

# **TOWN OF SHELBY BOARD MEETING MINUTES**

**DATE: February 14, 2011**

**LOCATION: Shelby Town Hall**

**TIME: 4:30 PM**

**TOWN OFFICIALS PRESENT: Chairperson Lynnetta Kopp, Supervisor John Zahn via phone until 5:25 PM, Supervisor Kathleen Kistner via phone, Clerk/Treasurer Cathy Onsager, Admin/Dir Public Works Jeff Brudos, Fire chief Mike Kemp**

**TOWN OFFICIALS EXCUSED:**

**VISITORS: See attached**

1. Call to order at 4:30 PM by Chairperson Lynnetta Kopp.
2. Pledge of Allegiance
3. Motion by Kistner/Kopp to approve the minutes of the January 25, 2011 Board Meeting as presented. Motion carried unanimously with Zahn abstaining.
4. Motion by Kistner/Kopp to approve payment of the bills in the amount of \$57,841.63. Motion carried with Zahn abstaining. Copy attached.
5. Motion by Kistner/Zahn to approve the Mutual Aid Agreement with the Cashton Fire Department. Motion carried unanimously. Copy attached.
6. Motion by Zahn/Kistner to renew the Mutual Aid Agreements with the Coon Creek and Stoddard-Bergen Fire Departments. Motion carried unanimously. Copies attached.
7. Motion by Kistner/Zahn to approve the new Application to Keep a 3<sup>rd</sup> Dog for Kathryn Lynn, N1963 Crestview Pl and the renewal Application to Keep a 3<sup>rd</sup> Dog for Carla Kutter, W5907 Hillcrest Dr. Motion carried unanimously.
8. Board discussed the parameters of an extension to E Helke Road which would satisfy the requirements of acceptance as a town road. Administrator recommended the property owner stake the area, add 1 foot of compacted rock and a double seal coat the width of the existing road. He also suggested the Town draft an agreement with the property owner secured by a performance bond to complete the road which would move the project forward.
9. Board discussed the Stumlin application for a Certified Survey Map. Mr. Stumlin provided a hand-drawn diagram of the proposed driveway with slopes noted as being less than 5% from the road to the pole shed and less than 10% on the driveway to the house/garage. Administrator Brudos felt the Board should have confirmation on those slopes. Board asked Administrator Brudos and Surveyor Sinninger to work together to resolve the issue. No action on the CSM.

10. Fire Chief Mike Kemp gave the Fire Department and February Training Schedule. Copy Attached.
11. Administrator's Report. Copy attached.
12. Chairperson Kopp Discussed the Town of Shelby website and suggested more on-line permits, investigation of a Pay Pal account to accommodate on line payment, and designation of one person to oversee updates,
13. Clerk Treasurer reminded the Board of the Spring Primary Election on February 15<sup>th</sup>, provided the January Treasurer's Report, and recommended the Board consider sending Adm Asst Michelle Kind to the Municipal Clerks and Treasurer's Institute.
14. Motion to adjourn @ 5:47 PM.

Respectfully submitted,  
Cathy Onsager, Clerk