

Town of St. Joseph - St. Croix County, WI
Meeting of the Town Board – St. Joseph Town Hall – October 13, 2016, 6:00 P.M. Minutes

Call to Order at 6:00 p.m.

Statement of Public Notice was recited.

Roll Call: All members of the town board were present.

Adoption of Agenda: Chair Spaniol asked to have items number thirteen and sixteen moved up to be heard after the consent agenda. **Motion** (DeRosier, Bohl) to approve the agenda with those changes. **Motion carried.**

Pledge of Allegiance was recited.

The following dates of upcoming meetings and events were discussed:

October 19th Parks, Trails & Recreation Meeting
October 19th Intergovernmental Affairs Meeting
October 20th Bass Lake Management Plan
October 26th WisDot Public Meeting Bike & Pedestrian Plan
October 27th Election Training
November 2nd Plan Commission Meeting
November 2nd Public Works Committee Meeting
November 3rd Finance Committee Meeting
November 8th General Election
November 10th Town Board Meeting

Monthly Status Reports:

1. Building Inspector: Chair Spaniol explained that the monthly report showed two new houses in September and the total for the year through October was 14.
2. Deputy Zoning Administrator Jay Kimble reviewed his monthly report of activity and noted that he would be sending formal letters for action to the county.
3. Plan Commission Chair Carolyn Barrette mentioned the highlights of the Public Hearing and that approximately forty people attended and that the Plan Commission had items work as a result of the hearing. Plan Commission Chair Barrette also reminded everyone that a special Plan Commission meeting would be held on Saturday the 29th.
4. Fire Chief Ron Burton went through his quarterly report. Fire Chief Burton's discussion included noting that total runs for the year was down, vehicle issues, that once a month do maintenance on vehicle and that the current roster has twenty-six members.
5. EMS Chief Tim O'Brien went through his quarterly report. EMS Chief O'Brien's discussion included the runs to date, training that the EMS crew has attended and an update on the fundraising and new EMS grant that has been completed to date.
6. Joint Library representative Donna Davis reviewed the St. Joseph monthly stats, new programs and items you can participate in at the library.
7. Parks, Trails & Recreation Committee Chair Mark Vanasse reminded everyone that meetings are held the 3rd Wednesday of every month and highlighted the items the

committee has worked on the past year. Some examples he provided were working on Perch Lake improvements, Perch Lake Management Plan, Bike and Pedestrian updates, routine items for the playground and ball field, outside bathroom maintenance and cemetery updates.

8. WTA: Supervisor Long explained the WTA training that the he participated in and noted that the Deputy Clerk/Treasurer also took training classes at the event.

9. Bass Lake Rehab District Source Grant: Chair Spaniol noted that the next meeting would be held on the 2nd Monday in November.

10. Bass Lake Mgmt Plan: Chair Spaniol provided an update that the plan has been started and the process is continuing to forward.

11. Perch Lake Mgmt Plan: Chair Spaniol explained that the draft plan was complete, taking three to four weeks to gather input and that you can find a copy on the town's website.

12. Internet/Broadband: Supervisor Long provided an update on the work that continues to be done in the town by Northwest Communications in terms of hardware upgrades.

13. MS4/ Urban Non-Point: Supervisor Bohl explained the items that were submitted in August and that in November a meeting would be held to discuss the next steps that need to be taken. Supervisor Bohl also explained that Supervisor Long was volunteering to work on the culvert survey.

14. Houlton Facilities Plan: Supervisor Bohl provided a brief update on the soiling boring and that paperwork showed that the site could be accepted if it got to that point in the process.

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

1. Payment of Bills, Vouchers and POs

2. Approval of Meeting Minutes

- a. **August 11th**
- b. **September 1st**
- c. **September 8th**
- d. **September 15th Budget Workshop**
- e. **September 15th Special Town Board Meeting**
- f. **September 28th Budget Workshop**
- g. **September 28th Special Town Board Meeting**
- h. **September 29th Special Town Board Meeting**
- i. **October 6th Budget Workshop**
- j. **October 6th Special Town Board Meeting**

Unfinished/Old Business discussion and possible action on:

3. Town of St. Joseph Fire Number Form update was provided by Clerk/Treasurer Stewart. No formal action was taken and was tabled until a final decision is made as to what style sign the town will offer.
4. Town of St. Joseph Fire Number Fee was tabled until a vendor is selected.
5. Town of St. Joseph Fire Number Vendor was tabled until samples of the sign can be seen by the town board to determine what style sign or signs the town will be using. Fire Chief

Burton, EMS Chief O'Brien and the town board were in favor of looking into 2 sided signs to see if that was the best option for the town.

6. Update on Red Pine Trail was provided by Chair Spaniol. Chair Spaniol explained that Waste Management had made a fluid spill on Red Pine Trail and that a settlement was reached. Chair Spaniol further explained that the company would be sending a check in the amount of the average of the two bids submitted to fix the damaged roadway.
7. St. Croix Meadows Mobile Home Park License was tabled to the next month to allow the company time to update the bond information to cover the entire duration of the license and to determine what the duration of the license.
8. 2017 Proposed Budget was reviewed by the town board. The town board agreed in that budget to include a proposed loan payment for a new fire truck, brush truck and roof repairs. Ehlers representative Brian Riley explained that no action was needed and that he would have proposals ready for the next town board meeting. **Motion** (DeRosier, Long) to accept the preliminary budget as submitted. **Motion carried.**

New Business discussion and possible action on:

9. Election Worker Guidelines: Clerk/Treasurer Stewart explained the proposed guidelines. **Motion** (DeRosier, Packard) to approve the Election Worker Guidelines as presented. **Motion carried.**

10. Tax Collection agreement with St. Croix County: **Motion** (DeRosier, Long) to approve the St. Joseph tax collection agreement with St. Croix County as posted in the packet. **Motion carried.**

11. Authorize Stantec to complete the 2016 WSLR Reporting: Stantec representative Lee Mann explained that this item is required annually. **Motion** (Long, Packard) to have Stantec fill out the WSLR system for local roads for 2017 for an amount not to exceed \$1,020. **Motion carried.**

12. Facility Plan Soils Testing Update and Next Steps Discussion was provided by Stantec representative Lee Mann. The town board agreed to let Stantec look into finding alternative site or sites and that the town can request additional funding from the HWY 64 corridor coalition.

13. Orchards Development- Acceptance of Roadways. Stantec representative Lee Mann explained his company's findings including the recommendation to accept the roadways. Chair Spaniol explained that the current balance in the account was \$140,692.65 and that the ending balance should be \$53,600 in the account. The town board agreed that the breakdown of the refund would be \$80,000 to Hartman Development Properties LLC and Monarch Paving Company and the remaining \$7,092.65 be refunded to Hartman Development Properties LLC. **Motion** (Bohl, Packard) to approve the Orchards Development request for acceptance of roadways and to turn back escrow as described to be split into 2 checks for a total refund of \$87,092.65. **Motion carried.**

14. Sale 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 explained that the closing date was set for next Thursday and that an agreement has been reached in terms of the costs and terms of the sale.

15. **Approval of Provisional/Operators Licenses: Motion** (DeRosier, Bohl) to approve the Provisional/Operators licenses for Holly E. Scheel from Bob and Steves BP; Ashley L. Garske from the Next Stop and Amber M. Rudy from the Next Stop. **Motion carried.**

a. Holly E. Scheel: Bob & Steves BP (new one year)

b. Ashley L. Garske: The Next Stop (new one year)

c. Amber M. Rudy (The Next Stop)

d. Jonathan Galbrarh (Bass Lake Cheese Factory)- No action taken for this individual!

Committee Recommendations

Plan Commission

16. Houlton MHP, LLC, 1415 Main St, Houlton WI - CSM for storage buildings

Representatives from Badger State Storage explained the request in detail. Plan Commission Chair Barrette explained that the Plan Commission recommended approving the request. **Motion** (Bohl, Long) to approved the Plan Commission recommendation for the Houlton MHP, LLC, 1415 Main St, Houlton, WI- CSM for storage buildings. **Motion carried.**

Public Works Committee

17. ROW encroachment on 60th Street: Supervisor Long explained that they are searching for a culvert at that location and want to ensure that the landowner cannot encroach. Supervisor Long explained that the idea is to provide markers to provide a barrier to prevent encroachment.

Public Comment: Bob Marty stated that he completed his fall road review in five days marked items that need to be done, that the town tractor was back, overhanging trees are an issue and that the rules state that the town board will also review the roads and that has not been happening. Chair Spaniol read the Public Works Charter in its entirety and noted that nowhere in it states that the town board must inspect the roads. Clerk/Treasurer Stewart reminded the town board that in person absentee voting would start and is anticipated to be a large turnout.

Budget YTD was reviewed.

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

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