

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date: Tuesday, February 20, 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, and Administrator Christina Peterson.

Town Officials Excused: Supervisor Tim Padesky and Treasurer Melissa Erdman.

Attendance List: Tim Betlach (W5736 Sherwood Drive), Donna & Russ Flower (2500 Shelby Road), and Shannon Carey (W4168 County Road MM).

1. Town Board Meeting called to order by Chairperson Candahl at 5:03 p.m.
2. Approve Minutes from 2/6/2024. Knutson noted correction to "North Side" on item 9k, and a typo on item 3. Motion by Knutson to approve minutes from 2/6/2024 with suggested changes, second by Heal. Motion carried unanimously.
3. Bills Payable. Heal asked about MTAW, Berg answered stands for Municipal Treasurers Association of Wisconsin. Knutson asked about \$2,526.00 Neenah Foundry frame and gate, Peterson answered it is for a manhole, should say grate. Motion by Heal to pay open invoices in the amount of \$64,128.62 and approve paid invoices in the amount of \$2,917,243.78, second by Knutson. Motion carried unanimously.
4. Public Comment. Tim Betlach asked for a status report on the licensing of dogs in his neighborhood. Berg confirmed two letters were sent, with no responses received. Candahl will follow up with the resident this week.
5. Kammel Road – Flower (11-1578-4) Certified Survey Map (CSM). Peterson noted the Planning Commission recommended approval and deferred fee decision to the Town Board. Peterson reviewed the options for approval and charging the fee for creating the lot. Motion by Ehler to approve and waive the \$700.00 fee until the parcel is developed, second by Heal. Motion carried unanimously.
6. Highway 14/61 – Carey (11-94-0 and 11-109-0) Certified Survey Map (CSM). Peterson noted the Planning Commission recommended approval and deferred fee decision to the Town Board. Staff recommendation is to charge for one lot since two are preexisting. Discussion on deferring the \$700.00 payment until they receive approval from the City of La Crosse. Motion by Heal to approve CSM and defer \$700.00 until City of La Crosse approval is received, second by Knutson. Motion carried unanimously.
7. Meeting Procedure Policy. Peterson overviewed the need for a policy to allow for Zoom usage. Peterson outlined additional procedures that would be spelled out in the policy that would be helpful for the flow of the meeting. Ehler likes the transparency of using Zoom. Candahl noted Zoom restricts the Board from knowing who is in attendance and prefers to know who is attending. No action taken.
8. Health Insurance Benefit. Peterson reviewed the memorandum sent to the board. Peterson is proposing Town offer group health insurance through the State of Wisconsin. The proposed plan is a high deductible plan, each year the Board can decide the amount of the HSA contribution and the amount of the premium to be paid by the Town. Peterson explained the cash in lieu of health

insurance benefit for employees not on the plan. Heal asked if there is a difference between single versus family plan, Peterson answered yes. Peterson confirmed the cash in lieu of payment would be split up per pay period and paid with the regular paycheck. Heal asked if it would increase their income, Peterson confirmed, adding it would not be combined with their hourly wage, it would be a different line item. No action taken.

9. Agent of Record. Peterson noted that currently, the agent of record for dental insurance, life insurance and health insurance are all separate agents, Peterson is consolidating to make things less complicated. Motion by Knutson to change the agent of record for all employee benefits to Janice Wavra, second by Heal. Ehler abstained.
10. Tax Overpayments. (See Attached) Motion by Heal to approve payment of tax overpayments, second by Ehler. Motion carried unanimously.
11. Multiple Dog Applications. Berg stated request received from Andrea Hermanson, 4031 Glenhaven Drive. Joanne Ruegg at La Crosse County confirmed no citations. Berg stated neighbors complained about barking in 2022. Motion by Knutson to approve Multiple Dog Application, second by Candahl. Motion carried unanimously.
12. UTV/ATV Routes Proposed by La Crosse County. Candahl stated he has no objections, or comments until the paths get closer to Shelby. Candahl is comfortable letting the County proceed with this plan. Ehler asked if it's on County Highways only, Candahl confirmed. Knutson commented she would like more points of orientation to make the map easier to read. Motion by Candahl to reply stating the town has no objections or comments at this time, second by Ehler. Motion carried unanimously.
13. Irish Court – Jacobson (11-1031-0) Variance Request. Peterson stated the Planning Commission tabled this and will review it at a special meeting on 3/5/24. Motion by Ehler to table discussion until the Planning Commission reviews and gives a recommendation, second by Heal. Motion carried unanimously.
14. Administrator Report.
 - a. Peterson stated Stormwater Audit ongoing.
 - b. Peterson is reviewing files and searching for files for the attorneys.
 - c. Peterson explained a potential grant for the Highway 14/61 sidewalk. Peterson noted the meeting with La Crosse County. Peterson is unsure if the City of La Crosse wants to join in on grant application.
 - d. Peterson reminded the Board about the Board of Review Training and District Meeting on March 1st.
 - e. Peterson reminded the Board about the Unit Meeting on February 22nd in the Town of Holland.
 - f. Peterson met with Kevin Timm from Greenfield. Timm requested amending the fire contract to clean up the language. Peterson noted the contract is in effect until 2030. Proposed amendments will be reviewed at the next meeting. Candahl wants to get more specifics on the service area.
15. Public Works Report.
 - a. Peterson reported the design for Valley Road is nearly complete and ready for bidding. Peterson reminded the Board the project is for stormwater drainage and is likely to be completed in Summer 2024. Candahl asked about assessments, Peterson noted assessment hearing needs to occur, if needed the project can be delayed until Summer 2025 to allow for time for the assessment process.

- b. Peterson reported the Boma Road plans are close to being complete. The cost estimate is higher than what was provided to the state so CBS Squared spoke to the state funding programs, and Shelby may be able to move the funds awarded to the Breidel Coulee Bridge to Boma Road. Peterson is hopeful to have more information at the next meeting.
 - c. Peterson reported that GIS mapping still needs to be finished.
16. Fire Department Report. Holinka provided his report to Peterson via email. (see attached).
- a. Candahl added the department is trying to sell the two trucks. Unlikely to be sold before the Chicken Q.
 - b. Chicken Q on Sunday, March 17th.
17. Chairperson/Supervisor Reports.
- a. Candahl asked Board Members to fill out the concern/complaint form for areas of concern they see so that staff can use it to guide conversations with Public Works.
18. Parks and Vacant Land Committee Report.
- a. Knutson reported the committee chose a style for new garbage cans.
 - b. Knutson reported the committee mapped out potential bench and garbage can locations for Nolop Estates Park (1 bench and 1 can), Gazebo Park (1 can), Pammel Creek Park (2 benches, 2 permanent cans, seasonally 2-3 additional cans will be placed).
 - c. Knutson plans to update the priorities list with can and bench locations or for donations.
 - d. Knutson reported the walking trail map is being updated thanks to Josh Blum. Knutson added the new map will include the Stry Preserve, Chad Erickson Trail, in addition to Shelby Trails.
 - e. Conversation about no mow or less mow areas for parks. The committee didn't have a lot of feedback, but Public Works stated that needs are addressed as they go. Public Works is not worried about workload since Shelby Ball intends to hire workers for the fields.
 - f. Knutson noted the goal for next month's meeting is to review the Shelby Parks presence on the website.
 - g. Knutson has received tentative pricing for disc golf signage. Estimates came in at \$400.00 total for nine singular hole signs and one entrance sign. Knutson noted that stands for the signage will add to the cost, no estimates received for that.
19. Adjournment. Motion to adjourn at 6:18 p.m. by Heal, second by Knutson. Motion carried unanimously.

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

Respectfully Submitted, Fortune M. Berg, Clerk