

**Town of St. Joseph - St. Croix County, WI**  
**Regular Meeting of the Town Board – St. Joseph Town Hall – June 9, 2016, 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 present.

Adoption of Agenda: **Motion** (Spaniol, Long) to adopt the agenda with two changes. The first change moving the Joint Library under the monthly status reports to the number one position and then follows sequentially in order numerically after that. Under item number eighteen number c we will strike that particular applicant from approval of provisional operator's licenses. **Motion carried.**  
Pledge of Allegiance was recited.

**The following dates of upcoming meetings and events were discussed:** June 15<sup>th</sup> Plan Commission Sub Committee Meeting; June 15<sup>th</sup> Parks, Trails & Recreation Committee Meeting; June 23<sup>rd</sup> Special Town Board Meeting; June 23<sup>rd</sup> Open Book 4:00 p.m. to 6:00 p.m.; June 23<sup>rd</sup> Board of Review 6:00 to 8:00 p.m.; July 6<sup>th</sup> Plan Commission Meeting; July 7<sup>th</sup> Public Works Committee Meeting; July 14<sup>th</sup> Town Board Meeting

**Monthly Status Reports:**

1. Building Inspector: Chair Spaniol informed the public that five new home building permits were issued in May.
2. Deputy Zoning Administrator Jay Kimble informed the town board that the abandoned vehicle had a deadline of the following Wednesday to be removed and that AT & T is planning to put up an additional cell tower in the town.
3. Plan Commission Chair Carolyn Barrette informed the town board that the first draft for the Comprehensive Plan should be available on Wednesday.
4. Fire Chief: Nothing new to report.
5. EMS Chief: Nothing new to report.
6. Joint Library report was presented by Barb Peterson. The library use was down for the month during heavy construction on the roads by the library. However, electronic use increased.
7. Parks: Nothing new to report.
8. WTA: Next meeting is scheduled for July.
9. Bass Lake Rehab District: Supervisor Packard provided an overview of the last meeting which included a presentation from Chris Babbitt and a concern for safety with high number of people using the lake.
10. Bass Lake Management Plan: Chair Spaniol stated that the survey is being sent out via a second mailing and that goal is to get 50 responses.

11. Perch Lake Management Plan: Chair Spaniol explained that an additional meeting is going to be held to hopefully wrap up the plan.
12. Internet/Broadband: Supervisor Long explained that Northwest Communications is wrapping up its work in the town.
13. MS4/ Urban Non-Point Source Grant: Supervisor Bohl provided an overview of the meeting he attended. Bohl explained the three items needed to be submitted to the DNR and State by August 26<sup>th</sup>.
14. Houlton Facilities Plan: Nothing new to report besides what was already on the agenda.

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

1. **Payment of Bills, Vouchers and POs**
2. **Approval of Minutes**
  - a. May 12<sup>th</sup>
  - b. May 19<sup>th</sup>

**Unfinished/Old Business discussion and possible action on:**

3. Creation of an email packet to disperse explaining Town building permit applications and/or new resident information was tabled.
4. Cottonwood tree removal at 1253 52<sup>nd</sup> Street by Down to Earth Tree Service for \$1793.50 was approved. Supervisor Bohl and DeRosier expressed interest in removing the overhanging portion of the tree but not a total removal due to concern with staying within the budget. Public Works Committee Member Theresa Johnson stated that it would cost more to trim the tree and come back later to remove and that the Public Works budget is down in other areas so the funding is available to remove the tree. **Motion** (Long, Packard) to take it out now and be done with it. **Motion amended** (Long, Packard) to take care of the Cottonwood tree at 1253 52<sup>nd</sup> Street by Down to Earth Tree Service for \$1793.50. **Motion carried.** Supervisors Bohl and DeRosier voted against the motion.

**New Business discussion and possible action on: Motion** (DeRosier, Long) to move into closed session.

**Motion amended** (DeRosier, Long) to move into closed session by roll call vote. **Motion carried.**

Chair Spaniol and Supervisors Bohl, Long, DeRosier and Packard voted in favor of the motion.

5. **Closed Session:** per Sec 19.85(1)(e) of the Wisconsin statutes deliberating or negotiating the purchase of public properties, or conducting other business whenever competitive or bargaining reasons require a closed session.
  - a. **Deliberation regarding negotiation strategy** of a purchase offer of land owned by the Town at Sec 22 T30N R20W PT NW SE Being the S 100' of the W 165' of the NW SE EXC CSM 4/1038 (Parcel id 030-2029-95-025)
  - b. **Open Session: Motion** (Bohl, DeRosier) to go out of closed session. **Motion carried.** Chair Spaniol and Supervisors Bohl, Long, DeRosier and Packard voted in favor of the motion. **Motion** (DeRosier, Long) to return to open session. **Motion carried.** Chair Spaniol and Supervisors Bohl, Long, DeRosier and Packard voted in favor of the motion.
  - c. **Board Action:** Keith Guasman explained would like to purchase the property to help make it more accessible to his business and to add additional parking. Chair Spaniol explained that in the agreement the town does not want to bear any costs including any

closing costs and attorney fees. **Motion** (Bohl, ) to have the town sell the parcel id 030-2029-95-025 Section 22 T30N R20W PT NW SE Being the S 100' of the W 165' of the NW SE EXC CSM 4/1038 but I would like to change the earnest money to \$1,000. **Motion amended** (Bohl, Spaniol) to move forward with the selling of the property as described in the purchase agreement upon review of the final document that will come back to the town board to approve to sell the property at \$500 as in the purchase agreement. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long, DeRosier and Packard voted in favor of the motion.

6. **CLASS "A" (Beer) and "CLASS A" (Liquor) LICENSES**

- a. **Motion** (Spaniol, Long) to approve the liquor license for **B&L Liquor Store Inc.**; 1369 Main St, Houlton; Albert A. Severson-President and Agent. **Motion carried.**
- b. **Motion** (Spaniol, Packard) to approve that Class "A" Beer and Class "A" Liquor license for **AMWEST, INC. dba Bob & Steve's BP**, 1103 Co. Rd. A, Hudson; John Jerlow-President and Agent. **Motion carried.**
- c. **Motion** (Spaniol, Packard) to approve the Class "A" Beer and Class "A" Liquor license for **Countryside Cooperative Burkhardt Cenex**, 1088 Co. Rd. A, Hudson; John Creaser-President and Agent-Melisa Severson. **Motion carried.**

7. **CLASS "B" (Beer) AND "CLASS B"(Liquor)**

- a. **Motion** (Spaniol, Long) to approve the Class "B" Beer and Class "B" Liquor license for the **Bass Lake Cheese Factory, Inc.** 598 Valley View Trail, Somerset; Julie Erickson-President; Scott Erickson – Agent. **Motion carried.**
- b. **Motion** (Spaniol, Long) to approve the Class "B" Beer and Class "B" Liquor license for **Meyers GM Enterprises, Inc. dba Cajun Club**, 1400 Main St, Houlton; Myron Iszler-President and Agent. **Motion carried.**
- c. **Motion** (Spaniol, Bohl) to approve the Class "B" Beer and Class "B" Liquor license for **Big Guy's BBQ Roadhouse, Inc.**, 1237 Hwy 35, Hudson; Craig Lund-President; Sienna Suiter-Agent. **Motion carried.** Resident Trent Blinkmann asked to have the outdoor space excluded due to noise and that it's inconsistent with the town's long term plan. Chair Spaniol explained that the discussion was on the premise description which does not include noise.
- d. **Motion** (Spaniol, Packard) to approve the Class "B" Beer and Class "B" Liquor license for **White Eagle GC, LLC**, 316 White Eagle Trail, Hudson; William Block-President; Mathew Corcoran-Agent. **Motion carried.**
- e. **Motion** (Spaniol, DeRosier) to approve the Class "B" Beer and Class "B" Liquor license for the **Willow River Saloon, Inc.** 1106 Co. Rd A, Hudson; Christopher Kath-President and Agent. **Motion carried.**
- f. **J4 Bar FD Stations dba The Next Stop.** 1369A Main St. Houlton; Jaque Garske-President; Albert Severson-Agent.

**Motion** (Spaniol, Long) to approve the Class "B" Beer and Class "B" Liquor license for **J4 Bar FD Stations dba The Next Stop.** 1369A Main St. Houlton; Jaque Garske-President; Albert Severson-Agent with the following premise described the inside space with the map provided with County Road E being at the bottom part of page as the inches are

legibly written Main Street on the left hand side. The dimensions are inches. Additionally the outdoor area would be a fenced in outdoor area approximately seven feet wide by 65 feet and that area being from the corner of the Southwest corner of the existing structure running sixty-five feet eastwardly beyond the door that services the hallway to the restrooms.

Resident Theresa Johnson expressed concern as to how the alcohol would be controlled in the hallway. Supervisor Bohl felt that the town board only approves the areas allowed to serve alcohol not to police them that is up to the owners. Chair Spaniol felt that the resident is correct in pointing out the potential liability and if it merits adding in the bathroom and hallway to the premise. The town board had a discussion with the owners regarding the access points to the business. Resident Bob Marty used the Cajun Club as an example that the only access to the outdoor area was through the bar. Resident Craig Lund explained that with drink safety would make sense to include the area of restroom and hallways to the premise.

**Motion amended** (Spaniol, Long) to approve the Class "B" Beer and Class "B" Liquor license for **J4 Bar FD Stations dba The Next Stop**. 1369A Main St. Houlton; Jaque Garske-President; Albert Severson-Agent to include the map that was included the green area including the hallway which is not shown inside the green as well as a fenced area approximately seven feet wide by 65 feet long which will have installed a permanent fence erected from the corner of the building South East beyond the access to the hallway. **Motion amended** (Spaniol, Long) to also include the bathrooms as well and that you will supply the town with an updated premise map in feet and inches as well as the street names and delineations of where the hallway and bathroom are. **Motion carried.**

- g. **Motion** (Spaniol, Packard) to approve the Class "B" Beer and Class "B" Liquor for **Game Unlimited, Inc.** 871 County Road E, Hudson; James Boily – President; Pete Melloy – Agent. **Motion carried.**

#### 8. TEMPORARY CLASS "B"/"CLASS B" RETAILERS LICENSE

- a. **Redeemer Lutheran Church**, 1097 Scott Road, Hudson; September 24, 2016 from 3:00PM - 7:00PM. **Motion** (Bohl, Long) to table this item to the end of the meeting. **Motion carried.** **Motion** (Spaniol, Bohl) to approve the Temporary Class "B"/ Class "B" Retailers license for **Redeemer Lutheran Church**, 1097 Scott Road, Hudson for September 24, 2016 from 3:00PM to 7:00PM. **Motion amended** (Spaniol, Bohl) to approve the Temporary Class "B"/ Class "B" Retailers license for **Redeemer Lutheran Church**, 1097 Scott Road, Hudson for September 24, 2016 from 3:00PM to 7:00PM with the consideration that the area that that the alcohol being served be fenced. **Motion carried.**
9. **Motion** (Spaniol, Long) to approve the cigarette licenses for: Alasra Inc. d.b.a. Fastrip Markets; AMWEST INC. d.b.a. Bob & Steve's BP; B&L Liquor Store Inc.; Countryside Cooperative d.b.a.

Burkhardt Cenex; J4 Bar FD Stations dba The Next Stop ; Meyers GM Enterprises, Inc. d.b.a. Cajun Club; White Eagle GC, LLC ; Willow River Saloon and Big Guy's Barbecue Roadhouse.

**Motion carried.**

10. **Motion** (Spaniol, DeRosier) to approve the Extension of Premises for the Willow River Saloon on August 7, 2016 from 10:00 a.m. to 6:00 p.m. for the Chicken and Corn Feed. **Motion carried.**
11. Set date for Annual Reviews for town employees. The town board agreed to have the reviews on June 23<sup>rd</sup> starting at 3:00 p.m.
12. Authorized a town credit card to be issued from First National Community Bank. **Motion** (Spaniol, Long) to go with Visa Business Cash Card. **Motion carried.**
13. Authorized state flag purchase. **Motion** (Packard, Long) to approve the WI state flag purchase. **Motion carried.**
14. Sending an outstanding account to collections pursuant to Resolution 2015-13. **Motion** (Bohl, Packard) to move the dog account to collections. **Motion carried.**
15. Considered authorization of further Phase 1 soil testing for the Houlton Area Wastewater Facility Plan. Lee Mann from Stantec explained the memo and map that was presented to the town board for its consideration. Mann explained that it would be worthwhile to do additional testing and that it would not exceed the approved budget. **Motion** (Spaniol, DeRosier) to instruct Stantec to proceed with three additional pit test sites. **Motion amended** (Spaniol, DeRosier) to also stay below the budgeted amount from the MOU. Motion carried.
16. Consider award of contract for the Public Works Building Project. No bids were received for the shell or interior of the building. Bruce from Stantec explained the circumstances surrounding the initial bidding process and would like to continue the process to see if anyone is still interested in doing the project. The town board discussed allowing more time to allow bidders to complete the documents and republishing it. **Motion** (Spaniol, Long) to approve Stantec to go back to bid for the structure for the Public Works Garage in two pieces a shell and second piece being electrical. **Motion carried.**
17. Authorized the purchase of a service window to be utilized by the clerk's office staff. **Motion** (DeRosier, Long) to approve the purchase of a service window for the clerk's office not to exceed \$2500. **Motion carried.** Supervisor Bohl voted against the motion because it was not a set number based on an estimate. Chair Spaniol explained that everyone is attendance except Supervisor Bohl and it came as a strong recommendation to approve this item.
18. **Approval of Provisional/Operators License: Motion** (Spaniol, Bohl) to approve the provisional operator's license for
  - a. Dawn M. Hetherington- B&L Liquor Store Inc.
  - b. Korin S. Wettig- B&L Liquor Store Inc.
  - c. **Teresa K. Seim- B&L Liquor Store Inc. -Struck from the agenda and not part of the motion.**
  - d. Emily L. Myhre- B&L Liquor Store Inc.
  - e. Noah D. Johnson- Countryside Cooperative d.b.a. Burkhardt Cenex
  - f. Erin Ofstedal- Countryside Cooperative d.b.a. Burkhardt Cenex
  - g. Allison A. Foster- Countryside Cooperative d.b.a. Burkhardt Cenex
  - h. Kayla J. Martin- Countryside Cooperative d.b.a. Burkhardt Cenex
  - i. Lynn L. Johnson- Bass Lake Cheese Factory, Inc.
  - j. Sarah L. Martinsen- Bass Lake Cheese Factory, Inc.
  - k. Timothy D. Boehm- AMWEST INC. d.b.a. Bob & Steve's BP
  - l. Yvonne M. Hughley- AMWEST INC. d.b.a. Bob & Steve's BP
  - m. Tammy K. Hanson- AMWEST INC. d.b.a. Bob & Steve's BP

- n. Sheryl L. Schumaker- AMWEST INC. d.b.a. Bob & Steve's BP
- o. Robert E. Murphy- AMWEST INC. d.b.a. Bob & Steve's BP
- p. Peter K. Isaacs- Meyers GM Enterprises, Inc. d.b.a. Cajun Club
- q. Shawn P. Weisen- White Eagle GC, LLC
- r. Jennifer L. Brineman- Willow River Saloon
- s. Jeff L. Waldroff- Willow River Saloon
- t. Susan K. Manning- Willow River Saloon
- u. Nancy K. Rieger- Willow River Saloon
- a. Cynthia L. Kirchner- Willow River Saloon
- v. Dylan C. Johnson- Willow River Saloon
- b. Treia R. Freer- Willow River Saloon
- c. Scott D. Danser- Willow River Saloon
- d. Anna M. Dancer- Willow River Saloon

**Motion amended** (Spaniol, Bohl) to withdraw Sarah L. Martinsen from Bass Lake Cheese Factory, but all the others stand. **Motion carried.**

- 19. Mileage Reimbursement Form: Clerk/Treasurer Stewart explained that the form creates a uniform form and matches the language of the Resolution passed in May of 2015. The town board agreed to start using the form immediately.
- 20. Options available for getting a new fire truck was discussed later in the agenda.
- 21. Fee Schedule Update for Fire Numbers was tabled.
- 22. Application to receive a Fire Number was tabled.
- 23. Approved the 2015 Audit. **Motion** (Long, Packard) to accept the audit as presented by the auditors. **Motion carried.**
- 24. Resolution 2016-10 Line Item Transfers. **Motion** (Packard, Long) to accept Resolution 2016-10 which includes line item transfers. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long, DeRosier and Packard voted in favor of the motion.

#### **St. Joseph Town Committees: updates, discussion and possible action on:**

##### **Finance Committee Recommendations**

- 25. Authorized bringing Ehlers and Associates in to discuss the financial needs of the town. Finance Committee Chair Theresa Johnson explained that the Finance Committee made this recommendation based on the need to build up the General Fund and consideration for paying for major expenses. The town board agreed to have the clerk's office contact Ehlers and set up a meeting.
- 26. The town's ten year plan was reviewed, but no action was taken at the meeting.
- 27. Utilize the Levy Limit Worksheets in a way to inform the public was reviewed, but no action was taken at the meeting.
- 28. Increase the line item on the levy limit worksheet by \$200,000 to account for debt expenses was on the agenda, but no action was taken by the town board.

##### **Public Works Committee Recommendations**

- 29. Requiring all bills and payments for the building project to go through the pay request process by Stantec prior to town board approval for payment if a bid is accepted. The town board agreed to have this policy.
- 30. Explaining why the Public Works Budget is charged for Stantec's presence at meetings. Public Works Committee member Theresa Johnson asked that Stantec billing come out of the town board expense instead of the Public Works budget. No action was taken.
- 31. Taking out a loan in 2019 to meet the needs of the town's roads was tabled.

**Public Comment:** Supervisor DeRosier stated that she was meeting with an electrician to determine if he would be available to fix the flag light and how much it would cost. Public Works Chair Bob Marty provided a public works update on the weed spraying, retriever work, trees, patching and estimates for work. Chair Spaniol explained that he received a call about thistle on 85<sup>th</sup>, 83<sup>rd</sup> and 80<sup>th</sup>.

Budget year-to-date was reviewed.

Items for next Plan Commission or Town Board Agendas

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