

# TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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**APPROVED**

## Town Board Meeting Minutes

Date: Tuesday, April 16, 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, Fire Chief Tony Holinka, Clerk Fortune Berg, Treasurer Melissa Erdman, and Administrator Christina Peterson.

**Town Officials Excused:** None.

**Attendance List:** Mike Lukasek (N1576 Hagen Road), Bernie Lenz from CBS Squared, and Dave Gebhart (W5462 Boma Road).

1. Call to Order. The Town Board Meeting was called to order by Chairperson Candahl at 5:03 p.m.
2. Approve Minutes. Motion by Knutson to approve minutes from 4/2/2024, second by Padesky. Motion carried unanimously.
3. Bills Payable. Motion by Heal to pay open invoices in the amount of \$85,044.27, and to approve paid invoices in the amount of \$8,354.10, second by Knutson. Motion carried unanimously.
4. Public Comment. None.
5. (11-1266-0, N1576 Hagen Road) Fence in Right-of-Way Request. Lukasek reviewed his request to encroach one foot into the right-of-way for a fence. Candahl stated he took measurements and does not see any indications that the fence would impact visibility, traffic, or Town work in the right-of-way. Lukasek stated he is aware that because it is in the right-of-way it could be susceptible to damage or removal. Knutson recommended fence panels with gaps/openings for visibility and safety. Public Works has no objections. Peterson asked if the service road has a right-of-way, Peterson noted importance of documentation for future owners. Motion by Ehler to approve variance into the right-of-way not to exceed 12 inches, second by Padesky. Motion carried unanimously.
6. Stone Haus Addition. Peterson reiterated the 6-lot addition preliminary plat that was previously reviewed. Peterson explained La Crosse County asked for a full plat. Peterson noted the discussion at the Planning Commission and the additional information needed for the submittal to be complete. Berg read motion from Planning Commission – *“Motion by Kouba to recommend the Town Board approve the concept of vacating the park, to allow the developer to move forward with legal process for park vacation, and to come back to the town with information on what is required, second by Heal. Motion carried unanimously.”* Candahl noted historical discussion on the plat. Knutson noted the trade for parkland and trees if the park is vacated, Candahl commented that can be added to the developer agreement. Padesky noted the importance of specifying size and types of trees. **Motion by Ehler to approve the concept of park vacation, to allow the developer to move forward with the legal process for park vacation, and to come back to the Town with information on what is required, second by Knutson.**

Motion carried unanimously. Peterson reiterated discussions with engineers and La Crosse County.

The Planning Commission created a list of things needed to get from the developer and his engineer.

Berg read motion from Planning Commission – *“Motion by Bujan to acknowledge the plat is incomplete and recommend that the following items be submitted: typical section design and*

*standards, a drainage report, a stormwater calculation, further review from WisDOT, road design and standards, and the phase one plan sheet, second by Schulz. Motion carried unanimously.”*

Peterson reiterated that the plan is incomplete because those items need to be reviewed for approval. Peterson explained the developer intends to complete the development in phases, and that phase one would only be the 6-8 lots. Peterson noted discussions on intersections, Skemp Road width, park dedications, and requirements for the cul-de-sac. Peterson noted the Town of Shelby has to request further review from WisDOT. Lenz noted the number of cars the development will generate translates to the requirements for road width. Lenz added the developer can be required to make the road wider. Candahl noted the 50-day timeline to act when the final plat is submitted.

**Motion by Ehler to acknowledge the submittal is incomplete and request the following information on the typical section design and standards, a drainage report, a stormwater calculation, further review from WisDOT, road design and standards, and the phase one plan sheet, second by Knutson.** Motion carried unanimously.

7. Reappoint Karen Kouba and Brian Benson to Planning Commission (May 1, 2024, to April 30, 2027). Motion by Padesky to reappoint Brian Benson and Karen Kouba to the Planning Commission from May 1, 2024, to April 30, 2027, second by Knutson. Motion carried unanimously.
8. Reappoint Marlene Heal to Planning Commission (May 1, 2024, to April 30, 2025). Candahl appoints Marlene Heal to Planning commission from 2024-2025.
9. Resolution 2024-3 to Comply with Government Accounting Standards. Erdman reviewed resolution and explained the new auditors recommend adopting. Motion by Heal to approve and sign Resolution 2024-3, second by Knutson. Motion carried unanimously.
10. 14/61 Sidewalk Extension – Cost Share Estimates. Peterson reviewed project information. Peterson explained the cost share, Shelby would pay and then invoice the City of La Crosse for their portion. Peterson noted that LAPC recognizes that this is a safety issue and wants to construct a sidewalk for walkers and bikers. Peterson explained cost estimate (see attached). Peterson noted the funding is through the Transportation Alternative Program (TAP). Because of this, there is a lot of additional oversight. Peterson stated if the grant is secured, that would amount to \$70,000.00. Peterson explained that engineering cannot wait for the funding to come through, Shelby will need to pay the money for engineering beforehand. Peterson explained cost share percentages 59% Shelby, 41% City of La Crosse. Peterson noted Shelby needs to submit the application, but once the application is submitted the project must continue. The Town Board agrees this is a safety issue that needs to be addressed. Motion by Ehler to apply for the grant and approve payment for design not to exceed \$10,000.00, second by Padesky. Motion carried unanimously.
11. Fire Department Report. None – Annual Report at Annual Meeting.
12. Administrator Report. None – Annual Report at Annual Meeting.
13. Public Works Report. None – Annual Report at Annual Meeting.
14. Chairperson/Supervisor Reports. None – Annual Report at Annual Meeting.
15. Adjournment. Motion to adjourn at 6:00.m. by Padesky, second by Ehler. Motion carried unanimously.

Next regular meeting will take place Tuesday, May 7, 2024 @ 5:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk