

# 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, March 19, 2024

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, Clerk Fortune Berg, Treasurer Melissa Erdman, and Administrator Christina Peterson.

**Town Officials Excused:** None.

**Attendance List:** None.

1. Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 3/5/2024. Knutson commented on clarification for addition versus subdivision. Knutson clarified that animal control will enforce dogs off leash due to it being State law. Padesky noted Mormon Coulee Park is terrible for off leash animals, Board agrees that signage can be increased, to increase awareness. Motion by Knutson to approve minutes from 3/5/2024 with clarifications, second by Heal. Motion carried unanimously.
3. Bills Payable. Heal asked a question about check to Paul Kunert, Candahl answered that it's straw and hay that public works buys for projects. Heal asked about check to Holmen Meat Locker from Shelby Ball, Erdman answered it was a fundraiser. Knutson asked for clarification on the amounts, Peterson clarified fundraising being done by Shelby Ball. Peterson specified the process for the fundraiser done with Holmen Meat Locker. Erdman explained the check for hardware for the concession stand to accept cards. Candahl and Christina explained Fire Department charges and Due from Fund B expenses. Motion by Ehler to pay open invoices in the amount of \$72,061.49 and approve paid invoices in the amount of \$77,495.87, second by Heal. Motion carried unanimously.
4. Public Comment. None.
5. Application to Exceed Two-Dog Limit. Berg noted La Crosse County did not have any issues. Peterson noted Animal Control should be consulted as well. Berg will contact Animal Control and La Crosse County going forward. Motion by Padesky to approve applications to exceed the two-dog limit for Gerard and Rochelle Cox (Center Street) and Glenda and Tim Ehler (Cedar Road), pending no issues found with Animal Control, second by Heal. Motion carried unanimously. Ehler abstained. Knutson is drafting a post for Facebook for whom residents can contact about animal issues.
6. Ordinance 10.01 to Appoint Alternates to the Board of Review. Berg noted this is an updated version of the current ordinance. Motion by Padesky to approve and sign Ordinance 10.01, second by Ehler. Motion carried unanimously.
7. Ordinance 10.02 Confidentiality of Income and Expenses. Berg noted this is an updated version of the current ordinance. Motion by Knutson to approve and sign Ordinance 10.02, second by Padesky. Motion carried unanimously.
8. Ordinance 6.02 Shelby Building Code. Berg explained this is the template from General Engineering Company. Peterson noted this is repealing the current building code and replacing it with this one. Motion by Heal to approve and sign Ordinance 6.02, second by Padesky. Motion carried unanimously. Discussion on putting ordinance history in a footnote on the bottom for future reference. Berg will attach an addendum with ordinance history.

9. Town of Greenfield Fire Contract. Candahl and Peterson reiterated the discussion and approvals from the last meeting. Peterson noted the Town of Greenfield agreed to a \$2,000.00 payment for the gap in what was paid versus what should have been invoiced. Town of Greenfield suggested a fixed percentage increase instead of CPI. Discussion on changes and additions to the contract. The board discussed a 3% annual increase for the remainder of the contract. Discussion on length of contract. Motion by Padesky to approve contract with the changes of 3% increase, a \$3,000.00 one-time payment, the contract expiration date to March 31, 2027, and changes to language for Shelby inspections, second by Knutson. Motion carried unanimously.
10. Amended Employment Guide. Peterson detailed the amendments to the Employment Guide. Peterson noted the addition of the section “Background Checks”. Discussion on background checks and consent. Padesky asked about drug testing, Peterson reviewed the language for drug testing. Peterson noted changes that were accepted as an amendment in 2023. Peterson detailed clarification on vacation language. Peterson explained the “Insurance” section. Peterson noted the accountant stated a quarterly contribution would be the best way to distribute the funds for HSA and the Opt-Out Cash Payment. Peterson noted removal of regular part-time health insurance/dental insurance. Peterson also noted the addition of the Income Continuation with Long-Term Disability. Knutson asked about fitness for duty language, Peterson answered if there is an injury that is work related, the person returning to work would need to be evaluated to ensure the person is eligible to return to work and reasonably complete the tasks their job entails. Knutson noted some grammatical errors and suggested a change to the description of the Town of Shelby. Staff will review the town description and make changes. Motion by Ehler to approve amended Employment Guide, second by Padesky. Motion carried unanimously.
11. General Engineering Company – Solar Array. Erdman reiterated the approval of the fee schedule with the exception of the solar array cost. Erdman noted that GEC explained what all goes into the solar array inspections and installation, and that \$340.00 is the customary charge. The Town cannot sign the contract without approving the fee for Solar Arrays. Discussion on permits and public education. Motion by Padesky to accept the increase for the fee to \$340.00 for Solar Arrays, second by Heal. Motion carried unanimously.
12. Administrator & Public Works Report.
  - a. Peterson reported LAPC Planner meeting is on March 26, for sidewalk on 14/61. Peterson will add to a future agenda and bring back information on funding options.
  - b. Peterson meeting with Sheriff and County Administrator on March 21, to discuss options for Law Enforcement.
  - c. Peterson reported the Fire Department has an audit coming up.
  - d. Peterson reported that the Shelby Ball Committee is meeting more frequently. Currently, they need to address issues with the website and scheduling tryouts.
  - e. Peterson noted Memorandum of Understanding (MOU) between Shelby Ball and Public Works is to be drafted to designate responsibilities related to fields and maintenance.
  - f. Peterson noted a contract with Aquinas is to be drafted for cost sharing for the use of Town fields. Aquinas is open to negotiations. Peterson will draft an agreement and bring it to the board for review.
  - g. Peterson is considering work orders software/app to keep track of tasks and ongoing projects. Peterson noted it can be downloaded to staff and Board phones, so if the Board sees something they can send that to Peterson or Public Works through the app, attach photos and

make notes. Discussion on application and operations. Peterson noted a trial period of a few months to see how useful the app proves to be.

- h. Knutson asked Public Works to give a weekly list for Facebook and the Website. List for this week is sweep streets, general maintenance, clean up from the Chicken Q, prepare the trucks for forecasted snow.

13. Fire Department Report.

- a. Candahl reported Chicken Q sold out at 2:20 p.m.

14. Chairperson/Supervisor Reports.

- a. Heal reported the Planning Commission Meeting and Bluffland Coalition Meeting were both canceled.
- b. Candahl noted invitation to the 28<sup>th</sup> Annual Mayoral Prayer Breakfast.

15. Adjournment. Motion to adjourn at 6:54 p.m. by Padesky, second by Heal. Motion carried unanimously.

Next regular meeting will take place Tuesday, April 2, 2024 @ 5:00 p.m.

Annual meeting scheduled for Tuesday, April 16, 2024 @ 6:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk