

Town of St. Joseph - St. Croix County, WI

Meeting of the Town Board – St. Joseph Town Hall – March 9, 2017, 6:00 P.M. Minutes

Call to Order was made at 6:00 p.m.

Statement of Public Notice was recited.

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

Adoption of Agenda: The town board agreed to move the Plan Commission Recommendation items up to be heard after the Public Information Meeting. **Motion** (Spaniol, Bohl) to adopt the agenda with the move. **Motion carried.**

Pledge of Allegiance was recited.

The following dates of upcoming meetings and events were discussed: March 15th Parks, Trails & Recreation Committee Meeting, March 30th Election Staff Training, April 4th Spring Election, April 5th Plan Commission Meeting, April 11th Public Works Committee Meeting, April 12th Bass Lake Rehab District Meeting, April 13th Town Board Meeting and April 18th Annual Town Meeting.

Monthly Status Reports:

1. Building Inspector: Chair Spaniol mentioned that the monthly building report showed one new building permit was issued.
2. Deputy Zoning Administrator Jay Kimble reviewed his report and that the biggest issue for the month was weight restrictions.
3. Plan Commission: Nothing new to report.
4. Fire Chief: Nothing new to report.
5. Ems Chief Tim O'Brien informed the town board that everything is going well on the EMS side, but the Brush Truck had some issues. Supervisor Bohl stated he passed a bad accident scene and felt that everyone is doing a great job.
6. Joint Library report was provided by Barb Peterson. Her report reviewed the monthly stats from the library and what programs were being offered in the upcoming month.
7. Parks: Nothing new to report.
8. Wisconsin Town's Association: Supervisor Long reviewed what occurred at the last meeting also noting that a spreadsheet was sent out that showed the shortfall on road funding from the state. Chair Spaniol also reviewed the costs differences and what the legislators spoke to at the meeting.
9. Bass Lake Rehab District: Chair Spaniol explained that the last meeting was canceled because notice has to be mailed out.

10. Internet/Broadband: Supervisor Long explained that more interest is needed for additional service to be added in the town for high speed fiber optic service.

11. MS4/Urban Non-Point Source Grant: Stantec Representative Lee Mann explained that the annual report was submitted. **Motion** (DeRosier, Long) to approve are Annual Report under MS4 General Permit No. WI-S050181-1 which is dated due by March 31, 2017 to the State of Wisconsin Department of Natural Resources. **Motion carried.** Mann also informed the town board that the WI DNR is willing to let the town wait until St. Croix County has complete its ordinance review to have the town's legal counsel weigh in on the town's proposed ordinances. This allows the town to only have to go through the process once.

12. Houlton Facilities Plan: Supervisor Bohl informed the town board that the search is ongoing to find two additional sites to test.

Consent Agenda: Motion (Long, DeRosier) to approve the consent agenda. **Motion carried.**

1. Payment of Bills, Vouchers and POs

2. Approval of Meeting Minutes

a. 02-09-2017

6:30 P.m. Public Information Meeting- New Public Safety Radio Tower

St. Croix County staff member Steve Takosh explained that the county is doing major upgrades to its emergency system and wants to ensure service to the area. Takosh stated that the lease with Xcel is only 5 years and no guarantee the county can renew to keep the current tower on Kings Stack. He further explained that St. Croix County was working with an unnamed Minnesota financial public agency to go 50/50 on the tower with the condition that they build in the Houlton area. It was noted that the MN agency also needed to find the funding to make it official as well. The town board and residents had questions on the location that the tower would be built on. Takosh explained that the location is uncertain, but the smallest lot to build on would be 75 by 75.

New business discussion and possible action on:

3. Building Inspector Contract Renewal with Todd Dolan- All Croix Inspections. Dolan went through the renewal contract with the town board. **Motion** (Spaniol, DeRosier) to approve the agreement with All Croix Inspections. **Motion carried.**

4. Public Works Building- Bid Results: Stantec Representative Lee Mann stated that the Public Works Committee reviewed the bids and that they were all over budget. **Motion** (Bohl, DeRosier) to reject the three bids for the Public Works building. **Motion carried.**

5. 2017 Seal Coat and Crack Seal Project- Approve plans and Authorize Solicitation of Bids. Mann reviewed the plans with the town board. **Motion** (Long, Bohl) that we approve the plans for crack seal

and seal coating as presented by Stantec and put out to bid for March 30th and present at the April 13th town board meeting. **Motion carried.**

6. Spring Newsletter: The town board agreed to have all proposed articles to Supervisor Packard by Sunday.

7. 2017 Kennel License

a. **Motion** (DeRosier, Bohl) to approve the 2017 Kennel License for Brenda and Rob Buckles-1181 Trout Book Rd Hudson, WI 54016. **Motion carried.**

8. Managing Public Records Training for Clerk/Treasurer: **Motion** (Spaniol, Long) to allow the Clerk/Treasurer to attend UW-Extension Local Government Issues, Challenges, and Strategies class titled Managing Public Records being held March 21, 2017. **Motion carried.**

9. Operator's License: **Motion** (Bohl, Packard) to approve both operators' licenses for Richard Kramchuck and Dale Green. **Motion carried.**

a. Richard Kramchuck- Amwest, Inc. dba Bob & Steve's BP

b. Dale Green- Myers GM Enterprises, Inc. dba Cajun Club

Unfinished/Old Business

10. Human Resources Coordinating Timeline for the Town of St. Joseph. Clerk/Treasurer Stewart went through a proposed time line that the town board requested.

11. Updating Committee Meeting Materials Policy was tabled.

Plan Commission Recommendation

12. Mike Anderson, 271 125th Ave., Hudson- 2 lot CSM Concept Review: Doug Zahler explained the CSM and explained that St. Croix County had just issued a letter questioning whether lot one would work because of no road frontage and that another concern was a decent driveway. The town board reviewed the driveway issue and found it compliant with the ordinance and felt the CSM could proceed.

13. Mark Koenig, 1262 48th St., Hudson- 3 lot CSM : Doug Zahler explained that the items mentioned in a St. Croix County letter had been addressed. Plan Commission Chair Carolyn Barrette stated that the Plan Commission had recommended approving the CSM. **Motion** (DeRosier, Packard) that the CSM prepared for Mark Koenig at 1262 48th St., Hudson be approved and that it meets the following conditional approvals as required by the county 1. Town approval is needed, 2. Lot has and exceeds .5 acres of contiguous buildable area and will be subject to county surveyor approval, it will need a treasurer's certificate and all soils being reviewed will pass. **Motion carried.**

14. Reidenbach/Gerstner, town road variance request at 1406 Hilltop Ridge, Houlton was presented by John Sontag. Chair Spaniol explained that he discussed with one of the parties an error in the application and requested that the errors be changed. Chair Spaniol also noted that the Plan Commission

recommended approving the request, but gave no reasons as to why. Plan Commission Chair Carolyn Barrette explained the basis for the Plan Commission recommendation. The town board had a lengthy discussion on how to move forward with either trying to determine the proper motion to approve or deny the request versus sending it back the Plan Commission to have them do the work. Supervisor Bohl commented that he was behind the process of wanting it done at the Plan Commission level, but also wanted to do what was best for the applicants and residents. Supervisors Packard and DeRosier commented that the Plan Commission did a good job sorting through the information and agreed with formalizing a standard format moving forward. **Motion** (Long, Packard) to recommend that it go back to the Plan Commission to do the due diligences so when it comes to us not doing the extra work at town board level. **Motion amended** (Long, Packard) that the timeline to hold meetings is next week and at no expense to the parties involved. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Long, DeRosier and Packard voted in favor of the motion. Supervisor Bohl voted against the motion. The town board scheduled a special town board meeting for Monday March 20th at 10:00 a.m.

Motion (Spaniol, Bohl) to move into closed session. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, DeRosier, Long and Packard voted in favor of the motion.

Closed Session: per Sec 19.85 (1)© of the Wisconsin Statutes for considering employment, promotion, compensation, or performance evaluation data of an employee.

a. Employee Evaluations were held for Jay Kimble & Nicole Stewart.

b. Open Session: following the employee evaluation. **Motion** (Bohl, Long) to move into open session. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, DeRosier, Long and Packard voted in favor of the motion.

c. Board Action: The town board discussed that during closed session two motions were made regarding compensation for the two employees and to extend Clerk/Treasurer Stewart's contract by two years.

Motion (DeRosier, Spaniol) to move into closed session. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, DeRosier, Long and Packard voted in favor of the motion.

Closed Session: per Sec 19.85 (5)© of the Wisconsin Statutes for deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session.

a. Town board discussion on purchase and bargaining update on possible property acquisition.

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

c. Board Action: None

Budget YTD was reviewed.

Review Items for next Plan Commission or Town Board Agendas: None

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