



# TOWN OF SHELBY

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## Town Board Meeting Minutes – **APPROVED**

**Date:** Tuesday, January 6, 2026

**Time:** 5:00 p.m.

**Location:** 2800 Ward Ave, La Crosse, WI 54601

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

**Excused:** Supervisor Tim Padesky.

**Attendance List:** Tim Buisman (W4896 County Road F) and Michaela Smith (100 Church Drive).

1. Meeting called to order by Candahl at 5:01 p.m.
2. Minutes from 12/16/2025. Motion by Ehler to approve minutes from 12/16/2025, second by Knutson. Motion carried unanimously.
3. Bills Payable. Motion by Heal to accept closed invoices for \$165,542.57, second by Knutson. Motion carried unanimously. Knutson asked about the repair of underground wiring, Peterson answered it was for Mormon Coulee Park. Motion by Ehler to pay open invoices for \$46,979.62, second by Heal. Motion carried unanimously.
4. Treasurer's Report.
  - a. Erdman noted the amount collected for the assessments is higher than predicted, but everything else is well within what was anticipated. Candahl asked about surplus, Peterson noted the audit will provide a final number.
5. Public Comment. None.
6. Driveway Exception – Parcel 11-1242-0, Smith, 3731 Cliffside Drive. Smith explained the scope of the project and stated the reason for extending the driveway was to allow for multiple cars to park in the driveway without blocking one another. Smith noted miscommunication with the contractor for the driveway. Candahl noted options for moving forward. Discussion on permitting. Discussion on enforcement and permitting procedure. Motion by Heal to approve the exception for this driveway, second by Ehler. Motion carried unanimously. Peterson added the permit should reflect that there should not be a second access onto the property and if any disturbance to the right-of-way, ditch(es), or drainage occurred; it should be returned to original condition.
7. Law Enforcement Contract. Peterson reviewed the changes to the current draft. Peterson noted that the contract states it begins January 1<sup>st</sup>, however, the Town will not be billed until services are provided. Motion by Knutson to sign the Agreement for Dedicated Services Between the La Crosse County and the Town of Shelby, second by Ehler. Motion carried unanimously. The agreement will be sent back to the County for their final approval.

8. Multiple Dog Applications: Smith (W5005 Woodhaven Drive). Berg reported no issues from Humane Society or Sheriff Department. Motion by Ehler to approve applications to exceed 2-dog limit, second by Heal. Motion carried unanimously.
9. Approve Tax Bill Overpayment Refunds. Berg and Erdman reviewed overpayments. Motion by Ehler to approve overpayments \$13,222.91, second by Knutson. Motion carried unanimously.
10. Administrator and Public Works Report.
  - a. Peterson noted she emailed the City of La Crosse Mayor requesting a meeting with the City.
  - b. Peterson reviewed work items for Public Works while the Foreman is on vacation, including plowing and truck checks.
  - c. Peterson reported on the draft land management plan for the Butterfly Trails.
  - d. Peterson noted reimbursements are finalized for the 14/61 Sidewalk and the Wedgewood Valley Drainage Projects.
  - e. Peterson reported she and Candahl attended the LRIP Program meeting at La Crosse County where they prioritize which projects will be recommended to receive state funding. Crown Blvd Project was 3<sup>rd</sup> priority from La Crosse County.
  - f. Peterson reported that Old Town Hall Road was selected for funding last year. The project is set to begin in 2026. Delmore Consulting is going to assist with the bid packet for this project as well as planning for chip sealing. Peterson noted La Crosse County can also assist with chip sealing for Towns, and the Town can keep that in mind for the future.
  - g. Peterson noted that River Hills (Stoddard) will need a hot mix that is not a service provided by the County.
  - h. Updates for Millstream Addition and Mormon Creek Watershed Study. Peterson will invite Consultants from Bolton and Menk to a future meeting to provide updates.
11. Chairperson and Supervisors Report.
  - a. Candahl added on about the LRIP meeting, and stated funding will be distributed for projects soon.
  - b. Candahl reported on the meeting with the Fire Department Chiefs and discussed ordinances, fees, and options for work comp if there are any injuries during a response.
  - c. Heal asked about selling the other fire truck, Candahl answered it can't be placed on the market until it's been repaired, likely will be completed in Spring 2026.
  - d. Heal asked about Shelby Youth Ball fund, Peterson and Erdman noted the fund should cover costs for the 3-year contract with the Boys and Girls Club.
  - e. Knutson reported that the Parks Committee reviewed the Comprehensive Plan and noted that the Committee discussed goals for the long and short term, related to accessibility, improvements, and aesthetics. Knutson highlighted meeting with the consultant, Sienna from Conscious Conservation, for the land management plan for

the Butterfly Trails. Peterson and Knutson received a current draft of the land management plan and will be meeting soon to discuss any additional needs or information that should be added. Knutson reported benches are coming this week. Knutson noted the Committee wants a schedule for maintenance in the parks from Public Works for 2026.

- f. Candahl noted the Hess Excavating invoice for services at a fire from a few meetings back was taken care of by the property owner.
- g. Erdman reminded the Board that the 2026 WTA Convention on October 4th-6th in Stevens Point.

12. Fire Department Report.

- a. Candahl reported on EMR Training on Mondays and Wednesdays beginning next week.
- b. Candahl reported the Annual Chicken Q is coming up on March 15, 2026.
- c. Candahl reported over 470 calls in 2025, a majority were medical calls.
- d. Candahl reported on staffing and recruitment needs.

13. Closed Session. Motion by Knutson to enter closed session per Wis. Stat. 19.85 (1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility re: Town Administrator review at 6:17 p.m., second by Heal. Motion carried unanimously.

14. Open Session. Motion by Heal to re-enter open session at 7:37 p.m., second by Candahl. Motion carried unanimously.

15. Adjournment. Motion by Ehler to adjourn at 7:38 p.m., second by Heal. Motion carried unanimously.

Next Regular Meeting on January 20, 2026, at 5:00 p.m. at Town Hall

Respectfully Submitted by Fortune Berg, Clerk