



# TOWN OF SHELBY

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## Town Board Working Meeting Minutes –

**APPROVED**

**Date:** Wednesday, June 12, 2024

**Time:** 8:00 a.m.

**Location:** 2800 Ward Ave, La Crosse, WI 54601

**Present:** Chairperson Tim Candahl, Supervisors Marlene Heal, Renee Knutson, Tim Ehler and Tim Padesky, Administrator Christina Peterson, Treasurer Melissa Erdman, Clerk Fortune Berg, Public Works Terry Wright.

**Excused:** None.

**Attendance List:** None.

1. Meeting called to order by Candahl at 8:00 a.m.
2. Projects. Peterson reviewed projects for 2024, 2025 and 2026 and estimated budgets. Projects were sorted into Road Projects, Stormwater Projects and Building/Grounds Projects.

Road Projects: Discussion on feasibility for projects in each year, necessary planning meetings and public meetings that need to be coordinated. Peterson suggested project managers for each project (CBS Squared, Administrator, Public Works, etc.). Peterson reviewed projects that received funding and the requirements that come with that funding for design and engineering. Discussion on sources of potential funding. Wright noted bids that have been sent out. Peterson reiterated the Wedgewood Drive East Project was just awarded. Wright confirmed Mormon Coulee Park paving would be a separate bid from any other projects. Discussion on the 14/61 sidewalk, Padesky asked if it was engineered with the original project, Peterson answered yes adding that Shelby has hired the same engineer used in the original project. Discussion on the need for a maintenance agreement with the City of La Crosse for the sidewalk. Peterson explained TAP funds for the Goose Island connector trail. Peterson stated the trail cannot be built until the road is moved. Discussion on roads and walks shared between City of La Crosse and Town of Shelby and what plowing and mowing looks like in those areas. Knutson asked for a map of the areas with a breakdown of who is responsible for what and where. Wright reviewed work being done on Hickory Lane and explained drainage issues in Wedgewood Valley. Peterson stated funding received for 50% of Old Town Hall Road, work is scheduled for 2026. Peterson added Crown Blvd also set for 2026, Wright noted drainage issues with Crown Blvd. Discussion on water flow in that area and potential funding sources to help pay for the project. Peterson noted the project will require an engineer. Discussion on needs for the Millstream addition. Peterson noted there will need to be a neighborhood meeting soon. Peterson overviewed the Breidel Coulee bridge

project, and explained the new rating will qualify for federal funding in addition to La Crosse County funding to start the design.

Stormwater: Peterson has been working with a property owner at the end of Valley Road to put a catch basin on their property. Work is set to begin in 2025, but it may still be bid this fall. The proposed structure is a large concrete basin. Peterson noted options such as a cost share of repairing the driveway from Valley Road to the turnaround in exchange for placing the catch basin on their property. Discussion on the Ebner Coulee Road drainage. Peterson reiterated that CBS Squared completed a drainage study and noted project could be a cost split between the Town and Sanitary District. The earliest the project would begin is in 2025. Peterson noted the culvert was removed from the Boma Road project specs and culvert funds will be applied for. Hoping to complete it by 2026.

Buildings and Grounds. Peterson stated interstate roofing came to assess the roof of Town Hall and Fire Station, Peterson stated need to get bids soon. Peterson stated according to the assessment, the roof of the Town Hall and Annex needs replacing and the roof above the Fire Department garage needs a new structure and a new roof. Wright commented that the structure will need to be bid out. Discussion on subdivision signs, storage options as a backup for the building on St. Joes Ridge.

Peterson suggested the Town Board relay any needs for projects that they see to her so that she can work with Public Works to find solutions and plan.

3. Purchases. Peterson reviewed the larger purchases made in 2023, a plow truck, mower and backhoe. Peterson noted the large purchases that are anticipated to occur in 2024 and 2025. Peterson noted that purchases can fluctuate between years based on cost and availability. Upcoming purchases include a plow truck, skidsteer and sweeper.
4. Maintenance. Peterson stated seal coating is an annual project. Discussion on whether a road that is set to be rebuilt can or should be skipped for chip sealing. Discussion on PACER rating of roads. Wright mentioned the bidding process for projects. Discussion on micro seal versus chip seal. Wright stated micro seal is less beneficial in rural areas and added micro seal can't be put over chipseal or ground up road, it needs to be put on blacktop. Wright reviewed required work before chip seal; ditching to get the water off the road and clean out the pipes or replace pipes as needed. Wright stated the PACER report is filled out annually and determines chip sealing needs. Wright explained the PACER rating score sheet and how it's filled out. Peterson noted pavement management plan example. Padesky asked what micro seal is, Wright answered it is tar with cement added to it. Ehler and Wright discussed the Upper Wedgewood Terrace had micro seal put down 8 years ago and it is holding up well. Wright explained his filing system, stating that each road has a file folder, anything done since Wright started is documented in the files. Discussion on record retention practices. Suggestion to digitize records for future benefit. Discussion on bridges. Wright noted La Crosse County inspects the bridges and they give each bridge a rating. Discussion on mowing patterns and other maintenance. Wright explained the first spring mow is done to get the grasses in the right-of-way under

control, regular mowing in the summer is to keep them under control and the last mow in the fall is a total cut to tidy up everything before winter. Wright confirmed tree trimming is done as needed and depends on if limbs are infringing on signage or the road. Wright stated the snowplow and street sweeper are the height guides for whether a limb is infringing on the road. Discussion on brush chipping, leaf disposal, and large item drop off. Discussion on reopening a drop off site for brush, leaves and grass, possibly at the old landfill off of Old Town Hall Road. Wright stated that he can speak to the DNR to make sure that is allowed. Discussion on storage on that parcel, Wright reiterated need for DNR approval especially if there is a shed being put up. Candahl noted the Town would need to chipseal the driveway to keep the dust down for neighbors if that is used as a drop-site.

5. Plowing. Discussion on plowing and routes. Wright stated the first pass is done within 3 hours to allow residents, emergency vehicles and school buses to pass through. The second pass is done to accommodate other regular traffic, delivery vehicles, etc. Candahl wants to discuss a policy when the plows go out. Candahl noted no curb and gutter, and more packed down snow means more potential damage to the roads. Ehler asked about brine. Wright provided a list of roads where brine would be beneficial, but explained not all roads in Shelby would work with brine. Discussion on brine quantities and purchasing. Wright confirmed brine is becoming more popular in this area.
6. Training. Discussion on new employee orientation and a checklist for Peterson to ensure all training and documentation are completed and recorded. Discussion on monthly safety meetings. Wright stated the last safety meeting on 6/4/24 covered proper safety gear and clothing. Peterson noted the importance of making time for education. Wright confirmed he sends crew members to traffic training, chainsaw training, etc. Wright stated the next major training is for confined space certification which needs to be redone every 3 years. Peterson noted Cintas and other services are available for hosting training and assisting with documentation. Knutson noted the importance of highlighting the training that the crew does.
7. Adjournment. Motion by Heal to adjourn at 9:47 a.m., second by Ehler. Motion carried unanimously.

Next regular meeting will take place Tuesday, June 18, 2024 @ 5:00 p.m.

Respectfully Submitted by Fortune M. Berg, Clerk.