



TOWN OF SHELBY

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Town Board Meeting Minutes – **APPROVED**

Date: Tuesday, June 3, 2025

Time: 5:00 p.m.

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

Present: Chairperson Tim Candahl, Supervisors Renee Knutson, Marlene Heal, and Tim Ehler, Fire Chief Tony Holinka, Administrator Christina Peterson, Treasurer Melissa Erdman, and Clerk Fortune Berg.

Excused: Supervisor Tim Padesky.

Attendance List: Steve Strasser (N120 State Hwy 35).

1. Meeting called to order by Candahl at 5:00 p.m.
2. Minutes from 5/20/2025. Knutson suggested clarification that the pedestrian bridge in Mormon Coulee Park was *for emergency vehicles only*. Motion by Ehler to approve minutes from 5/20/2025 with clarification on minutes, second by Knutson. Motion carried unanimously.
3. Bills Payable. Motion by Ehler to pay open invoices for \$22,208.18, second by Knutson. Motion by Heal to accept closed invoices for \$11,404.96, second by Knutson. Motions carried unanimously.
4. Public Comment. Steve Strasser (N120 State Hwy 35) – Strasser is requesting that the Town Board begin the process to review and consider for approval ATV/UTV routes on County Road K, and into Goose Island, and potentially on Rural Town Roads. Peterson noted memos from the Town's Association that explain the options and legality for moving forward. Peterson proposes that this appear on the agenda at the next meeting, where the Board will review a plan for a public hearing, proposed routes, and addressing traffic and safety concerns.
5. Clerk Re-Appointment. Peterson recommended re-appointing the Clerk. Motion by Heal, to re-appoint Fortune Berg as Clerk from July 1, 2025, to June 30, 2027, second by Knutson. Motion carried unanimously.
6. Treasurer Re-Appointment. Peterson recommend re-appointing the Treasurer. Motion by Heal, to re-appoint Melissa Erdman as Treasurer from July 1, 2025, to June 30, 2027, second by Ehler. Motion carried unanimously.
7. Storm Sewer Connection Request (N1546 Hagen Road). Tabled until plans are received. No action taken.
8. Weed Commissioner Appointment. Peterson reviewed the statutes that explain noxious weeds and the requirement for a Weed Commissioner to be appointed by the Town Board. This is an appointment that should be done annually. Motion by Ehler, to appoint

Tim Candahl as the Town of Shelby Weed Commissioner from May 1, 2025, to April 30, 2026, second by Knutson. Motion carried unanimously.

9. Fire Department Report.

- a. Holinka reported 38 calls in May (27 in Shelby, 11 in Greenfield. 27 EMS, 11 Fire). As of May 31st, there has been a total of 200 calls in 2025.
- b. Grant opportunity for up to \$10,000.00. Holinka noted looking at new carbon monoxide detectors and are applying for the grant.
- c. Holinka noted purchases made with the EMS grant already received.
- d. Knutson offered to assist with social media posting for the Fire Department public education.

10. Mormon Creek Watershed Study – Bolton & Menk. Peterson noted the study is covered by the Flood Resilience Grant from La Crosse County. Peterson recommends moving forward with the proposal and getting the study started. Peterson stated this will study part of the Millstream area, but a majority of Millstream will be covered by a separate study. Peterson reviewed the breakdown of the fees. Motion by Knutson, to accept and sign the Proposal for the Mormon Creek Watershed Study, second by Heal. Motion carried unanimously.

11. Millstream Road and Drainage Project – Bolton & Menk. Knutson asked about unmarked utilities, or any other obstructions in the right-of-way. Peterson answered that anything privately owned or laid by the property owner is the responsibility of the property owner. Utilities should all be able to be marked. Peterson explained the need for surveying the ground and area to make sure that the best information is collected to create the best design. Heal asked about the cost, Peterson explained the cost is the responsibility of the Town. Peterson noted the policy that's been used to assess residents to assist with the cost of the project. Any assessments will be discussed when the project gets closer to beginning. Motion by Knutson, to accept and sign the Proposal for the Preliminary Design of the Millstream Addition Improvements, second by Heal. Motion carried unanimously. Candahl asked that project updates for Millstream be added to the website, so residents know the project is moving forward.

12. Wedgewood Valley Stormwater Project Observation Proposal. Peterson stated the tentative timeline for this project. Peterson explained this proposal is for Bolton & Menk to be on site two (2) days a week observing construction as well as handling questions, disputes, etc. Peterson clarified that if anyone from the Shelby Staff or Crew is on site, their job is to report back to the Engineer or Administrator, not to advise or assist the contractor. Peterson stated the preconstruction meeting, and the neighborhood meeting went well. Residents asked good questions, and the engineers explained the project clearly and provided information to the residents. Knutson noted TOWN is not included in Exhibit A, Peterson will contact Bolton & Menk to get that correction made before signing. Motion by Knutson, to accept and sign the Proposal for the Valley Road Stormwater Improvements – Phase I – Construction Services with the correction on Exhibit A that it's for the Town, second by Ehler. Motion carried unanimously.

13. Naming SYB/ Hillview Complex. Candahl noted the current sign and the new proposed sign. Knutson suggested the Town of Shelby website be added to the sign. Candahl noted the cost is approximately \$300.00 for an aluminum sign. Peterson noted the address discrepancy and mentioned the sign company will design the sign, right now we are reviewing the information for the sign and what the name of the park will be. No action taken.
14. Red Oaks Estates – Subdivision Sign. Peterson noted the sign size was increased to match other development signs. Knutson asked if it was one-sided or two-sided, Peterson will confirm that. Peterson reiterated the Shelby cost share was approved up to \$750.00. Discussion on uniformity of signage. Knutson and Peterson will work together on further review of material, color and overall uniformity.
15. Administrator and Public Works Report.
 - a. Peterson reported Boys and Girls Club had first tournament at Hillview. Peterson added that two part-time workers are helping with field preparation this summer.
 - b. Peterson reported that she received an extension on MS4 Stormwater Report, it's now due June 30th.
 - c. Peterson reported she is getting a proposal from Delmore Consulting to complete the PASER rating for our road conditions and submit that information with the state.
 - d. Peterson reported she met with the City of La Crosse for a project on Losey Blvd anticipated to begin in 2027, which will transition one of the 4 lanes to a turn lane.
 - e. Peterson reported that she spoke with the Mayor of the City of La Crosse and set up a meeting for later in the summer.
 - f. Peterson stated the Fire Department internal audit is scheduled for Wednesday at 6:15 in the Fire Station Classroom.
 - g. Peterson reported that Public Works determined 27 trees need to be replaced in parks. A quote was received for \$5,000.00 for purchasing trees. Knutson reviewed the proposal and had a list of trees that are needed more immediately.
 - h. Peterson noted she received a request to remove a cottonwood tree at the end of Ebner Coulee Road as it could interfere with drainage in the area. A quote for removal was \$6,000.00. Peterson explained the tree is on private property. Peterson stated that the board should consider a tree policy or ordinance to address issues like this. Peterson will communicate with the homeowner and see if the homeowner is willing to take the tree down at their cost.
 - i. Peterson reported that Xcel hit a sewer line while working on May 30th at 28th and Cass Streets. Required notice to the public to be posted in the La Crosse Tribune on June 7th.
 - j. Peterson reported Public Works has completed park inspections. Wright is making a list of repairs needed and supplies needed to complete the repairs.
 - k. Public Works needs a more powerful generator to complete the re-installation of the playground equipment at Nolop Park.

- l. Peterson reported Public Works is working filling cracks in the tennis courts.
 - m. Peterson reported Public Works is working on filling potholes.
 - n. Peterson reported a stop work order was issued in the Upper Terrace today to a company that had not gotten a permit to work in the right-of-way. Peterson added that the Town Hall has received communication from the utility companies about the new utility accommodation policy that was adopted in May.
 - o. Peterson reported Ledegar Roofing will begin work on the Town Hall soon, and they will complete the work over the Fire Department Classroom around the same time. Peterson added the roof above the Fire Trucks will be approximately \$9,000.00 to patch.
 - p. Peterson reported she and Knutson met with a consultant to work on a proposal for a Land Management Plan for Shelby, including management of noxious weeds. Peterson added the cost of this plan is covered under the Bluffland Grant received from La Crosse County.
 - q. Peterson reported that the Mormon Coulee Park Pedestrian Bridge inspection may require a third party. Peterson noted that communication with the contractor stopped. Peterson will communicate with the Lions Club to explain the delay.
 - r. Peterson reported the need for follow-up on the 14/61 sidewalk project. There is an accessibility issue in one spot.
 - s. Peterson reported an update for US Fish & Wildlife (USFW) parking lot off of State Highway 35. Peterson stated plans are about 70% complete. Peterson added the cost came in higher than estimated, but the Town is still not responsible for any costs per the agreements signed in the past.
16. Chairperson and Supervisor Reports.
- a. Candahl reported Fire Trucks will be moved for attempted sale next week.
17. Treasurer's Report. No questions or concerns.
18. Adjourn. Motion by Ehler to adjourn at 6:52 p.m., second by Knutson. Motion carried Unanimously.

Next Regular Meeting June 17, 2025, at 5:00 p.m. at Town Hall.

Respectfully submitted, Fortune M. Berg, Clerk.