

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date: Tuesday, June 6, 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, Clerk Fortune Berg, Administrator Christina Peterson, and Treasurer Sara Jarr.

Town Officials Excused: None.

Attendance List: Tim Gerke (W5421 County Road F), Terry Gerke (2507 Burr Oak St W), Eric Kvamme (W5319 County Road MM), Bernie Lenz (CBS Squared), David Karl (4535 El Camino Real Drive) and Paul Witcraft (4541 El Camino Real Drive).

1. The Town Board Meeting called to order by Chairperson Candahl at 5:00 p.m.
2. Approve Minutes from 5/23/2023. Motion by Ehler to approve minutes from 5/23/2023 with suggested changes from Knutson and Candahl, second by Knutson. Motion carried unanimously.
3. Bills Payable. Heal questioned a Menards charge, Jarr explained the purchase. Knutson asked about Gazebo Park mulch, Public Works will provide further information. Motion by Heal to pay open invoices for \$24,046.76, second by Knutson. Motion by Heal, second by Padesky to approve paid invoices for \$33,892.91. Motions carried unanimously.
4. Citizen's Concerns. David Karl and Paul Witcraft (El Camino Real Drive) asked for an update on the screening between the storage yard and their homes and if the road to the storage yard will be chip sealed. Candahl stated there is no plan for chipseal at this time. Discussion on an option for screening. Peterson noted the need for an agreement with the property owners to have the town to do any work that would infringe on private property. Peterson will work with Public Works to create a proposal and it will be brought to the board. Peterson reiterated the town will need to have a discussion with all the neighbors and an agreement will have to be in place before any work begins. Knutson proposed a letter with options be sent to the affected property owners. Peterson will draft a letter to affected property owners for board review and approval.
5. Boma Road Design Proposal. Peterson reiterated all the previous discussions about Boma Road, and noted the funding received for the design. Peterson explained the partial funding received for the road extending to Willow Way W. Peterson added that beyond Willow Way W, Public Works will work on the design and construction. Lenz commented on the design and the water flow in the area. Lenz noted the prices and the factors that have lowered the cost including the work the town staff and crew will complete in addition to the funding that was received for the box culvert design. Candahl asked about the timeline and Peterson noted the deadline for June 2025. Lenz stated the bids would go out in January to get the best price. Knutson noted the contract states village instead of Town, Lenz will make the correction. Motion by Candahl to approve the Design Proposal Contract, second by Padesky. Motion carried unanimously.
6. Liquor License Applications. Berg noted the establishments applying for licenses and changes to ownership. Motion by Heal to approve 2024 Liquor Licenses, second by Knutson. Motion carried unanimously.
7. La Crosse County Short Term Rental Ordinance Proposal. Peterson reviewed the updated ordinance proposal and noted the proposed new language in the ordinance and definitions in Chapter 17. The

update will allow for compliance with state law and eliminate outdated terminology. La Crosse County had representatives meet with Town staff to get input before their June 26th meeting. Knutson noted concerns that have been received from residents. Padesky mentioned concerns about bedrooms, fire protection and capacity, Peterson noted the requirements for inspection that La Crosse County is proposing. Peterson noted the potential to collect a room tax, staff will get more information on that. Recommendation to have staff draft a letter to address concerns mentioned in the meeting.

8. Citation Enforcement Ordinance. Peterson reviewed the sample ordinance from the Town's Association that gives authority to town officers to enforce other ordinances. Heal noted typos, Berg will address them. Peterson explained it will give authority to the board to appoint someone annually to address citations for yard grasses, etc. Peterson noted the Town would have to tailor the ordinance to its specific needs. Peterson explained what the town can enforce and what law enforcement would need to get involved in. Peterson recommends review of this ordinance at the next meeting. No action taken.
9. Millstream Drainage and Road Improvements. Candahl introduced the project. Peterson reviewed the memorandum she sent to the board (see attached). Peterson explained that public works has been doing work in that area and noted concerns received from residents. One option for solving the current problem is to correct the drainage problems in one area as "phase one" of the project which will allow time for the town to plan for assessments, future design, future construction dates and drainage options for the development as a whole. Peterson noted costs associated with the project and the need for a policy for assessments. Discussion on options for assessments. Lenz commented that having an assessment policy creates consistency and sets expectations for residents. Lenz also noted it would require the town to go on record with any exceptions to the policy. At this time there will be no cost to residents, but an assessment could be placed later according to law. Discussion on needs for Millstream development. No action taken.
10. Administrator and Public Works Report. Peterson reported ...
 - a. Public Works is doing work for Shelby Youth Ball.
 - b. Public Works has been working on patching, ditching, and taking extra dirt to the storage yard.
 - c. Public Works has been working on hauling leaves.
 - d. Public Works installed the bench pad for Pammel Creek Park Bench
 - e. The Bid Opening for the seal coat projects for Irish Ct and Battlestone Station Road are on June 7th at 10:00 a.m.
 - f. Projects that will be discussed in upcoming budget meetings will include: the widening of a portion of Skemp Road, the paving of the road in Mormon Coulee Park near the Enclosed Shelter, and work on Hickory Lane.
 - g. Breidel Coulee Bridge Project Update: La Crosse County is assisting with funding and soliciting engineering bids, proposals from engineers are expected to be received by July 13th.
11. Fire Department Report. Candahl reported ...
 - a. The number of calls has remained about the same.
 - b. EMT Class deadline of June 30th.
12. Chairperson/Supervisor Reports.
 - a. Candahl reported no additional information from WisDOT on the project by Brickyard Lane.

- b. Candahl reported project by Goose Island is still ongoing. Knutson asked about the cost share for sidewalk going towards Brickyard Lane, Peterson answered that she sent an email to the City of La Crosse and has not heard back.

The Town Board Recessed at 6:16 pm

13. Closed Session. Motion by Padesky to go into closed session per Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, second by Heal at 6:49 p.m. Motion carried unanimously.
14. Open Session. Motion by Heal to re-enter open session at 9:12 p.m., second by Padesky. Motion carried unanimously.
15. Town Treasurer Appointment. Motion by Padesky, second by Ehler to table this discussion. Motion carried unanimously.
16. Adjournment. Motion to adjourn at 9:14 p.m. by Padesky, second by Heal. Motion carried unanimously.

Next regular meeting will take place Monday, July 10, 2023 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk