

Town of St. Joseph - St. Croix County, WI
Meeting of the Town Board – St. Joseph Town Hall – April 13, 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 and DeRosier were present at the meeting. Supervisor Packard was absent.

Adoption of Agenda: The Town Board agreed remove agenda item number twenty- four and to hear agenda item Resolutions with the appropriate committee recommendations. **Motion** (DeRosier, Long) to approve the agenda with changes as stated on the record. **Motion carried.**

Pledge of Allegiance was recited.

The following dates of upcoming meetings and events were discussed: April 13th Town Board Meeting, April 18th Annual Town Meeting, April 19th Parks, Trails & Recreation Committee Meeting, April 20th Finance Committee Meeting, April 26th Public Safety Committee Meeting, May 2nd Public Works Committee Meeting, May 3rd Plan Commission Meeting and the May 11th Town Board Meeting.

Monthly Status Reports:

1. Building Inspector: Chair Spaniol reviewed the building inspector's report submitted.
2. Deputy Zoning Administrator Jay Kimble reviewed the monthly report he submitted to the town board.
3. Plan Commission Chair Carolyn Barrette stated the Plan Commission items were placed on the agenda.
4. Fire Chief: Chair Spaniol reviewed the first quarter report which showed an ongoing issue with truck repairs.
5. Ems Chief Tim O'Brien informed the town board the current membership is 12, responded to thirty-one calls and had a quarterly training.
6. Joint Library submitted a monthly report.
7. Parks, Trails & Recreation Chair Mark Vanasse informed the town board that the Thelen Cemetery clean up would be on April 22nd and that a group of volunteers would be helping. Vanasse also reviewed the bench project for the trail head.
8. Wisconsin Town's Association: Supervisor Long informed the town board that the WTA chair was no re-elected in his municipality, so he resigned his chair position with the WTA.
9. Bass Lake Rehab District: Chair Spaniol explained that the district was awarded a Lake Protection grant.
10. Internet/Broadband: Supervisor Long anticipated that once the ground dries out permits will start being issued.
11. MS4/Urban Non-Point Source Grant : Chair Spaniol reminded everyone that a new tab was placed on the website.

12. Houlton Facilities Plan: Supervisor Bohl explained that he met with residents south of town and they are interested in doing the soil samples.

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

1. Payment of Bills, Vouchers and POs
2. Approval of Meeting Minutes a. 03-09-2017
b. 03-20-2017

New business discussion and possible action on:

3. Special Event Permit Application for Small or Large Assemblies for The Bob Barabe Memorial Time Trail (Big Ring Flyers TT) on May 20, 2017 from 7:00 a.m. to 1:30 p.m. Robert Mackee and Chris Iverson explained the request and that it is annual event. EMS Chief Tim O'Brien explained that the course has been great and they do a great job with set up and clean up. The town board agreed that Valley View Trail should be swept to assist in keeping the course safe. **Motion** (DeRosier, Long) to approve the Special Event Permit Application submitted by The Bob Barabe Memorial Time Trail also known as the Big Ring Flyers TT on May 20, 2017 from 7:00 a.m. to 1:30 p.m. The estimated attendance being 100 people and contingent on Proof of Insurance being submitted. **Motion carried.**

4. 2017 Road Maintenance Project-Consider Award of Project: Stantec representative Lee Mann explained the bid results at that the low bidder was Fahner Asphalt Sealers LLC. Mann explained that the recommendation would be to award the project to them with the total base bid and Alternate 1 and 2. Mann further explained that the Public Works Committee recommended additional crack sealing and seal coating that could be done. Mann further explained that the asphalt company was willing to do a change order and be committee to the prices. Supervisor Bohl asked if the additional work would fall within the Public Works budget and not go over. Chair Spaniol explained that it would be within budget. **Motion** (Bohl, Long) to accept the bid by Fahner Asphalt Sealers LLC to include change order, base order plus alternate one and two for a total of \$136,280.80. **Motion carried.**

5. Maintenance of the Town Roads that were built and/or modified as part of the State Hwy work. Chair Spaniol explained that Wisdot will be reimbursing the town for snowplowing expenses related to those roadways.

6. Municipal Clerks Week Proclamation: Chair Spaniol reviewed what the proclamation was and it was signed by Chair Spaniol at the meeting.

7. Continuing Medical Education Agreement between Regions Hospital Through Regions Hospital Emergency Medical Services and St. Joseph First Responders was tabled. The town board agreed to request that the Public Safety Committee discuss it at the next meeting and provide a recommendation. **Motion** (Spaniol, Long) to table this item. **Motion carried.**

8. Authorizing sending two delinquent accounts to collections pursuant to Resolution 2015-13 Updating Resolution 2001-13 Establishing Delinquent Invoice Collection Fees. **Motion** (Bohl, Spaniol) to split agenda item into two parts for charges a. animal reclaiming and b. sweeping residents. **Motion carried. Motion** (Spaniol, Bohl) to move to collections 1st animal reclaiming fee account. **Motion carried. Motion** (Spaniol, Bohl) to place on May 11th town board agenda the remaining items of number eight. **Motion carried.**

9. 2017 Town Officials Workshop: **Motion** (Spaniol, Long) to extend funds to any town board members who wish to participate in going to this event. **Motion carried.**

10. WMCA Northern Wisconsin Clerk Training on May 4-5, 2017: **Motion**(Spaniol, Long) that clerk and deputy clerk/treasurer can attend any sessions of WMCA Northern Wisconsin Clerk Training on May 4-5 and funded

through existing budget. **Motion amended** (Spaniol, Long) that notice be placed at clerk's office of being closed if the staff attends on a work day. **Motion carried.**

11. City of Stillwater request for permission to ignite and launch an assortment of aerial fireworks on July 4, 2017, with a rain date of July 5, 2017, if needed, from the City owned property located on the Wisconsin side of the St. Croix River, just south of the HWY 36/64 Lift Bridge. **Motion** (Bohl, Spaniol) to approve the City of Stillwater request for permission to ignite and launch an assortment of aerial fireworks on July 4, 2017, with a rain date of July 5, 2017, if needed, from the City owned property located on the Wisconsin side of the St. Croix River, just south of the HWY 36/64 Lift Bridge. **Motion carried.**

12. Naming of the two roads North and South side, (a & d) on Hwy 35/64 by Andersen Scout Camp Rd. Supervisor Long explained the safety concern if an emergency were to occur and provided the history of the Krisel Farm. Chair Spaniol explained that county had no issue with 145th Ave, but would need to check on Krisel Farm Road. **Motion** (Bohl, Long) to approve the two roads Road D as Kriesel Farm Road and Road A as 145th Ave. **Motion amended** (Bohl, Long) to 145th as the South Frontage road and Krisel as the North Frontage road. **Motion carried.**

13. Insurance renewal with Rural Mutual for period of 05-01-2017 to 05-01-2018. Chair Spaniol explained that he spoke with the town's insurance agent and that no major changes were being made in the contract. **Motion** (DeRosier, Bohl) to renew the insurance contract with Rural Mutual Insurance for period of May 1, 2017 to May 1, 2018 in quote amount of \$15, 408. **Motion carried.**

14. Update on the Houlton MHP, LLC Mobile Home Park. The town board had a brief update on payment history, raze permits and new homes coming in.

15. Resolution 2017-01 in Support of the Little Falls Lake Project and Expenditure in Burkhardt, WI. Chair Spaniol reviewed and read Resolution 2017-01. **Motion** (Spaniol, Long) to accept Resolution 2017-01 in Support of the Little Falls Lake Project and Expenditure in Burkhardt, WI. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion.

16. Resolution 2017-02 for Adoption of the Town of St. Joseph Outdoor Recreation Plan. Chair Spaniol reviewed and read Resolution 2017-02. **Motion** (Spaniol, Bohl) to approve Resolution 2017-02 for Adoption of the Town of St. Joseph Outdoor Recreation Plan. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion.

17. Resolution 2017-03 For Outdoor Recreation Aids: Chair Spaniol read the Resolution. **Motion** (Spaniol, Bohl) to approve Resolution 2017-03 for Outdoor Recreation Aids. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion.

18. Resolution 2017-04 For Immediate Filling of Vacant DNR Positions in Baldwin, WI. Chair Spaniol read the Resolution. **Motion** (Spaniol, Long) to approve Resolution 2017-04 For Immediate Filling of Vacant DNR Positions in Baldwin, WI. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion.

19. Resolution 2017-05 Town of St. Joseph's Support of St. Croix County's Bicycle and Pedestrian Plan: Chair Spaniol read the Resolution. **Motion** (Spaniol, Bohl) to approve Resolution 2017-05 in Support of St. Croix County's Bicycle and Pedestrian Plan. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion.

20. Ordinance #2017-01 Ordinance Adopting Changes to Town of St. Joseph Chapter 149 Roads, Driveways, Trails, Erosion and Sediment control and Right-of-Way Ordinance 2008-04 Dated March 5, 2009: Chair Spaniol read the

Ordinance. **Motion** (Spaniol, Bohl) to approve Ordinance #2017-01 Ordinance Adopting Changes to Town of St. Joseph Chapter 149 Roads, Driveways, Trails, Erosion and Sediment control and Right-of-Way Ordinance 2008-04 Dated March 5, 2009. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion.

21. Access to Town Hall for meetings and/or rentals: The town board expressed a strong safety concern. **Motion** (Bohl, Spaniol) to expend \$300 max to recode three exterior doors of the building. **Motion carried**.

22. Resolution #2017-06 2017 Fee Schedule: **Motion** (Spaniol, DeRosier) to approve Resolution 2017-07 with change of road damage to \$2500 and other fees highlighted in the fee schedule packet. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion.

23. 2017 Kennel License: **Motion** (Spaniol, Bohl) to approve all the 2017 kennel license listed. **Motion carried**.

a. Ruth & Tim Lewis- 368 Trout Brook TRI Hudson, WI 54016

b. William & Kathleen Loman- 1402 Hilltop Ridge Houlton, WI 54082

c. Marilyn Hanson- 1368 Haggerty St. Houlton, WI 54082

Public Hearing

As per Chapter 66.1001(4)(d) of the Wisconsin Statutes, a Public Hearing was held by the St. Joseph Town Board on April 13, 2017, at 6:30 pm. The purpose of the Public Hearing was to receive comments regarding the proposed revisions to Town Ordinance Chapter 149 Roads, Driveways, Trails, Erosion and Sediment Control and Right-of-Way Construction. **Motion** (DeRosier, Bohl) to open the Public Hearing. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion. Chair Spaniol explained the background of the ordinance, proposed changes and that MOU funds had been awarded to do the updates. Supervisor Long explained that the ordinance requires contractors to build to specific plates and helps protect both the town and taxpayers. Supervisor DeRosier explained that the updating process was done over a period of months, discussed at numerous Public Works meetings, had engineer oversight and that both the Public Works Committee and Plan Commission recommend approving the changes. Chair Spaniol asked three times if anyone had questions, suggestions, changes or concerns. **Motion** (DeRosier, Bohl) to close the Public Hearing. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long and DeRosier voted in favor of the motion.

Unfinished/Old Business

24. Updating Committee Meeting Materials Policy was tabled to the May town board meeting.

Plan Commission Recommendation

25. Update the 2017 Fee Schedule concerning building inspection fees. The town board took the recommendation and utilized it in approving the 2017 Fee Schedule under agenda item number twenty-two.

26. Hiring a secretary to act as recording secretary for the Plan Commission. Plan Commission Chair Carolyn Barrette stated that she has been taking the minutes, but that the committee should consider hiring someone. **Motion** (Bohl, Spaniol) to advertise for Plan Commission Secretary to post without charge locally and post on website for \$60 per meeting. **Motion carried**.

27. Re-appoint Steve Balfanz and Jason Coyle to the Plan Commission for a three-year term (2017-2019): **Motion** (Spaniol, Bohl) to table to the May town board meeting. **Motion carried**.

28. Appoint Anton Rang to the Plan Commission as a member upon the resignation of Carolyn Barrette for the term ending in 2018

Parks, Trails & Recreation Committee Recommendations

29. Approve the Parks, Trails & Recreation Committee Resolution 2017-01. The town board reviewed the approved resolution.

30. Update the Outdoor Recreation Plan scrivener errors via motion passed at PTR meeting on 04-05-2017. The town board reviewed the committees work and motion.

31. Approve Alternate Applications: Gail Bahner & Tyler Tronnes: **Motion** (Spaniol, Bohl) to table to the May town board meeting. **Motion carried.**

32. Resolution to Contribute \$10,000 from the Town of St. Joseph to St. Croix County for Bicycle and Pedestrian Loop Trailhead Facility Improvements. The Town board reviewed the Resolution and approved earlier in the meeting. The town board agreed that the payment of \$10,000 would either come from MOU funding or Impact Fee funds.

Public Comment: Gail Bahner informed the town board that she has been attending Parks, Trails and Recreation Committee meeting since January and has an interest in joining the committee. Clerk/Treasurer Stewart informed the town board that the draft audit would be available by the annual meeting. Todd Tuma informed the town board that ATV roads were placed in Somerset.

Budget Year-To-Date was reviewed.

Items for next Plan Commission or Town Board Agendas: Agenda item number 14

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