

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

Regular Meeting of the Town Board – St. Joseph Town Hall – July 14, 2016, 6:00 P.M. Minutes

Call to Order made by Chair Spaniol at 6:00 p.m.

Statement of Public Notice was recited.

Roll Call: Chair Spaniol, Supervisors DeRosier, Long, and Packard were present. Also present were Deputy Clerk Coyle and Town Engineer Mann. Supervisor Bohl was not in attendance.

Adoption of Agenda: **Motion** (Long, DeRosier) to adopt the agenda with the removal of Item #12 and moving Item #4 to above the Consent Agenda. **Motion carried.**

Pledge of Allegiance was recited.

The following dates of upcoming meetings and events were discussed:

July 20th Parks, Trails & Recreation Committee Meeting

July 20-25 County Fair

July 25 Finance Committee Meeting

July 26th – August 5th In-Person Absentee Voting

July 30 – BLRD Annual Picnic

August 1st Public Works Committee Meeting

August 3rd Plan Commission Meeting

August 7th Chicken and Corn Feed

August 8th Plan Commission Meeting

August 9th Partisan Primary Election

August 11th Town Board Meeting

Monthly Status Reports:

1. Building Inspector: Report included in the packet. Chair Spaniol reported that there is one new home being built in the town.

2. Deputy Zoning Administrator: Report included in the packet. Chair Spaniol noted that a driveway variance request for Whisper Valley would need to be added to the August agenda.

3. Plan Commission: Plan Commission Chair Barrette outlined the schedule for the completion of the Comprehensive Plan, which will potentially include a Public Hearing on October 19th and a final vote at the December 2016 Town Board meeting.

4. Fire Chief Burton provided a report that was included with the packet. The Department is working on financing for a new engine; all bids have been received and are between \$613,000 and \$630,000. A DNR 50/50 matching grant has been applied for and over \$15,000 was raised at the fundraiser.

5. EMS: A written report was provided to the Board.

6. Joint Library: Barb Peterson provided a written report in the form of a powerpoint presentation. Numbers are up at Hudson, especially due to the completion of the road work outside the building. The library's website has been updated and they are coordinating social events such as an ice cream social. Peterson reported that the Town can expect the Library's budget by August 31st and that she is interested in participating in the Fall Festival and providing an article about the Library in the Town's fall newsletter.

7. Parks: Parks Committee Chair Vanasse reported that a picnic table had been moved from the pavilion to near the Town Hall front door. He thanked Barrette and the Master Gardeners for their work on the sign garden at Town Hall and reported that some pine trees were yet to be removed. Limestone had been delivered for the outdoor bathroom entryways. The Committee would be meeting at Perch Lake on the 20th for a review of the parking lot, stairway, and landing.

8. WTA: Nothing new to report.

9. Bass Lake Rehab: Chair Spaniol reminded that the annual picnic is July 30th at Riemenschneider's.

10. Bass Lake Management Plan: Chair Spaniol reported that the group is waiting on a runoff plan and will be working with Cheryl to set up dates to reconvene.

11. Perch Lake Management Plan: Chair Spaniol reported that this group is waiting on a runoff plan.

12. Internet/Broadband: Supervisor DeRosier reported that Northwest Communications will be working in the SW portion of the Town and there may be outages for residents on Monday the 18th and Tuesday the 19th.

11. MS4/Urban Non-point Source Grant: Chair Spaniol read the following report provided in writing by Supervisor Bohl:

- The MS4 group met July 1st with the county and Stantec.
- Finalized the 3 requirements of the permit for the town to have submitted by the August 26th deadline. This is item 6 on the meeting agenda to be discussed.
- Laid out a rough timeline and outline to complete the other tasks required by the permit.
- The next deadline for submitting requirements is in Feb '17.
- The group will meet again in late August or September to move forward on the items for the second phase of the permit.

12. Houlton Facilities Plan: Will be discussed as Item #7.

New Business:

4. Discussion and possible action on Resolution 2016-11 Highway 64 Corridor Trail Committee Charter.

Parks Chair Vanasse reported that the committee includes all communities between the Loop Trail and New Richmond and would help to prioritize tap grant funding requests. It has already been passed by the City of New Richmond, Town of Star Prairie, and Town of Somerset and is on the Village of Somerset's July 19th agenda. Chair Spaniol read the following resolution:

Purpose

The Highway 64 Corridor Trail Committee (Committee) is hereby created by the St. Croix Bike and Pedestrian Trail Coalition (Coalition) to research and provide information to the Coalition regarding the following matter:

Collaboration between and among the Highway 64 corridor communities - specifically the Towns of Richmond, St. Joseph, Somerset and Star Prairie, the Village of Somerset and the City of New Richmond (Corridor Communities) - regarding trail connections along the Highway 64 corridor that ensure trails will ultimately connect from the Loop Trail being constructed as a part of the St. Croix River Crossing Project into the City of New Richmond.

Organization

The Committee shall be organized as follows:

- 1. The duration of the Committee shall be ongoing either as deemed necessary by the Board of Directors or until the trail connections are complete, and*
- 2. The Committee shall meet at least semi-annually, and*

3. *Meetings may be called by the Chairperson of the Committee or a majority of the Coalition's Board of Directors (Directors), and*
4. *The Committee shall be an advisory body to the Directors. Actions taken by the Committee shall be at the request of the Directors only, and*
5. *Membership shall consist of at least one member appointed by each Corridor Community, a member of the Pathways organization, a member of the Coalition and not more than six members-at-large who must be either a resident of or merchant in one of the Corridor Communities. Membership on the Committee shall not exceed fourteen members, and*
6. *The Chairperson of the Committee may be either a Director or a member of the Coalition, and*
7. *A quorum shall be a majority of the membership, and*
8. *Meetings may be held at times and in public locations the committee may determine, coordinating with the Coalition Secretary, and*
9. *Roberts Rules shall be the basis for the Committees rules of procedure with more specific rules being adopted by the Committee as deemed necessary, and*
10. *Agendas for meetings shall be sent to the Coalition Secretary at least 10 days prior to the meeting for publication and distribution to members, and*
11. *Minutes from the meetings shall be sent to the Coalition Secretary at most 10 days following the meeting for publication and distribution to members, and*
12. *The Committee shall coordinate with the Coalition secretary regarding any further records required, and*
13. *A report shall be given to the Directors at each meeting in which the Committee met following the last Directors meeting, and*
14. *A written report shall be given to the Directors at least yearly before the annual meeting, anytime a significant action is requested or taken and whenever requested by the Directors. The report shall provide specific details needed for the Board to take action. These reports shall become a part of the public records of the Coalition.*

Goals

The Committee should accomplish the following tasks as requested by the Coalition:

1. *Designate an agreed upon, connected trail system along the Highway 64 corridor from the Loop Trail to New Richmond.*
2. *Assure Corridor Communities' trail plans are incorporated into St. Croix County's updated Bike & Pedestrian Plan. This task must be accomplished before the county's updated plan is finalized, optimally by September 2016.*
3. *Keep Committee members current with changes occurring in Corridor Communities' trail plans.*
4. *Research funding method (s) for designing, engineering and constructing the connected route through the Corridor Communities.*
5. *Set yearly construction and/or other priorities as deemed necessary for the Corridor Communities.*
6. *Provide united support for each community's planned design, engineering, and construction along the Hwy 64 Corridor as may be requested by the Corridor Communities for a variety of purposes.*

MOTION to adopt Resolution 2016-11 Highway 64 Corridor Trail Committee Charter on a roll call vote (DeRosier, Packard). Supervisors DeRosier, Long, Packard, and Chair Spaniol voted in favor of the resolution. **Motion carried.** Chair Spaniol noted that interest has been expressed by Kyle Lindstrom to serve as the Town's representative for the committee.

Consent Agenda:

1. **Payment of Bills, Vouchers and POs - \$85,563.85**

2. **Approval of Minutes – June 9th, 2016**

Motion (Long, Packard) to approve the consent agenda as presented. **Motion carried.**

Unfinished/Old Business discussion and possible action on:

- a. **Closed Session:** per Sec 19.85(1)(e) of the Wisconsin statutes 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). Chair Spaniol reported that Town Attorney Munkittrick did not have the required paperwork ready and that this item would be on the August 11 agenda.

New Business discussion and possible action on:

5. **Discussion and possible action on Special Event Permit – Small Assembly for Orchards Grand Opening on September 15, 2016 from 6pm-10pm at the Pavilion at the Orchards Development in Houlton, WI.** Deputy Clerk Coyle reported that all fees had been paid. **MOTION** (Spaniol, Long) to approve the Special Event Permit for the Orchards Grand Opening on September 15, 2016. **Motion carried.**
6. **Authorize submittal of MS4 permit requirement deliverables to WisDNR to meet August 26, 2016 deadline.** Town Engineer Mann provided an extensive report and submission materials that were included in the packet. There are three items due to meet the August 26, 2016 deadline. Mann is confident that what is included in the packet will satisfy the requirements, however he is still trying to find a legal mechanism that ties the Town of St. Joseph into County zoning. If he is not able to do so before 8/26, he can still submit that piece before implementation. There is a need to continue field work in the form of compiling drain patterns and doing limited site visits, as well as to meet as needed. Chair Spaniol noted that once implementation of the plan starts, it must be continued indefinitely. The Town will need to publish information on the website and in the newsletter and well as at events. There is an option to join Rain2Rivers to help with implementation as needed.

MOTION (Spaniol, Long) to direct Stantec to submit the MS4 permit requirement deliverables to WisDNR to meet August 26, 2016 deadline as presented, with consideration of the legal mechanism that ties Town zoning to St. Croix County. **Motion carried.**

7. **Authorize mitigation funding request to Hwy 64 Coalition for Phase 2 Soil Testing for Houlton Facility Plan.** Town Engineer Mann reported with the help of Tom Dye and provided a map that showed the locations of all soil test pits in the subject area. Four of the six tests pits showed clay, which is unfavorable for a facility. The Town will need Highway 64 Coalition funds to do Phase 2 testing. Mann recommended that they coordinate a working meeting to discuss the details of the results, current site options and potentially look at other site options.
8. **Discussion and possible action on Resolution 2016-12 Just Fix It Transportation System Funding.** Chair Spaniol reported that this is an initiative of the WTA due to the deterioration of public road infrastructure in WI and the lack of adequate funding. Towns are unable to levy for reoccurring expenses like road maintenance. The Road Referendum failed in the Town of St. Joseph so the Town's only option to fund road maintenance is through loans. Spaniol read the following resolution:
WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and,
WHEREAS, towns are responsible for over 50% of the road miles in the state; and,
WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads, as well as urban streets and transit systems across the state; and,

WHEREAS, according to "Filling Potholes: A New Look at Funding Local Transportation in Wisconsin," commissioned by the Local Government Institute of Wisconsin the condition of Wisconsin's highways is now in the bottom third of the country; and,

WHEREAS, according the same research municipal transportation spending has declined from \$275 per capita in 2000 to \$227 in 2012, which is less than it was in 1986; and,

WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs over the past several decades, which has adversely affected local transportation finances; and,

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding; and,

WHEREAS, Wisconsin's over-reliance on borrowing eats away at the state's segregated funding sources – the state gas tax and vehicle registration fees – which increasingly pay debt service rather than fund transportation needs; and,

WHEREAS, safety is a primary concern and responsibility of local governments across Wisconsin, and unfortunately, according to TRIP, a national non-profit transportation research group, Wisconsin had 347 non-interstate, rural road fatalities in 2013; and,

WHEREAS, we recognize that all of the interstate, state, and local road systems play a vital role in the economy of Wisconsin and must be properly maintained in order for our economy to grow; and,

WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees; and,

WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the condition of both our state and local roads will deteriorate significantly over the next decade.

NOW, THEREFORE, BE IT RESOLVED by the Town of St. Joseph Town Board to urge the Governor and Legislature to Just Fix It and agree upon a solution that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's transportation system.

BE IT FURTHER RESOLVED that the Town Board directs the Clerk to send a copy of this resolution to the Wisconsin Towns Association our State Legislators and to Governor Scott Walker.

MOTION (Long, Packard) to approve Resolution 2016-12 Just Fix It Transportation System Funding and send to the Governor. Long mentioned that the WTA had sent out surveys to collect road info from WI Towns and that the Town of St. Joseph had submitted its answers. The Board discussed that the Town has a 6 year plan completed that includes every Town road, but we don't currently have enough money to keep them in good shape since it costs \$12,000 per mile per year to maintain. It is not sustainable to dip into the General Fund to pay for roads. There are 24 roads that need reconstructions or mill/overlays; every year that a road is not maintained, it costs 2 years of that road's life. Roll call vote; Supervisors DeRosier, Long, Packard, and Chair Spaniol in favor.

Motion carried.

- 9. Discussion and possible action on sending Town Board members and/or staff to Grant Writing Training on October 6, 2016.** Deputy Clerk Coyle gave an update on available grant writing training. There is interest from Supervisors DeRosier and Packard, and Deputy Clerk Coyle to attend. The Fire Chief will gauge interest from his department; the Clerk's Office will send out an email to the Committees asking for interest. The Board will discuss who to send at

the August meeting. Coyle will look into the option of just one course vs completing a certificate program.

- 10. Discussion on available updates to eCode 360 Online Code.** Deputy Clerk Coyle reported that eCode has currently updated its software such that the Town can now download to Word, complete a multicode search, insert notes, access online archives, see a dashboard, and access and search new laws that are yet to be codified for free. In addition, there is now an option to upload new laws into eCode before being codified that would appear as strike-outs on the website. This would get the most recent and updated information to the public in a 'working-version' format. The Board discussed that the Town's eCode has not been updated in 5 years and that this update would look like tracked changes, until each new law is codified. Coyle will determine if these tools are accessible to the public, or only through the Clerk's log-in.

MOTION (DeRosier, Long) to direct the Clerk's Office to move forward with implementing the eCode 360 online updates. Motion carried.

11. Approval of Provisional/Operators License:

- a. Anna Jo Kruger – White Eagle Golf Club, LLC.
- b. Allison Grace Robinson – White Eagle Golf Club, LLC.

Motion (DeRosier, Packard) to approve the Operator Licenses for White Eagle Golf Club.
Motion carried.

St. Joseph Town Committees: updates, discussion and possible action on:
None.

Public Comment: Resident Carolyn Barrette thanked the Master Gardeners for all of their work in the gardens surrounding Town Hall. She also reported that the Fall Festival would be September 10th and that River City Church was trying to coordinate a 5K/10K that could go through Orchards. Long also mentioned that the Lutheran Church would have volleyball, food, brick oven pizzas, face painting, 4H and boy scouts that day.

Budget Year-to-Date was reviewed.

Items for next Plan Commission or Town Board Agendas:

- Driveway permit waiver
- Fall newsletter
- Property sale
- Grant training
- WTA convention
- MS4 Facilities

Adjournment: **Motion (Long, Packard) to adjourn at 7:29PM. Motion carried.**