

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, September 3, 2024 – 6:00PM

CALL TO ORDER *By chair Marty at 6:02pm.*

PLEDGE OF ALLEGIANCE

STATEMENT OF PUBLIC NOTICE *Posted as required.*

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

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

APPROVAL OF PRIOR MEETING MINUTES – 8/06/2024 *Motion to adopt the minutes of the August 6, 2024 meeting (Marshall/Carlson) passed.*

Business:

- 1 2024 Road Projects:
 - 1.1 2024 Road project discussion, including crack patching and seal coating. *This work is substantially complete. The culvert by the PW shop needs cleaning by the contractor. Seal coating has been done well and looks good.*
 - 1.2 2024 road project on 144th Ave. Any updates or issues. *There will be a pre-construction meeting next week.*
- 2 Damages to roads:
 - 2.1 Any other road damage issues. *No noted road damages. There was discussion of storm damage and clean up of trees on roads.*
- 3 Discuss seal coating new subdivision roads at 3 years. *Waiting on action from Town Board. Verbiage sent to town attorney. Waiting on response.*
- 4 Signage - any signage issues. *We are caught up for this year. Sign replacement next year should be minimal.*
- 5 Traffic Reports. *Jeff placed the counter on State St., Houlton School Circle, River Road and Trout Brook Rd. while Mark was out of town. Reports will be forthcoming. Note that the county has put restrictions on Trout Brook Rd. during the County Rd. A construction.*
- 6 Set wording/language for cluster mailboxes to include in Chapter 149-Roads, Driveways, etc. - requested by Planning Commission. *A motion was made to send to the board the ordinance language and plates provided by Stantec (Lee), with the addition of the width of the asphalt pad (bump-out) in front of the mailbox, and that the developer will be responsible for purchasing and installing the cluster mailbox unit (CBU).* *Lee also suggested that this should be added to the standard developer requirements document.*
- 7 General maintenance:
 - 7.1 Completion of work orders. *Ok.*
 - 7.2 Tractor and equipment maintenance. *The tractor is back and in use. The original service technicians installed the hub with parts missing parts, as the shims has fallen down into the hub and were not noticed. Both sides were fixed. Chris is talking to the vendor about warranty issues.*
 - 7.3 Maintenance issues not addressed above. *None.*
 - 7.4 New Tractor Cost. *Chris has some information on leasing a new tractor from a private firm, but didn't have it with him.*
- 8 Seasonal maintenance:

- 8.1 Summer:
 - 8.1.1 Pothole repair.
 - 8.1.2 Shoulder repair. *Bob and Todd checked shoulders on the east side of the town for necessary repairs.*
 - 8.1.3 Gravel road maintenance. *Trout Brook Rd. fall grading will be done.*
 - 8.1.4 Weed removal/spraying. *Spraying helped with invasive weeds, but didn't do much against grassy plants.*
 - 8.1.5 Tractor mowing. *Continuing now that the tractor is running again.*
- 9 Review of bills and expenditures for previous month(s).
- 10 2024 expenses to date vs. budget.
- 11 Set 2025 budget. *Budget items were discussed and budget category levels were set for 2025. This information was given to the town chair on Sept. 5.*
- 12 **PUBLIC COMMENT** –Opportunity for comments on subjects not on the agenda when recognized by the presiding officer. *This was moved up before item #11. Rick mentioned that the City of Hudson has set aside \$250,000 for ash tree removal during 2025, and that we should consider it in our budget. He also had concerns about safety around the new building and the lack of a security fence.*
- 13 Items for Town Board Agenda Item 6 (Chapter 149), item 11 (PW budget).
- 14 Items for next Public Works Committee Agenda Items 1-16.
- 15 Date for the next Public Works Committee Oct. 1 at 6pm.
- 16 Adjournment *A motion to adjourn (Simpson/Carlson) was made and passed at 7:48pm.*

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.