

# 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](mailto:info@townofshelby.com)

**APPROVED**

## Town Board Meeting Minutes

Date: Tuesday, October 3, 2023

Time: 5:00 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

**Town Officials Present:** Chairperson Tim Candahl, Supervisors Renee Knutson, Tim Padesky, Tim Ehler and Marlene Heal, Officer Sean Horton, Clerk Fortune Berg, Deputy Treasurer Melissa Erdman, and Administrator/Treasurer Christina Peterson.

**Town Officials Excused:** None.

**Attendance List:** Paul & Diane Augenstein (Coachlite Estates – W5655 State Road 33 #13), Heidi Horton (W5203 CTH B).

1. The Town Board Meeting called to order by Chairperson Candahl at 5:01 p.m.

Candahl expressed condolences for Intern Kdince Franks and her family. Austin Franks, Vice President of Shelby Ball Committee, and her father, passed away. Services will be held on October 6.

2. Approve Minutes from 9/19/2023. Knutson reviewed suggested grammatical changes. Motion by Knutson to approve minutes from 9/19/2023, second by Ehler. Motion carried unanimously.
3. Bills Payable. Knutson asked about the budget for porta-potties in parks, Peterson answered they are paid for from maintenance budget. Motion by Heal, second by Padesky to approve paid invoices in the amount of \$43,271.42. Motion by Heal to pay open invoices in the amount of \$259,845.45, second by Knutson. Motions carried unanimously.
4. Citizen's Concerns. Paul Augenstein (Coachlite Estates) reported on water issues related to flushing, and not being notified. The last flushing affected their regulator and caused a leak. Augenstein asked if Shelby can reduce the pressure when flushing. Peterson stated that he should try to attend the Sanitary District Board Meeting with these issues as he can speak directly to Public Works and the Sanitary District Board. Augenstein mentioned Coachlite Estates is currently on bypass. Berg commented that the flushing postcard addresses were updated with the company used for printing and mailing, which should solve the notification problem going forward.
5. Shelby Youth Ball Hillview Field Expansion. Peterson reviewed the past project discussions. Peterson noted quotes have been received to move forward with the first phase of the Shelby Ball Field Expansion Project. Up to \$20,000.00 has been applied for through La Crosse County although is not guaranteed. Sill covered the project purpose and noted that Dirt Monkey has time in their schedule before winter. Fencing bids came in higher than anticipated due to extending fence on middle field to address safety concerns and would be placed in 2024. Sill can search for additional grants for the second phase of the project during the winter. Sill noted a majority of the funding is currently in Shelby Ball's bank. Sill is seeking approval for the additional \$5,000.00 needed from the Town to start work as soon as possible. Sill added Shelby Ball is sending an arrangement to Austin Franks' service and suggested a potential memorial bench at the Shelby Ball Fields in 2024. Peterson reiterated that phase one is almost completely covered and explained how the checking acct for Shelby Ball is connected to the general fund. Peterson added that if this is to be a formal loan agreement, the Town would need to set loan terms and expectations. Peterson mentioned

stormwater costs could add to the cost of this project, which is why the La Crosse County has been asked to contribute. Discussion on minimum repayments and other funding sources. Knutson asked if La Crosse County has timeline expectations or requirements. Peterson explained the difference between approving the project and the funds and noted La Crosse County needs to approve the project as well as the funding, adding the budget will not be approved until 2024. Heal asked about trees being cut down and batting cages being moved, Sill answered that cages will not move, the trees will be removed. Sill will communicate with Dirt Monkey to ensure removal of trees is on the quote. Peterson reminded everyone that projects over \$25,000.00 require sealed bids to be submitted, the quote has to come in under \$25,000.00. Peterson asked if an engineer reviews the culverts and decides they need extensive work, does the Board want to proceed with that project contingent on County or grant funding or should the Town general or maintenance funds absorb that cost and add it to the loan. Padesky suggested cost share. Sill commented the largest bid for phase two has come in at \$42,000.00. Motion by Padesky to approve both phases of the Shelby Ball Field Expansion Project, the bid from Dirt Monkey for \$25,000.00 and the future loan for the Expansion Project as needed, second by Heal. Motion carried unanimously.

6. Clerk Appointment. Motion by Ehler to appoint Fortune Berg as Town Clerk from October 3, 2023, to June 30, 2024, second by Padesky. Motion carried unanimously.
7. 2024 Budget Discussion. Peterson briefly reviewed 2024 amended budget and changes for 2024 (see attached). Discussion on loans and repayments and the effect on the levy limit. Discussion on subcommittee to discuss wage scale review and approval. Padesky and Ehler will review and approve the scale unless someone else from the Sanitary District Board wants to be on the subcommittee.
8. Road Funding Applications. Peterson reviewed road funding applications to request funds from the State of Wisconsin. Peterson wants input from the Board to select roads to include. Public Works suggested the remainder of Boma Road, Hagen Road and Old Town Hall Road. Candahl suggested Crown Boulevard, Peterson noted the road does not serve as many people and may not get approved. The Board agreed that the remainder of Boma Road, Hagen Road and Old Town Hall Road should be included in the application for funds.
9. Administrator Report.
  - a. Peterson reviewed the September Report (see attached).
  - b. Shelby Ball registrations are coming in for 2024.
  - c. MS4 Stormwater audit meeting to take place in the beginning of November.
10. Public Works Report. None
11. Fire Department Report. Candahl reported the department is awaiting the arrival of the new truck.
12. Town of Shelby Emergency Plan. Review tabled until the next meeting. Knutson noted primary contact person and email should be added and the shelter welcome handout should be included and reviewed. Knutson recommended adding the emails of town staff. Ehler noted Oktoberfest plan was just redone, and any relevant additions that are applicable will be noted and brought to the next meeting.
13. Chairperson/Supervisor Reports.
  - a. Candahl advised if the Board receives any jake braking concerns or comments from residents they should be sent to Peterson before the next meeting. WisDOT cannot control jake braking and the verbiage on signs cannot say "No Jake Braking". Discussion on appropriate verbiage on signage and potential action can be discussed in the future.

- b. No movement forward with the City of La Crosse related to the Boundary or Sewer Agreements.
  - c. Barricades were put up on Skyline Drive for the Mt. La Crosse pond being built.
  - d. Knutson stated no updates from the Parks Committee.
  - e. Padesky stated a piece of guardrail is down near Bloomer Mill Road. Candahl advised La Crosse County should be notified.
14. Recognition of Officer Sean Horton. Candahl noted recognition for Officer Sean Horton's years of service and presented a plaque.
15. Adjournment. Motion to adjourn at 6:14 p.m. by Heal, second by Ehler. Motion carried unanimously.

Next regular meeting will take place Tuesday, October 17, 2023 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk