

Town of St. Joseph - St. Croix County, WI
Meeting of the Town Board – St. Joseph Town Hall – September 26, 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, DeRosier and Packard were present for the meeting.

Adoption of Agenda: **Motion** (Supervisor Bohl, Supervisor Long) to adopt the agenda with the suggestion of hearing item numbers two and eleven at the same time. **Motion carried.**

Pledge of Allegiance was recited.

The following dates of upcoming meetings and events were discussed: October 3rd Public Works Committee Meeting, October 4th Plan Commission Meeting, October 11th Bass Lake Rehab District Meeting and the October 12th Town Board Meeting.

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

1. Payment of Bills, Vouchers and POs

New business discussion and possible action on:

1. Ehlers Representative Brian Riley made a brief presentation on financial options for the town. The town board asked Riley to check to see if refinancing existing debt would be a benefit to the town.
2. All Croix- Inspections Building Inspector Todd Dolan discussed the procedure to obtain a building permit for a new and/or used manufactured homes.
3. Houlton Preliminary Wastewater Facilities Plan was presented to the town board by Stantec Representative Thomas Dye. **Motion** (Supervisor Bohl, Supervisor DeRosier) to accept report with clerical errors corrected and to present it to the HWY 64 Corridor system once its updated. **Motion carried.**
4. Public Facilities Needs Assessment Update- Draft Scope Discussion: Stantec Representative Lee Mann reviewed the initial scope with the town board. The town board asked follow up questions and agreed to add Facilities Needs to the scope. That raised the initial fee from \$7,300 to \$9,400. **Motion** (Supervisor Bohl,

Supervisor Packard) to submit the Public Facilities Needs Assessment scope from Stantec to GMAT for \$9,400. **Motion carried.**

5. 2017 Seal Coat and Crack Seal Project- Pay Request #1: Stantec Representative Lee Man reviewed request for payment. **Motion** (Chair Spaniol, Supervisor Long) to approve the contractor's request for Farner Asphalt Sealers LLC in the amount of \$119,395.97. **Motion carried.**
6. Red Pine Trail- Project Completion: Stantec Representative Lee Mann reviewed the project to the town board. **Motion** (Supervisor Bohl, Supervisor Long) to pay Monarch Paving for the Red Pine Trail-project in the amount of \$25,771.00. **Motion carried.**
7. Houlton MS4 and Urban Non-Point Source Grant Update was provided by Stantec Representative Lee Mann. He informed the town board that the project has funds left over.
8. Encode Plus versus ECode 360 was tabled.
9. 2020 Census Local Update of Census Addresses Operation (LUCA): The town board agreed to participate in the LUCA program. The town board asked Clerk/Treasurer Stewart to reach out to former Deputy Clerk/Treasurer Coyle to assist in completing the project. The town board authorized paying \$20 per hour to get the project completed with an estimated 30 hours to complete the job. The other individuals assigned to assist in the project are Chair Spaniol, Supervisor Packard, Supervisor Long and Clerk/Treasurer Stewart.
10. Operator's License: **Motion** (Supervisor Long, Supervisor Packard) to approve operator's licenses for Pamela Wanless and Wendy Tittley. **Motion carried.**
 - a. Pamela Wanless- Countryside Co-op
 - b. Wendy Tittley- Big Guys BBQ Roadhouse

Unfinished/Old Business

11. Update on the Houlton MHP, LLC Mobile Home Park: Houlton MHP, LLC Representatives RJ Thayer, Jim Anderson and Greg Rommes appeared to update the town board on the status of the well and wanting to bring in new homes. The town board had a lengthy discussion stating that six spaces needed to be taken offline to allow them to be compliant with the 50 allowed spaces. The representatives stated they would be taking six spaces offline. The town board stated that once the six were approved as being offline by the DNR they would allow the two pending building permits to proceed. The town board made it clear that only 50 mobile home spaces are allowed according to town ordinances and the license issued to Houlton MHP, LLC. Supervisor Bohl asked if it was true that garbage had not been picked up for a month. The mobile home park representatives stated that it was true due to the Colorado office neglecting to

pay the bill on time. Supervisor Bohl asked if the front row trailers had water pressure issues resolved? Thayer explained that new lines were installed and fixed the problems.

12. Public Works Building: **Motion** (Chair Spaniol, Supervisor Long) to table. **Motion carried.**

13. Mowing and brushing for private use: The town board agreed to table this item to allow a policy to be drafted for it.

14. Public Works Committee Membership: Tabled

15. Human Resources Coordinating: Tabled to allow for further research on the item.

Public Comment: Supervisor Long reviewed the status of the roof repair.

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

The closed session was tabled and no action taken.

- a. Employee Evaluation: Todd Tuma
- b. Open Session: following the consideration of employment
- c. Board Action: discussion and possible action regarding the consideration of employment

Budget year-to-date was reviewed.

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

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