



# TOWN OF SHELBY

2800 Ward Avenue La Crosse, WI 54601

☎ 608.788.1032  
🖨 608.788.6840  
✉ [info@townofshelbywi.gov](mailto:info@townofshelbywi.gov)  
🌐 [www.townofshelbywi.gov](http://www.townofshelbywi.gov)  
📘 [www.facebook.com/townofshelby](https://www.facebook.com/townofshelby)

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

**Date:** Tuesday, March 25, 2025

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

**Location:** Town Hall – 2800 Ward Ave, La Crosse, WI 54601

**Present:** Chairperson Tim Candahl, Supervisors Renee Knutson (arrived at 5:01 p.m.), Marlene Heal, Tim Padesky, and Tim Ehler (arrived at 5:02 p.m.), Administrator Christina Peterson, Treasurer Melissa Erdman, and Clerk Fortune Berg.

**Absent:** None.

**Attendance List:** Robert Lynn (N1963 Crestview Place), Jill Wagoner (N1831 Hagen Road), and Josh Hein (ORA).

1. Meeting called to order by Candahl at 4:59 p.m.
2. Minutes from 03/04/2025. Motion by Heal, to approve minutes from 03/04/2025 with correction, second by Padesky. Motion carried unanimously.

Peterson reviewed the agenda items order.

3. Bills Payable. Motion by Heal to accept closed invoices for \$39,444.98, second by Padesky. Motion by Padesky to pay open invoices for \$77,872.31, second by Heal. Motions carried unanimously.
4. Public Comment. None.
5. Applications to Exceed Two-Dog Limit. Berg reviewed the applications received, no complaints or citations reported. Motion by Padesky, to approve the Applications to Exceed Two-Dog Limit for Cox (W4955 Center St), Ehler (W5871 Cedar Rd), Hass/Michel (W5229 Boma Rd), Hoying (N1603 Mickel Rd), Strong (4061 Starlite Dr), Wagoner (N1831 Hagen Rd), and Zemple (W5290 State Rd), second by Heal. Motion carried, Ehler abstained.
6. Fire Department Report.
  - a. Candahl read aloud the report submitted by Holinka via email (see attached).
  - b. Candahl noted a monthly report will be furnished starting after the annual meeting.
7. Re-Zoning Request – ORA Trail Farm. Peterson reviewed the request and explained the discussions at the Planning Commission meetings on March 18<sup>th</sup> and March 24<sup>th</sup>. Peterson highlighted the memorandum for the information and staff recommendations for this rezone request (see attached). Discussion on camping, number of sites, types of sites, allowable traffic, etc. Tabled until the next meeting. No action taken.

8. Resolution 2025-2 for Authorized Check Signers for the Town. Peterson reviewed the resolution and the need for three signatures on each check. Peterson explained that the Treasurer is supposed to be a signor by State Law, so we're also adding Erdman. Motion by Padesky, to approve and sign Resolution 2025-2, second by Knutson. Motion carried unanimously.
9. Resolution 2025-3 for Authorized Check Signers for the Town. Peterson reviewed the resolution and the need for three signatures on each check for Fund B. Peterson explained that the Treasurer is supposed to be a signor by State Law, so we're also adding Erdman. Motion by Heal, to approve and sign Resolution 2025-3, second by Padesky. Motion carried unanimously.
10. MS4 Stormwater Report. Peterson reviewed information for the Stormwater Report and noted the education requirements for the public and the Town Board.
11. Culvert Inventory Proposal from Delmore Consultants. Peterson reviewed the two proposals received. Peterson noted some of the cost will be covered by the Flood Resilience Grant. Motion by Ehler to move forward with the Comprehensive Culvert Service, second by Padesky. Motion carried unanimously.
12. Right-of-Way Permitting. Peterson reviewed allowable permitting and charging processes for Right-of-Way work for utilities. Peterson noted the request for permits received. Discussion on bonding and restrictions the Town can impose. Peterson recommended the Town require proof of insurance at a minimum until the Town gets an ordinance drafted. No action taken.
13. Chairperson and Supervisor Reports.
  - a. Candahl reported on mobile home parked on Eddie Ave, the company is willing to pay the citation \$100.00 per day to keep the trailer on the side of the road.
  - b. Candahl reported architects came in and toured the Town buildings. The architects will draft a feasibility study.
  - c. Candahl reported fire truck sales will begin when the weather warms up, so they can sit outside.
  - d. Candahl wants to get a workday on the Butterfly trail scheduled.
  - e. Candahl reported the Highway 14/61 sidewalk project was awarded, the Pre-Construction meeting is on April 3<sup>rd</sup>.
  - f. Candahl reported he and Staff looked at sweepers in Onalaska, more information coming soon.
  - g. Candahl reminded the board of the upcoming Wedgewood Valley drainage project. Peterson added the landowners signed the easement on the top of Valley Road.
  - h. Padesky reported that he met with Public Works, Sanitary District and Kish Electric for the generator in Arbor Hills. Padesky noted concerns and issues with installation and replacement of the generator. Padesky noted it can take 28 weeks to get the generators.

- i. Heal asked how the Porta-Potti at the ball fields is being paid for, Peterson answered from the field (former Shelby Ball) budget.
- j. Candahl mentioned that Peterson received a quote from Public Works regarding a vinyl fence. Candahl will follow up and report back to the board.

14. Administrator and Public Works Report.

- a. Peterson noted Public Works, Dan Bissen (Central HS Softball) and Boys and Girls Club are meeting to discuss field use.
- b. Peterson noted there is an upcoming meeting about the Mormon Creek Trail that she plans to attend, but Shelby is not committing to a project. The project would be planned for far in the future.
- c. Peterson noted the upcoming staff training for Coulee Bank's new online system.
- d. Peterson reviewed the complaints/concerns spreadsheet that is shared between Office Staff and Public Works that details the nature of the concern, action taken, contact information, etc.
- e. Peterson reviewed the workload items, detailing special projects, that excludes daily or routine jobs, such as tree trimming and manhole replacement, etc. and take more planning than just a quick fix for a complaint.

15. Clerk's Report.

- a. Berg reviewed Clerk's Report (see attached).

16. 2025 Budget Shortfall/Loan Needs. Candahl noted the options for proceeding. Peterson reviewed the updated version of 2025 budget. Peterson reviewed options for avoiding or reducing the amount of another loan. Discussion on options to reduce expenses on the budget and increase revenue. (Ehler leaves at 7:03 p.m.) Motion by Heal, to postpone Mormon Coulee Park paving, implement brush tags program for 2026, reduce large item drop off dates in 2026, keep HSA at \$1,000 gap from out of pocket max in 2026, no overtime unless approved by Administrator, full inventory of equipment to look at potential sales, investigate fire department special charges for 2026, wage increase hold, no new part time office staff, postpone tennis courts to 2026, limit of 38 Fire Department members, no new road equipment purchases, and reduce a minimum of 1-2 full time staff based on workload, second by Padesky. Motion carried unanimously.

17. Adjourn. Motion by Heal, to adjourn at 8:15 p.m., second by Padesky. Motion carried Unanimously.

Next Regular Meeting April 2, 2025, at 9:00 a.m. at Town Hall.

Next Regular Meeting April 15, 2025, at 5:00 p.m. at Town Hall.

Annual Meeting April 15, 2025, at 6:00 p.m. at Town Hall.

Respectfully submitted, Fortune M. Berg, Clerk.