

Town of St. Joseph - St. Croix County, WI
Meeting of the Town Board – St. Joseph Town Hall – February 9, 2017, 6:00 P.M. Minutes

Call to Order at 6:00 p.m.

Statement of Public Notice was recited.

Roll Call: Chair Spaniol and Supervisors Bohl, Long, DeRosier and Packard were at the meeting.

Adoption of Agenda: **Motion** (Long, DeRosier) to adopt the agenda. **Motion carried.** The town board agreed to move up item #20 and #11. Those items were heard after the Consent Agenda.

Pledge of Allegiance was recited.

The following dates of upcoming meetings and events were discussed: February 14th Public Test, February 15th Parka, Trails & Recreation Committee Meeting, February 16th HWY 64 Corridor Community Meeting. February 21st Spring Primary, March 1st Plan Commission Meeting, March 7th Public Works Committee Meeting, March 8th Bass Lake Rehab District Meeting and the March 9th Town Board Meeting.

Monthly Status Reports:

1. Building Inspector: Chair Spaniol explained that a monthly report was submitted and showed no new homes for the month.
2. Deputy Zoning Administrator Jay Kimble submitted a monthly report.
3. Plan Commission Chair Carolyn Barrette had nothing new to report.
4. Fire Chief: Nothing new to report.
5. Ems Chief: Nothing new to report.
6. Joint Library: Submitted a monthly report and requested 1st half payment for the year.
7. Parks: Nothing new to report.
8. Wisconsin Town's Association: The town board reviewed the date of the next meeting date and location.
9. Bass Lake Rehab District: Chair Spaniol explained that a grant was approved and that they are looking for a summer intern.
10. Internet/Broadband: nothing new to report.
11. MS4/Urban Non-Point Source Grant was discussed later in the agenda.
12. Houlton Facilities Plan was discussed later in the agenda.

Consent Agenda: Motion (Bohl, Packard) to approve the Consent Agenda. **Motion carried.**

1. Payment of Bills, Vouchers and POs

2. Approval of Meeting Minutes

- a. 01/12/2017
- b. 01/24/2017
- c. 01/31/2017

New Business discussion and possible action on:

3. Houlton Facility Plan Update was provided by Stantec representative Lee Mann. Mann explained that Stantec is still working with property owners to get permission to bore the soil and informed the town board that a vendor has been identified to do the soil boring. The town board affirmed that the goal is to do two more borings.

4. Bass Lake Facility Plan Update was provided by Stantec representative Lee Mann. Mann explained the changes to the scope of the project and that asked to resubmit to the Hwy 64 Corridor Coalition. Chair Spaniol explained that the information was sent to the coalition to meet the requirements of turning documents in prior to the meeting.

5. MS4 Submittal items were reviewed Stantec representatives Lee Mann and Peter Allen. Mann reviewed the three items that were submitted in August that had an implementation date of February 26th. Mann provided the email that was sent in response to the items submitted in August. Mann also explained the items he was suggesting being submitted in February. The town board had a discussion on the items that were presented by Mann. **Motion** (Spaniol, DeRosier) to authorize Lee Mann to gather information and present it to an attorney to gather a quote. **Motion carried.** Mann explained he would also bring an annual report to the March town board meeting. **Motion** (Bohl, Spaniol) to approve sending second set of February 26th submissions tasks: 2. Illicit Discharge Detection and Elimination, 5. Pollution Prevention Plan, 6. Storm Sewer System Map, 7. Stormwater Quality Management (Modeling) and 9. Stormwater Quality Compliance Plan as presented by Lee Mann and due by February 26th. **Motion carried.**

6. Public Works Building- bidding updated was provided by Stantec representative Lee Mann. Mann explained that a question arose during the bidding process that required granting an extension to the deadline to submit bids.

7. Waste Hauling Services provided by Olson Sanitation was discussed. Chair Spaniol explained that several residents were notified that the company was going to stop servicing private roads. Chair Spaniol talked with the provider and was told they had found a way to keep servicing all its customers, so no one was going to be without the waste service.

8. Updated the Parks, Trails & Recreation Committee Charter to reflect that the committee will meet the third Wednesday of the month instead of the 4th Tuesday of the month. **Motion** (Bohl, Packard) to approve the update the Parks, Trails & Recreation Committee charter to reflect they will meet the third Wednesday of the month instead of the fourth. **Motion carried.**

9. Updated the Public Works Committee Charter to reflect that the committee will be the second Tuesday of the month instead of the 1st Tuesday of the month. **Motion** (Bohl, Long) to update the Public Works Committee charter to reflect that the committee will be meeting the second Tuesday of the month instead of the 1st Tuesday of the month. **Motion carried.**

10. Authorizing payments made to the town via credit card and/or pay pal was tabled.

11. Resolution on Town Hall Use Policy: Clerk/Treasurer Stewart reviewed the proposed policy with the town board. The town board discussed the past and proposed policy. the need to update it and any ability to have special requests to be brought to the town board from time to time. Supervisor Bohl raised concern over the timing of this policy and wanting the ability to have the town deviate from time to time. Resident Tony Rambo questioned historically the use for religious organizations has always been granted. Clerk/Treasurer Stewart explained that use is allowed, but the town board has the authority to set fee amounts and use conditions. Resident Theresa Johnson explained why the original resolution was made regarding town hall use rentals and that deposits were not waived. **Motion** (Bohl, Long) to approve the presented Town Hall Use Policy with the whereas

Tom will read and the extra clause regarding the extra waiving. **Motion carried.** Chair Spaniol read the policy in its entirety.

12. Ice Rink located at the town hall: Supervisor DeRosier explained that they met with Nick Frantea at the Parks, Trails and Recreation Committee meeting and that he is still interested in moving forward with having an ice rink in the future. The Parks, Trails and Recreation Committee will continue to work with this resident to see if an ice rink will work in the future since this year it did not work out.

13. 2017 Kennel Licenses: **Motion** (DeRosier, Long) to approve the 2017 Kennel licenses for the following parties Garth and Jennifer Vander Vorst Houlton, WI; Ross and Pauline Goerdts Somerset, WI and Christ and Kate Nelson Houlton, WI. **Motion carried.**

- a. Garth and Jennifer Vander Vorst- 1383 31st Street Houlton, WI 54082
- b. Ross and Pauline Goerdts- 680 143rd Ave. Somerset, WI 54025
- c. Chris and Kate Nelson- 426 Highland View Houlton, WI 54082

14. Changing Fire Number Signs Style: Supervisor Long explained the sign sample that was sent by a new sign vendor and that the updated style is cheaper than the old style. **Motion** (Bohl, Long) to move forward with changing the fire number to flag style presented by Supervisor Long. **Motion Amended** (Bohl, Long) for all new or replacement signs to have the new flag style signs. **Motion carried.** The town board also approved a request be made to the Public Safety Committee to consider updating residents fire signs to the new model. **Motion** (Bohl, Long) to move the schedule updating the fire signs to the Public Safety Committee to come up with a plan to present to the board. **Motion carried.**

15. Changed Fire Number Vendor for the Town of St. Joseph. **Motion** (Bohl, DeRosier) to change fire number vendor to Decker Sign. **Motion carried.**

16. Set public hearing for the adoption of revisions to Town Ordinance Chapter 149 including the specs and plates. Resident Theresa Johnson explained the basis for Public Hearing and her opinion is that everyone has a copy of the documents. **Motion** (Bohl, Spaniol) to set Public Hearing for the ordinance and plates for April 13, 2017 meeting and set for 6:30 p.m. **Motion carried.**

17. Human Resources Coordinating for the Town of St. Joseph: Clerk/Treasurer Stewart reviewed a list of items to address. The town board asked her to come back with a timeline of when these items could be completed.

18. Updating Committee Meeting Materials Policy was tabled. **Motion** (Spaniol, Bohl) to table for the next meeting. **Motion carried.**

19. **Closed Session:** per Sec 19.85 (1) © of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **Motion** (Spaniol, Bohl) to go into closed session. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long, DeRosier and Packard voted in favor of the motion.

a. **Considered employment for Fire Department and/or EMS positions:** Elizabeth Pickens, Jesse Bullis and Ryan Plamann.

b. **Open Session:** Motion (Spaniol, Bohl) to come out of closed session. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long, DeRosier and Packard voted in favor of the motion.

c. **Board Action:** Motion (Bohl, Long) to approve considering for employment Elizabeth Pickens, Jesse Bullis and Ryan Plamann. **Motion carried.**

Unfinished/Old Business

20. Town Hall Rental Request for the River Community Church for 2017 Sunday mornings from 8:00 a.m. to 12:00 p.m. Resident Tony Rambo- pastor of the River Community Church- informed the town board that the River Community Church had found a new location and would not be needing to use the town hall.

Public Comment: Deputy Zoning Administrator Kimble stated that everyone is doing a fine job and not appreciated for all the work we do. Supervisor Long stated the same about Deputy Zoning Administrator Kimble. Clerk/Treasurer Stewart informed the town board that a new Deputy Clerk/Treasurer has been hired.

Budget Year-to-Date was reviewed. Chair Spaniol informed everyone that half the snow plowing budget has been spent for the year.

Items for next Plan Commission or Town Board Agendas

Adjournment: Motion (Long, Bohl) to adjourn. **Motion carried.**