

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

**Special Meeting of the Town Board Minutes – St. Joseph Town Hall –**

**September 8, 2016, 6:00 P.M.**

Call to Order at 6:05 p.m.

Nomination of Chair of the Meeting: **Motion** (DeRosier, Bohl) to nominate Mike Long. **Motion carried.** Supervisor Long voted against the motion.

Statement of Public Notice was recited.

Roll Call: Supervisors Bohl, Long, DeRosier and Packard were present at the meeting. Chair Spaniol was not present.

Adoption of Agenda: **Motion** (DeRosier, Bohl) to adopt the agenda with the following corrections I would like to strike approval of meeting minutes from August 11<sup>th</sup> as not available and there is an August 25<sup>th</sup> minutes correct to stating followed by meeting same evening of budget workshop. **Motion carried.**

Pledge of Allegiance was recited.

**The following dates of upcoming meetings and events were discussed:**

September 8th Town Board Meeting

September 10th Fall Festival

September 14th Natural resources inventory Open House

September 15th Budget Workshop

September 21st Public Safety Committee Meeting

September 26th Finance Committee Meeting

September 27th WisDot Public Meeting for the Bike & Pedestrian Trail

September 28th Budget Workshop

**Monthly Status Reports:**

1. Building Inspector submitted a report electronically.

2. Deputy Zoning Administrator Jay Kimble reviewed his monthly report. He also informed the town board that for the current monthly he had already received multiple calls and issued a driveway permit.
3. Plan Commission Chair Carolyn Barrette reminded everyone that the Fall Festival was on Saturday.
4. Fire Chief: Nothing new to report.
5. EMS Chief: Nothing new to report.
6. Joint Library: Barb Peterson provided a monthly report and Supervisor Bohl informed the town board that there is potential for the Joint Library to be more interactive with the local schools.
7. Parks: Supervisor DeRosier went through the repairs made and updates to parks and town hall and the fees that had been collected to date for the baseball field rentals.
8. WTA: Supervisor Long reviewed the highlights from the last meeting including the lack of budgeting for the roads.
9. Bass Lake Rehab District: Supervisor Packard informed the town board that at the last meeting they reviewed the Bass Lake Management Plan, presentation on the survey and that three sessions were being scheduled to finalize the Bass Lake Management Plan.
10. Bass Lake Mgmt Plan: See report number nine for the update.
11. Perch Lake Mgmt Plan: Nothing new to report
12. Internet/Broadband: Supervisor Long gave an update on the utility work that Northwest Communications was working on in the town.
13. MS4/ Urban Non-Point Source Grant: Supervisor Bohl provided the town board with information that had been submitted pursuant to three items due for the permit and that Stantec is working on the mapping of MS4 area started and paperwork that is due in February of 2017.
14. Houlton Facilities Plan: Supervisor Bohl informed the town board that the soil testing is set to be completed in the next week or two.

**Consent Agenda: Motion** (Packard, DeRosier) to approve the consent agenda which includes bills, vouchers and pos. **Motion carried.**

## **1. Payment of Bills, Vouchers and POs**

## **2. Approval of Meeting Minutes**

a. **August 11th (Removed from Consent Agenda)**

b. **August 25th**

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

2. **Approval of Provisional/Operators Licenses: Motion** (DeRosier, Bohl) to approve operator's license for McKenna Kristina Nunn at Countryside Co-op. **Motion carried.**

a. McKenna Kristina Nunn – Countryside Co-Op (new one year)

### **New Business discussion and possible action on:**

3. Sending two delinquent accounts to collections pursuant to Resolution 2015-13. One of the two sent partial payment after receiving partial payment. **Motion** (Long, Bohl) to approve sending those two delinquent accounts to collections. **Motion** was withdrawn. **Motion** (Long, DeRosier) to send one delinquent account for \$457.54 to collections and other one give a grace period. **Motion carried.**

4. Reviewing the Xerox Printer Contract was tabled.

5. Resolution 2016-14 to remain Exempt from County Library Tax. The proposed Resolution was read into the record. This agenda item was tabled to double check the required numbers.

6. 2016 Fall Newsletter: The town board went through the draft in its entirety. Recommended changes were on page 1, 2, 3,4,6,7,8,9,10,11 and 16. **Motion** (DeRosier, Bohl) to approve fall 2016 Town Newsletter as presented. **Motion carried.**

7. Town of St. Joseph Fire Number Form: Update on status was provided to the town board by Clerk/Treasurer Stewart. This item will be finalized at an upcoming town board meeting.

8. Town of St. Joseph Fire Number Fee: Update on status was provided to the town board by Clerk/Treasurer Stewart. This item will be finalized at an upcoming town board meeting.

9. Town of St. Joseph Fire Number Vendor: Update on status was provided to the town board by Clerk/Treasurer Stewart. This item will be finalized at an upcoming town board meeting.

10. Technology upgrade for the clerk's office: Clerk/Treasurer Stewart explained the need for updated technology due to being unable to service residents at the new window and the equipment is causing issues due to being outdated. The town board had a discussion as to the items needed for the upgrade. Supervisor Bohl also expressed concern for having a working printer to serve as a backup when the current printer is down.

11. Technology upgrade for a tablet for Election use. Clerk/Treasurer Stewart explained the request to speed up the registration process on Election Day and also use for training election staff throughout the year.

12. St. Croix Meadows Mobile Home Park License was tabled to ensure that they have submitted a proper application and fees are paid up to date.

13. Set a budget hearing date. **Motion** (DeRosier, Bohl) to set the budget hearing date for Tuesday November 15, 2016 at 7:00 p.m. at the town hall. **Motion carried.**

### **Committee Recommendations**

#### Plan Commission

14. Houlton MHP, LLC, 1415 Main St, Houlton WI - CSM for storage buildings was tabled per the Plan Commissions recommendation.

15. Concept map for Frank & Michelle Steward, 1224 Bass Lake Rd, Hudson, WI. Pan Commission Chair Barrette reviewed what was discussed at the Plan Commission meeting and that it was a concept so the item will be presented at a later date.

16. Review map for road access, Jeff Klinger, 1467 North Bay Rd, Somerset, WI. Plan Commission Chair Barrette explained that the road access meets and complies with the county.

#### Public Works Committee

17. Recommend approving an additional \$5,000 for tree cutting in the fall. Supervisor Long explained the request was to transfer amounts from one Public Works Budget

Category to the tree category to balance the Public Works Budget. This item was tabled to a future town board meeting to allow for a Resolution to be made to transfer the funds.

Public Comment: None

Budget Year-To-Date was reviewed.

Items for next Plan Commission or Town Board Agendas: See Above

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