

Town of St. Joseph - St. Croix County, WI
Minutes for the Joint Meeting of the Public Works Committee and Town Board

St. Joseph Town Hall
Thursday, July 6, 2023 – 6:00PM

This meeting was delayed from the normal first Tuesday due to the July 4 holiday.

CALL TO ORDER by Chair Marty at 6:00pm.

PLEDGE OF ALLEGIANCE

STATEMENT OF PUBLIC NOTICE

ROLL CALL Members Carlson, Marshall, Marty, Simpson, and Zahler were present. Alternate Hailey was also present.

ADOPTION OF AGENDA *Motion to adopt the agenda (Zahler/Marshall) passed.*

APPROVAL OF PRIOR MEETING MINUTES – 6/06/2023 *Motion to adopt the minutes of the June 6, 2023 meeting (Marshall/Carlson) passed.*

Business:

- 1 2023 Road Projects:
 - 1.1 Houlton major street project status. *The ravine work is holding well in the recent rains. Installation of the storm sewer is progressing.*
 - 1.2 2023 Crack sealing and seal coating status. *The chip seal rock has been tested. Lee showed a spreadsheet of the bid/budget vs. actual costs on current construction. The current work is under budget. A motion was made (Carlson/Marshall) to spray patch river road, using the leftover money from the current project. The motion passed and will be sent to the Town Board.*
 - 1.2.1 Rolling Hills Trail – re-doing seal coating and striping by Fahrner. *Tentatively scheduled for the end of July.*
- 2 Other road projects: *Scott Road bad sections have been milled and patched, and seal coating is in progress.*
- 3 Damages to roads:
 - 3.1 Any other road damage issues.
 - 3.1.1 Tuma Excavating is working on repairing damage on Houlton Main St. near the loop trail. *There is no base gravel under the damaged area. It is being dug out and base added before paving.*
 - 3.1.2 Lee said there are some problems on Chapman Hills. *He has been talking to the contractor to get the proper fix. White Eagle new roads have some issues to be resolved before final paving.*
 - 3.1.3 *There is a problem with a badger or other animal digging and undermining the road base on 85th St. Chris will check on it.*
 - 3.1.4 *Some of the barriers have been removed at the west end of Walsh Road.*
 - 3.1.5 *There is debris on the concrete gutter on Valley View Rd that is pushing water out of the gutter and onto the road. Jeff asked about getting cleaned up. Bob will talk to Todd about it.*
- 4 Signage - any signage issues. *Various signs need to be put up.*
- 5 Discuss Clustering of mailboxes in cul-de-sacs of new developments. *Jeff talked to Postmaster Jason Schmidt. The Post Office supports CBU's (Cluster Box Units) wherever possible. They can be sized from 4-16 mailboxes per pedestal. It was generally agreed by the committee that a good place to place the CBU's was about 30-40 feet before a cul-de-sac, on the left side of the street, allowing flexibility for driveways or culverts that may also be near*

- there. A motion was made (Marshall/Carlson) for the Town Board to have the planning committee review language and requirements for CBU's and adding them to subdivision requirements. The motion passed.*
- 6 Discuss adding a yard hydrant near the Public works building. Add protective bollards around hydrant and well. *Chris suggested tying this to the generator installation, since the work on both will be in the same area. A motion was made (Marshall/Zahler) to install a frost-proof yard hydrant and tie the work to the generator installation work. The motion passed.*
 - 7 Request by homeowners group to stripe roads in the Thelen Farm/Settler's Way development. *Drew Baillargeon from the Settler's Way HOA asked about striping roads at curves and hills in their area. They have seen a lot of traffic cutting corners and running stop signs. The committee did not have a cost estimate, but did give Drew information on how long striping lasts, and how any upcoming seal coating in the area would affect the striping. It was felt that the costs of any striping on these roadways should be borne by the HOA, as the town has only striped major roadways in the past due to cost.*
 - 8 Traffic studies. *Because of the discussion regarding Settlers Way traffic, Mark Simpson volunteered to do this summer's traffic studies on traffic in the Thelen Farm/Settlers Way subdivision, plus 145th St. and 20th St.*
 - 9 Seasonal maintenance:
 - 9.1 Summer:
 - 9.1.1 Pothole repair. *Ok, except North Bay Road.*
 - 9.1.2 Shoulder repair. *Need some repair on hills due to rain.*
 - 9.1.3 Gravel road maintenance. *Done.*
 - 9.1.4 Scheduling of tractor tasks: *On hold due to needed repair of tractor mower.*
 - 9.1.4.1 Mowing and clearing of ditches.
 - 9.1.4.2 Tree grinding with forestry head.
 - 9.1.5 Any other work needed. *Weed spraying has been done, but new patches of Wild Parsnips are showing up. Bob will talk to our spraying company.*
 - 10 General maintenance:
 - 10.1 Completion of work orders. *Ok.*
 - 10.2 Tractor and equipment maintenance. *The mower mount is broken where it attaches to the tractor frame. Chris is working on this with the vendor, but feels the tractor should be loaded up and returned to the mower manufacturer for proper repair under warranty. Rick Hailey asked about hiring mowing or renting a backup tractor for mowing while ours is under repair.*
 - 10.3 Maintenance issues not addressed above.
 - 11 Review of bills and expenditures for previous month(s). *Ok.*
 - 12 2023 expenses to date vs. budget. *Ok.*
- **PUBLIC COMMENT** –Opportunity for comments on subjects not on the agenda when recognized by the presiding officer.
 - Items for Town Board Agenda *Items 1.2 (River Road), 5 (Mailboxes), and 6 (Yard Hydrant)*
 - Items for next Public Works Committee Agenda *Items 1-6, 8-12*
 - Date for the next Public Works Committee *August 1*
 - Adjournment *A motion to adjourn (Marshall/Zahler) was made and passed at 7:28pm.*

Members of the Town Board or other Town Committees may attend for informational purposes. No votes or other action will be taken by the Town Board at this meeting.