

Town of St. Joseph
Minutes for the Public Works Committee
Wednesday, June 1, 2016

CALL TO ORDER: By Chair Marty at 6:05PM in the Fire Hall

PLEDGE OF ALLEGIANCE

STATEMENT OF PUBLIC NOTICE- posted as required

ROLL CALL : all members are present

ADOPTION OF AGENDA: Motion to adopt the agenda Long/ Johnson passed

APPROVAL OF PRIOR MEETING MINUTES – 5/5/16 Motion to approve the meeting minutes from 5/5/16 with the change to #13 as stated. Johnson/Long -passed

Business:

1. **Public Works building**—Bid opening and recommendations: No bids were submitted. Date was extended to next Wednesday. Motion that when this bid is awarded, all bills and payments for the building project go through the pay request process by Stantec prior to approval by the Board. Johnson/Simpson passed
2. **Chapter 149-** plates and changes to ordinance: next meeting Stantec will bring back changes that we have proposed and they will review the ordinance and bring their suggestions. We will be doing a Draft to take to the Plan Commission in about 2 months for their input. Then we will meet again and do a Final which will be forwarded to the Plan Commission to forward to the Board.
3. **Review of current and future expenditures for 2016 to date and all bills received from April and May:** reviewed and discussion about the lack of funding and work that can be done under the monies that we have. Motion to the board for an explanation of why Public Works is being charged for meetings including the Annual Meeting from Stantec. Should those meeting costs be coming out of our budget when the engineer is present at the board meetings at the request of the board. Johnson/Marty passed
4. **General maintenance:**
 - a. Signs
 - i. Inventory of reflectivity: count and costs of replacement: Johnson is working on the list and will have Stantec input these onto the disk and give the totals to County for a price. Looking at our budget we believe that part of the signage numbers are the weight restriction signs in and out which would be under regular maintenance.
 - b. Red Pine Trail update: Town has filed against Waste Management.
 - c. ROW and ditch issues:
 - i. Installation of signs: all done, one has been knocked over but they are set.
 - ii. Further encroachment on 60th and elsewhere: none right now
 - d. Gravel and grading roads-retriever and grading completion: Haven't done 144th, 136 and Church. Otherwise all look good. Used a little bit bigger rock. We saved 3 tandem loads of gravel on the roads we did using the retriever. Most of the gravel that is being retrieved is great gravel because it hasn't been run over.
 - e. Retriever for shouldering: Will use this on asphalt roads to pull up the shoulders.
 - f. 20th St. patch: \$5125 to pave the patch and prep the patch area.
 - g. Maintenance issues
 - i. Timeline for repairs and maintenance and potholing: There are a few more work orders to do.

- ii. 85th Street: deterioration of the driving surface and maintenance: all patched and that is as much as we can do this season.
 - iii. Culvert inspection: Marty will check on these.
 - iv. Damages to roads: Work order for Perch Lake Rd and charged back to the owner, 122nd – a letter was sent.
 - v. Completion of work orders: Marty will check
 - vi. 41st St issues: Issue with the owner not wanting us to turn around in his yard. He says that the road is his road not the town's. We will have some issues with this situation that the board may have to address.
 - vii. Discussion of disposition of end portion of 30th (gravel) maintenance problem; return road to landowner or?: We should talk to them regarding turning back that end of the road which is about 130ft long.
 - h. Inspection of erosion control areas in existing subdivisions: Everything is looking good.
5. **Spraying of weeds, mowing and tree cutting**: will spray the guardrails and curb and gutter and the knotweed. Unless there is an emergency we are done with tree cutting. Mowing: Long took this part of the meeting and Marty recused himself from the discussion. We need to be doing maintenance on the tractor before we can start mowing. Marty and Warren Long will be doing the mowing. We should be starting about June 15th with our mowing or as soon as Long determines. Will do one pass on the roads and one mowing cycle this year. Have implemented forms for the tractor drivers to track the maintenance issues on the tractor and mower and a daily log of hours and projects.
6. **Info and update on Town parking lot drainage issues behind the town hall to coordinate with building**: We have received one quote and are looking for at least another one. Monarch could asphalt the entrance for \$2675.
7. **Future funding options for Public Works**: review of roads needing attention and costs involved: *Motion that the only way that the Town will be meeting the needs of the roads will be in taking out another loan in 2019. The Town Board and the Finance Committee should meet with Ehlers and Associates to look at their options and understand the ramifications. Johnson/ Marty.*
8. Review of work orders—we reviewed these.

PUBLIC COMMENT –Opportunity for comments on subjects not on the agenda when recognized by the presiding officer.

Items for Town Board Agenda see motions in 1,3 and 7

Items for next Public Works Committee Agenda: All of the issues identified above and a preliminary meeting with Stantec regarding Chapter 149.

Date for the next Public Works Committee: Thursday, July 7, 2016 6:00PM

Adjournment: Motion to adjourn Simpson/Long