

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
Tuesday, Jan. 2, 2024 – 6:00PM

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

PLEDGE OF ALLEGIANCE

STATEMENT OF PUBLIC NOTICE Posted as required.

ROLL CALL Members Carlson, Marshall, Marty, Simpson, and Zahler were present. Alternates Gavin and Haley were also present. Town board member DeRosier was also present.

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

APPROVAL OF PRIOR MEETING MINUTES – 12/05/2023 Motion to adopt the minutes of the Dec. 5, 2023 meeting (Marshall/Carlson) passed.

Business:

- 1 2024 Road Projects: Lee passed out a corrected 2024 PASER map. The rating for 60th St. has been corrected.
 - 1.1 2024 Road project discussion. Lee passed out a list of suggested 2024 road projects, including crack patching and seal coating. The total of the list is \$693,688.94, and our budget is \$480,000. In the next 2-3 months, we will need to determine which of the roads on the list will be included in this year's project. The list also showed potential projects that could be included in the 2030 major road project.
 - 1.2 2024 Road crack patching discussion. See 1.1 above.
 - 1.3 2024 Road Seal Coating discussion. See 1.1 above.
- 2 Other road projects: 144th Ave. soil boring will be done this week (possible 2024 or 2025 road project). Lee will bring results and a map next month.
- 3 Damages to roads:
 - 3.1 Any other road damage issues. None.
- 4 Discuss seal coating new subdivision roads at 3 years. Lee will talk with the town attorney to determine the procedure to make contractors par for seal coating new subdivision roads when they are 3-5 years old.
- 5 Signage - any signage issues. Bob is making a list of needed street signs. This should be the last group to get us to all new reflective street signs.
- 6 Recommendation to Town Board on cul-de-sac mailboxes. This never got to the Planning Committee. The original item and recommendation from the Public Works Committee to the Town board on July 6, 2023 was:
 - 6.1 "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."
 - 6.2 A motion was made (on 1/2/2024) (Simpson/Marshall) to re-send this (as worded in 6.1 above) to the town board for forwarding to the planing commission. The motion passed.

- 7 Review of Town Ordinance Chapter 149 on roads. *The text of the ordinance is on the town website and e-code. We will review it at the February meeting.*
 - 7.1 *We know that we need a detail plate for the layout of the street signs, and also for placement of the signs at intersections. Lee will bring a sample to the Feb. meeting.*
- 8 General maintenance:
 - 8.1 *Completion of work orders. There have been very few orders due to the pleasant weather.*
 - 8.2 *Tractor and equipment maintenance. We have an appointment for Baribeau to service the tractor. An appointment has also been made for servicing of the mower attachment.*
 - 8.3 *Maintenance issues not addressed above. An RFP will be going out to get a new tree service for the town.*
- 9 Seasonal maintenance:
 - 9.1 *Winter:*
 - 9.1.1 *November mowing (while weather allows it). N/A, on agenda by mistake.*
 - 9.1.2 *Snowplowing status. Only minor snowfalls so far this winter.*
 - 9.1.3 *Winter tree cutting and trimming.*
 - 9.1.4 *Any other work needed.*
- 10 Review of bills and expenditures for previous month(s).
- 11 2023 expenses to end of year vs. budget.
- 12 2024 expenses to date vs. budget.
 - **PUBLIC COMMENT** –Opportunity for comments on subjects not on the agenda when recognized by the presiding officer.
 - Items for Town Board Agenda *Item 6 (Mailboxes).*
 - Items for next Public Works Committee Agenda *Items 1-12 (excluding 9.1.1).*
 - Date for the next Public Works Committee *Feb. 6, 2024 at 6pm.*
 - Adjournment *A motion to adjourn (Simpson/Marshall) was made and passed at 6:49pm.*

Meeting notice posted as follows: Posted as required by Clerk/Treasurer Town of St. Joseph- [1337 County Road V- Hudson, WI 54016](#) Office #: 715-549-6235, Fax #: 715-549-6249 Email- clerk@townofstjoseph.com, Website: www.townofstjoseph.com

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.