

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Town Board Meeting Minutes

Date: Tuesday, May 23, 2023

Time: 4:00 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, Administrator Christina Peterson, Treasurer Sara Jarr, and Board of Review Member Tom Sleik.

Town Officials Excused: Supervisor Tim Padesky.

Attendance List: Gene and Lorrie Schmitz (W5786 Hwy 14/61), Aaron Herlitzke (N1499 Breidel Coulee Rd), Tony Robley (Assessor from Associated Appraisal) and Eric Kvamme (W5319 County Rd MM).

1. Board of Review called to order by Chairperson Candahl at 4:00 p.m.
2. Roll Call. Candahl, Heal, Knutson, and Sleik, none certified.
3. Objectors. No Objectors Present.
4. Assessor's Note. Robley spoke about Assessed Value Statistics from the Department of Revenue (see attached).
5. Recess Board of Review. Motion to recess Board of Review at 4:15 p.m. by Knutson, second by Sleik. Motion carried unanimously.
6. Town Board Meeting called to order by Chairperson Candahl at 4:16 p.m.
7. Approve Minutes from 5/9/2023. Knutson mentioned grammatical correction. Motion by Knutson to approve minutes from 5/9/2023 with change, second by Heal. Motion carried unanimously.
8. Bills Payable. Comment by Renee on page three that says Wiggert Park, corrected to Gazebo Park. Motion by Heal to pay open invoices in the amount of \$36,515.66 with the change to the note on page three, second by Knutson. Motion carried unanimously.
9. Citizen's Concerns. None.
10. Potato King Rezone Request – Parcel 11-1789-0. Candahl noted Potato King has had a Conditional Use Permit for many years and are requesting to rezone from Rural to Commercial to move forward with an expansion. Peterson noted this request is in line with the Future Land Use Plan and the Planning Commission recommended approval. Motion by Heal to approve the rezone from Rural to Commercial, second by Knutson. Motion carried unanimously.
11. David and Lori Fischer Variance Request – Parcel 11-1760-1. Peterson noted the request for a height variance and provided additional information. The Planning Commission recommended the Town recommend approval to La Crosse County. Motion by Knutson to recommend approval to La Crosse County, second by Heal. Motion carried unanimously.
12. Eugene and Lorrie Schmitz Variance Request – Parcel 11-1757-1. Candahl noted the request received from the Schmitz's to allow a variance to the height and size of a 2-car garage with a multi-purpose room. Peterson noted the size variance is because the garage is detached, and the height is going to exceed the height restriction by a few feet. The Planning Commission recommended the Town recommend La Crosse County approve the request. Motion by Heal to recommend approval to La Crosse County, second by Knutson. Motion carried unanimously.
13. Anthony and Cindy Freybler Variance Request – Parcel 11-2219-0. Peterson noted the request received and explained the standards for driveway slopes. The driveway may exceed the 10% slope

if an exception is granted by the Town Board. The Planning Commission voted to defer to the Town Board with the condition of verifying the Freybler's have full legal ownership of that driveway, Peterson noted an easement document was located. Heal asked how emergency vehicles will get out of the driveway, Peterson noted the board can approve this with conditions of a minimum width for the driveway. Candahl added the Fire Department backs down the driveways as necessary. Candahl noted the existing driveway cannot be widened due to the surrounding landscape, discussion on width requirement. Motion by Heal to approve the driveway with conditions of 15% or less for a slope provided it meets the existing width and height driveway requirements, second by Knutson. Motion carried unanimously.

Knutson commented that some of the information sent did not fully explain the requests and asked if additional pertinent information could be sent. Berg will be more specific in the agendas and/or will send along additional information. Heal asked to receive everything a few days before the meeting instead of the day before or the day of. Payables will be processed sooner, and information packets will be available by the Friday before the meeting.

14. Reappoint M. Redmond and J. Wiggert to Parks Committee. Motion by Heal to reappoint Monica Redmond and Jean Wiggert to Parks Committee from June 1, 2023, to May 31, 2026, second by Knutson. Motion carried unanimously.
15. Administrator Report.
 - a. At the last Sanitary District meeting the district received a report from CBS Squared on Arbor Hills Wells #1 and #2. The district reviewed Well #1 to ensure it is operating appropriately on its own and is reviewing some improvements. The current recommendation for Well #2 is to utilize it as back up and in the meantime, the district will investigate filtration options.
 - b. Length of Service Award (LOSA) Letters sent out to Fire Department Members.
 - c. Adoni has provided some options for servers for just the accounting software and cloud backup for all other files. Peterson noted this option could save money.
 - d. County Zoning Staff came to meet with Town Staff to discuss Short Term Rental Ordinance updates. Peterson noted the 2017 law that prohibits denying property owners from renting their property. Peterson briefly noted restrictions and limitations discussed. Peterson noted a draft will be available for review and comment at the County level in June. Peterson asked if the Town Board wants to make official comments or just send comments individually. Knutson stated making official comments as the Town Board will hold more weight. Peterson will send an updated draft for review before the next meeting.
 - e. Police Officer gave notices for grass violations this week.
 - f. CBS Squared is working to update the design proposal for Boma Road and culverts.
 - g. Public Works is working on potholes, ditching, filling divots at the Shelby Ball Fields, and getting estimates for foliage or fencing next to the storage off Old Town Hall Road.
 - h. Peterson provided a list of employees including part-time and summer help and she explained what areas they are assigned to. Knutson asked if there are photos of employees, Peterson confirmed there are not, Knutson recommends getting employee photos.
16. Chairperson/Supervisor Reports.
 - a. Knutson asked if weekly road updates are going to be posted online again, Peterson answered she will make a list and send it to Jarr, Knutson, and Berg to update the website and Facebook.

- b. Candahl reported for the fire department: calls have slowed down, and training is a priority.
 - c. Knutson shared a Facebook message received thanking the First Responders that responded to her loved one. Knutson will share with Holinka.
 - d. Candahl reiterated Boundary Agreement discussions are still ongoing.
 - e. Knutson noted meeting she had with residents and HOA at Battlestone Station Park their requests related to playground equipment. The previous HOA requested no play equipment, the current HOA has requested playground equipment. Knutson stated the residents expressed interest in potentially financially supporting park projects with the Town's approval. Ehler shared history the parks in that area.
 - f. Candahl noted a meeting was held with Joe Van Aelstyn.
17. 2023 and 2024 Budget Discussion. Peterson reviewed the draft budget (see attached) and explained options of loans, referendums, cuts, or a combination of all three. Peterson added this budget document reflects variable expenses, not general operating expenses. Discussion on expenses remaining for 2023, stating the new plow truck will likely be in service in June. Peterson explained the projects to be completed in 2024 and 2025, would require a loan or some other funding source. Heal asked how much a referendum would provide, Peterson answered it would depend on the language of the referendum and the voters. Peterson stated other revenue streams such as admin fees, etc. could help with other areas of the budget. Discussion on projects that have already been pushed back or were not budgeted for. Ehler asked if there will be a trade in for any of the equipment being replaced, Peterson answered the numbers reflect the amount after trade in. Candahl wants comparisons of municipalities that have similar equipment, roads, population, etc. Discussion on other municipal operations and the similarities and differences related to the Town of Shelby. Heal asked about the referendum timeline, Peterson answered the November 2024 election would be the next opportunity. Ehler asked about Old Town Hall Road work, Peterson answered Mathy offered to redo the last 300 feet in conjunction with the ski hill parking lot, Candahl recommended sending a thank you letter to Mathy.
18. Closed Session. Tabled for a future meeting.
19. Adjourn Town Board Meeting. Motion to adjourn Town Board Meeting at 5:54 p.m. by Knutson, second by Ehler. Motion carried unanimously.
20. Adjourn Board of Review. Motion to adjourn the Board of Review at 6:00 p.m. by Knutson, second by Heal. Motion carried unanimously.

Next regular meeting will take place Tuesday, June 6, 2023 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk