

Town of St. Joseph - St. Croix County, WI
Meeting of the Town Board – St. Joseph Town Hall – March 08, 2018, 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 Long, Supervisor DeRosier) to adopt the agenda.
Motion carried.

Pledge of Allegiance was recited.

The following dates of upcoming meetings and events were discussed:

March 13th Parks, Trails & Recreation Committee Meeting

March 21st Parks, Trails & Recreation Committee Meeting

April 3rd Spring Election

April 4th Plan Commission Meeting

April 12th Town Board Meeting

Monthly Status Reports:

1. Building Inspector: Reviewed monthly report and noted two new building permits.
2. Deputy Zoning Administrator Jay Kimble reviewed his monthly report. He informed the town board that since his report was submitted he issued an additional driveway permit and is following up on a new home that is missing a Fire Number.
3. Plan Commission: See below agenda item number eleven. A reminder that a Public Hearing was scheduled for March 28th at 7:00 p.m.
4. Fire Chief: Nothing new to report.
5. EMS Chief: Nothing new to report.
6. Joint Library: Nothing new to report.
7. Parks, Trails & Recreation: Nothing new to report.
8. Wisconsin Town's Association: Nothing new to report.
9. Bass Lake Rehab District: Nothing new to report.
10. Internet/Broadband: Update provided in the Spring Newsletter.

Consent Agenda:

1. Payment of Bills, Vouchers and Pos: **Motion** (Supervisor DeRosier, Supervisor Long) to approve the payment of bills, vouchers and pos. **Motion carried.**
2. Approval of Meeting Minutes: **Motion** (Supervisor DeRosier, Supervisor Long) to approve all the minutes dated February 8th, 15th and 26th. **Motion carried.**

- a. 02-08-2018
- b. 02-15-2018
- c. 02-26-2018

New business discussion and possible action on:

1. 2018 Seal Coat and Crack Seal Project: Stantec representative Lee Mann reviewed the 2018 Road Maintenance Plans and Specifications, which authorized bidding. **Motion** (Supervisor Bohl, Supervisor DeRosier) to accept going to direct as presented Stantec's proposal to send out the crack seal and seal coat bid. **Motion carried.** Supervisor DeRosier asked to select the location of the sweepings at the meeting. The town board selected the stockpile to be held at the upper parking lot.
2. St. Joseph MS4 Program Presentation: Stantec Representative Peter Allen presented the 2018 Annual Public Meeting.
The topics he covered were:
 - a. What is an MS4
 - b. How does this affect St. Joseph
 - c. Basic Components of the MS4 Permit
 - d. Public Education and Outreach/ Public Involvement and Participation
 - e. Illicit Discharge Detection and Elimination
 - f. Construction Site Pollutant Control
 - g. Post- Construction Storm Water Management
 - h. Pollution Prevention
 - i. How St. Joseph Currently Complies with the MS4 Permit
 - j. Question from the audience
3. St. Joseph MS4 Annual Report: Stantec Representative Peter Allen reviewed the draft report with the town board. The town board offered corrections and additions to the draft.
4. Public Facilities Needs Assessment- Update: Stantec Representative Lee Mann provided the updates. He stated he would be attending a second Parks, Trails & Recreation Committee meeting to finalize a portion of the project. He also informed the town board that he would be reaching out to the Fire and EMS Chiefs to continue working on the Public Facilities portion of the project. A draft of the project will be presented to the town board at the April 12th meeting.
5. Spring Newsletter: **Motion** (Supervisor Packard, Supervisor Long) to move forward with the newsletter with the corrections submitted. **Motion carried.**
6. 2018 Town of St. Joseph Private Kennel License: **Motion** (Supervisor Long, Supervisor Bohl) to approve the private kennel license for Marilyn Hansen at 1368 Haggerty Street Houlton, WI. **Motion carried.**
 - a. Marilyn Hanson- 1368 Haggerty Street Houlton, WI 54082
7. Appointment of an Agent: **Motion** (Supervisor Bohl, Supervisor Long) to approve the appointment of Agent for Countryside Cooperative Jessica Tallarico. **Motion carried.**
 - a. Countryside Cooperative: Jessica Tallarico

8. Town Hall Security Updates: Clerk/Treasurer Stewart informed the town board that the security cameras were installed by Mark Simpson and the locksmith changed the entry codes. The town board decided to get a quote for new door locks. A weapons concern at the town hall led to the town board directing the Public Safety Committee to review banning weapons at the town hall.
9. Resolution 2018-05 Town of St. Joseph Grievance Policy: The Resolution was read and reviewed by the town board. **Motion** (Supervisor Long, Supervisor Packard) to adopt Resolution 2018-05 for updating the Grievance Policy as presented. **Motion carried** after a roll call vote. Chair Spaniol and Supervisors Bohl, Long DeRosier and Packard voted in favor of the motion.

Parks, Trails & Recreation Committee Recommendations

10. Review Proposal Notice for:
 - a. Town Park and Ball Field
 - b. Maintenance of Outdoor Restrooms at Town Hall
 - c. Mowing and Maintenance at Theilen Cemetery
 - d. Fertilizing Baseball Field**Motion** (Supervisor Bohl, Supervisor DeRosier) to direct the clerk to put out a notice in the paper a request for proposals as discussed. **Motion carried.**

Plan Commission Recommendations

11. Variance Request- 1444 Triangle Drive- John Eral: **Motion** (Supervisor Bohl, Supervisor Packard) to table the John Eral variance request. **Motion carried.**

Public Works Committee Recommendations

12. Job description for tractor operator: Clerk/Treasurer proposed a job description and ad to the town board. The town board reviewed and made revisions. **Motion** (Supervisor Bohl, Supervisor DeRosier) to approve the job description for tractor operator with noted striking and additions. **Motion carried.** The town board also agreed that the job ad could be posted on Facebook, town's website and Indeed.
13. Town Road Map Update: **Motion** (Supervisor Bohl, Supervisor Long) to approve the 2018 Town Road Map Update to be completed by Stantec as presented. **Motion carried.** The town board also agreed to try and seek mitigation funds to cover the expense of the project.
14. Public Works Building: Supervisor Bohl stated the Public Works Committee recommended that the town board send this project out to bid again. The town board discussed waiting until the Needs Assessment was completed. **Motion** (Supervisor Long, Supervisor Packard) to table until the Needs Assessment was done. **Motion carried.** Supervisor Bohl voted against the motion.

Unfinished/Old Business

15. Bass Lake Hypolimnetic Withdrawal Feasibility Study: Chair Spaniol provided an update on two lake management planning grants and the HWY 64 Corridor funding to match any grants awarded for the project.
16. Greenspace Trail Property Acquisition with Waldroff Property: Nothing new to update.

17. Update on the Houlton MHP, LLC Mobile Home Park: Continue to have payment issues with paying the monthly fees.

Public Comment: Kelly Deaton requested information regarding dogs running at large, tipping over trash cans and leaving deposits. Ryder was present at the meeting working towards a badge and is in the 6th grade. His public comment was to see if the town had any volunteer projects he could assist the town with. Clerk/Treasurer Stewart informed the town board the clerk's office was still experiencing issues with the town website.

Budget Year-To-Date was reviewed.

Items for next Plan Commission or Town Board Agendas: None

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