dinner at La Chateau was packed and went well.
 - c. Knutson noted Shelby Ball has not submitted meeting minutes lately, she would like them to be shared with the board. Office will include the minutes in board packets going forward.
 - d. Shelby Ball will submit an updated budget soon.
 - e. The next meeting is scheduled for February 20th. Candahl will not be present.
11. Adjournment. Motion to adjourn at 6:27 p.m. by Knutson, second by Candahl. Motion carried unanimously.

Next regular meeting will take place Tuesday, February 20, 2024 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk