

TOWN CAUCUS IMPORTANT INFORMATION: Notice is hereby given that a Town Caucus will be held at St. Joseph Town Hall, 1337 County Rd V Hudson, WI 54016 on **Thursday, January 14th at 7:00PM.** Town Chairman, Supervisor 2 and Supervisor 4 offices will be open for nomination at that time.

Anyone who wishes to participate in the caucus through nominations and voting must appear at the caucus in person at the town hall. No votes or nominations will be taken through the Zoom meeting.

If capacity is exceeded at Town Hall, the caucus will meet outside to maintain 6 ft separation.

Zoom Meeting:

<https://zoom.us/j/94366324710?pwd=SjZiNmM2SXZRV0JUUnNwaHRvd3hPUT09>

Meeting ID: 943 6632 4710 **Passcode:** 460593 // 1 312 626 6799 US (Chicago)

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

Minutes of the Town Board –

St. Joseph Town Hall January 14, 2021 6:00PM

Call to Order at 6:00PM by Chair Johnson. Statement of Public Notice read. Roll Call: Colbeth, Meyers, DeRosier, Marshall, Chair Johnson and Clerk/Treasurer Coyle present. Adoption of Agenda **MOTION** (Marshall, DeRosier) to adopt the agenda as presented. **Motion carried.** Pledge of Allegiance recited.

Dates of Upcoming Meetings and Events: January 20 – Parks, Trails, and Recreation Committee Meeting; January 21 – Finance Committee Meeting; January 26 – IT Committee; Feb 28 – Reviews of contractors and employees; February 2 – Public Works Committee Meeting; February 3 – Plan Commission Meeting; February 9 – Public Safety Committee Meeting ; February 11 – Town Board Meeting; February 16 – Spring Primary Election

Monthly Status Reports:

1. Building Inspector – report provided to the Board.
2. Deputy Zoning Administrator Jay – has been busy. Provided report to the Board.
3. Plan Commission – on agenda
4. Fire/EMS Chief – report provided to the Board.
5. Joint Library Barb Petersen reported that 500 people participated in drive through visit to Santa. Investigating providing community locker system to deliver requested materials to lockers across community. Wifi use is growing. Annual fundraising campaign raised more than \$50,000 in 2020 with more than 100 first time donors. Hope to have new library director in place by May. Chair Johnson reported that she met with neighboring towns to discuss library funding; will be discussed on February agenda.
6. Parks, Trails and Recreations move up on agenda
7. Public Safety none
8. Public Works none
9. Wisconsin Town's Association meets this month
10. Bass Lake Rehab District none
11. Internet/Broadband none
12. St. Croix County District 2 & 3 Supervisors none.

Business discussion and possible action on:

1. CSM - Line Adjustment – Dan and Janet Bauer – 030-1025-30-100 and 030-1025-30-200. Doug Zahler reported that there are two existing lots and the lines need to be adjusted to change the easement line. **MOTION** (DeRosier, Marshall) to approve CSM - Line Adjustment – Dan and Janet Bauer – 030-1025-30-100 and 030-1025-30-200. **Motion carried.**
2. CSM – Line Adjustment – Larry Hall – 1308 White Eagle Way & 1304 White Eagle Way Doug Zahler reported that there are two existing lots, lines need to be adjusted to be combined into a single lot; building site is on current line. **MOTION** (DeRosier, Marshall) to approve CSM – Line Adjustment – Larry Hall – 1308 White Eagle Way & 1304 White Eagle Way. **Motion carried.**
3. CSM – Line Adjustment – John Reiling – 757 West Shore Drive & 758 West Shore Drive. Doug Zahler reported that there are two existing lots, lines need to be adjusted.

Owner has been acquiring adjacent lots over time. Southernly building on lot 5 is too close to lot line; moving line between lots 5 and 4 to accommodate setbacks. Lot 5 is increasing in size. **MOTION** (DeRosier, Marshall) to approve CSM – Line Adjustment – John Reiling – 757 West Shore Drive & 758 West Shore Drive. **Motion carried.**

4. Interim Zoning Ordinance Exception Applications
 - a. 271 143rd Ave Houlton – Hartman Development Properties, LLC – New Home. Plan Commission recommended approval without conditions. **MOTION** (Marshall, Meyers) to approve Interim Zoning Ordinance Exception application for 271 143rd Ave Houlton – Hartman Development Properties, LLC – New Home. **Motion carried.**
 - b. 276 143rd Ave Houlton – Hartman Development Properties, LLC – New Home. Plan Commission recommended approval without conditions. **MOTION** (Marshall, DeRosier) to approve Interim Zoning Ordinance Exception application for 271 143rd Ave Houlton – Hartman Development Properties, LLC – New Home. **Motion carried.**

MOTION (Johnson/Marshall) to move item 6 up to now. **Motion carried.**

6.a. Parks Improvements to playground – Chair Lindstrom reported that members have been working hard on the plans for the new playground including a toddler area and staying within the \$120,000 budget. The toddler area ground would be a rubber mat for safety. Other ground areas would be wood chips for playgrounds. Expanding/re-envisioning 5-12 aged area. Slides will be set into the hillside. Hoping to use impact fees for toddler areas to stay within budget. Have added a raingarden and pond. Goal to have board approval in March and April, expecting a large presentation to the Board at the meeting in February.

- b. Outdoor Rec Plan – going to get a quote from Stantec to update. Updates are ongoing by members.

MOTION (Marshall/DeRosier) to recess Town Board Meeting. **Motion carried.**

7:00PM Town of St. Joseph Town Caucus **In Person Nomination and Voting ONLY**

Chair Johnson opened 2021 Town Caucus at 7:00. **Motion** (Carol Loncar, Janet Lindstrom) to have Darla Meyers, Town Supervisor 1 run the caucus. **Motion carried.** Announced that online attendees cannot nominate, second, or vote; must be present. In person procedure was noticed on the website.

OFFICE	INCUMBENT
Chair	Theresa Johnson
2 nd Supervisor	Rick Colbeth
4 th Supervisor	Chris Marshall

If more than two candidates are nominated for an office, a vote will be taken at the caucus to narrow the field to two candidates per office. Meyers read from Caucus procedures.

MOTION (Laurie DeRosier, Mark Simpson) to vote by secret ballot. **Motion carried.** Clerk/Treasurer noted that 29 Town residents were in attendance.

TOWN CHAIR

MOTION (Barb McConaughy, Marg Siebenaler) to nominate Theresa Johnson. **Motion carried.**

No additional nominations.

Second Supervisor

MOTION (Marie Colbeth, Laurie DeRosier) to nominate Rick Colbeth. **Motion carried.**

No additional nominations

Fourth Supervisor

MOTION (Mike Long, Bob Marty) to nominate Chris Marshall. **Motion carried.**
No additional nominations.

MOTION (Doug Zahler, Jay Kimble) to close nominations. **Motion carried.**

MOTION (DeRosier/Meyers) to reconvene Town Board Meeting. **Motion carried.**

Town Board Meeting Business Discussion and possible actions, cont.:

5. Major Road Project

- a. Reconstruction – update, pay request, impact fees for project. Engineer Mann reported that all work is complete and a pay request for \$184031.88 was submitted. **MOTION** (Johnson, Marshall) to approve pay request 7 for 2020 Major Road in amount of \$184,031.88 to Total Excavating. **Motion carried.**
- b. Rehabilitation – update, pay request, turnback funds for project. Expect update at next meeting.
- c. Major Road Project for 2021
 - i. Approve Plans, specs and authorize bidding for Major Road Project for 2021. Engineer Mann has plans and specs for the 2021 project; mostly rehabilitation and a reconstruction on Trout Brook Rd S. Still working on Church St. **MOTION** (Johnson, Marshall) to approve plans, specs, and authorize bidding for 2021 Major Road Project for publication on Feb 5th with March 4th bid opening. Town of Hudson has asked that Trout Brook Rd S not be used for construction. Town Hall parking lot raingarden is still being planned. Town Chair provided copy of plans to Fire Chief for review for Town Hall parking lot. Utilities (water, gas or electric or fiber lines) need to be considered for playground and included in Town Hall parking lot plans. **Motion carried.**
 - ii. Allow virtual bidding on all future bid projects. Discussed by PW Committee. Add on to service already used. One contractor reported they are more likely to bid if online is an option. Use with other clients. **MOTION** (Johnson, Marshall) to go to virtual bidding on all future bid projects. **Motion carried.**
 - iii. Authorize the additional research survey and design on Church St from Main St to the west. Engineer Mann and Mike Long walked the site. Talked to resident. Needs a further survey to include area to the west. \$1200 left in budget from last survey, will cost additional \$3900 for rest of Church St to the west and Egard St. May likely need to put in a pipe and could need to be a separate project from Major 2021 project. **MOTION** (Johnson, Marshall) to approve additional research and design and authorize the survey of Church St to the west and Egard Streets for an additional cost not to exceed \$4000. **Motion carried.**
 - iv. Discontinue saw cut and seal on new road projects. Need to use a higher grade of asphalt binder due to State specification changes. Using higher asphalt binder and discontinuing saw and seal in the major road project saves the Town money. **MOTION** (Marshall, Colbeth) to discontinue the use of saw cut and seal on all new road projects **Motion carried.**
 - v. Change in asphalt specifications for road projects **MOTION** (Marshall, Meyers) to approve the upgrade for asphalt as presented. **Motion carried.**
 - vi. Perch Lake Road Update – Engineer Mann will be uploading plans in next few days. Opening bids on February 4th. Town will look at project on February 11th. 60th to the Lake is \$800,000 and half is

grant covered by State TriD funding. Project must be bid separately, has gone to bid. Mann provided a map for Perch Lake Road that will help the contractor understand what routes can and cannot be used to haul materials. Road will be open to local traffic only, will consider access to County Park during construction. Need to engage with property owners with whom Town needs easements. **MOTION** (Marshall/DeRosier) to move forward with discussing conflicts and resolutions with property owners for Perch Lake Road easements. **Motion carried.**

vii. Additional needs for park area at Town Hall. *Discussed above.*

- 6. Parks Trails and Recreation *See above*
 - a. Park improvements for playground at Town Hall *See above*
 - b. Outdoor Recreation Plan *See above*
- 7. Plan Commission
 - a. Approval of applications for Chapter 170 administration Approved by Plan Commission at last meeting.
 - i. **MOTION** (Johnson/Marshall) to approve Variance Application, Conditional Use Permit Application, Rezoning Application and Administrative Appeal Application for Ch 170 Zoning. **Motion carried.**
 - b. Resolution 2021-02 Town of St Joseph Fee Schedule **MOTION** (Johnson/Marshall) to approve Resolution 2021-02 Updating Town of St. Joseph Fee Schedule. Chair Johnson read the resolution into the record:

WHEREAS, the Town of St. Joseph may charge fees based on our ordinances; and

WHEREAS, the Town of St. Joseph adopted a new Town Zoning Ordinance on January 7, 2021; and

WHEREAS, the Town of St. Joseph may charge fees for services rendered related to the new Ch 170 Zoning Ordinance; and

WHEREAS, the Town Board has determined the costs of these uses shall be borne by the user;

NOW THEREFORE, LET IT BE RESOVLED by the Town Board of the Town of St. Joseph, meeting in regular session, authorize the Town Clerk/Treasurer be charge and collect the following fees related to Chapter 170 Town Zoning Ordinance:

Chapter 170: Zoning

Conditional Use Permit: Traditional Residential, Preservation Residential, Agricultural and Rural Residential	\$450	Application fee
2 nd request	\$225	Application fee
Deposit for escrow if needed	\$500	Escrow deposit
Conditional Use Permit: Traditional Commercial, Town Center Commercial, Rural Mixed Use and Business Park	\$450	Application Fee
Pre-application fee for review by DZA and consultants	\$500	Each Review
Deposit for escrow	\$2,500	Escrow deposit
2 nd request	\$225	Application fee
Variance	\$450	Application Fee
2 nd Request	\$225	Application Fee
Deposit for escrow	\$1,000	Escrow deposit
Rezoning	\$450	Application Fee

2 nd request	\$225	review
Deposit for escrow	\$1,000	Escrow deposit
Map Fee	\$250	Map Fee
Comprehensive Plan Amendment	\$3,500	Fee
Appeal	\$450	Application Fee -will be refunded if the applicant prevails

Roll call vote. Marshall, De Rosier, Meyers, Colbeth, Johnson all in favor. **Motion carried.**

8. Zoning:
 - a. Chapter 170 Zoning
 - i. Community Development meeting next Thursday at 5pm. Town Chair will be attending and has been asked by Committee Chair to bring Stantec rep to meeting to ensure the Town can handle zoning. Clerk/Treasurer provided County additional information, notices, and supplemental pieces requested by Director Denzer on Tuesday morning.
 - ii. County Board meeting on February 2nd.
 - b. Zoning Administrator and Stantec administration for the ordinance Amanda Schaefer from Stantec reviewed application processes. Stantec, Zoning Administrator and Clerk/Treasurer's office will be working together for each application.
9. Public Works
 - a. Revise the standards for new signage in developments to match our current specifications. Mike Long orders all signs for the Town except for fire number signs. Developers are installing signs at engineer grade and without treated posts. Will be added to the road ordinance as a standard detail plate. **MOTION** (Marshall/DeRosier) to move forward with new spec plat for standards for new signage for development. **Motion carried.**
 - b. Damages at 452 -149th – oil on roadway. Building Inspector will be notified that this needs to be reviewed before road refund is issued. Clerk to send photos to DZA.
10. Minute Taker for Plan Commission and Board of Appeals. Need to have a minute taker for both PC after Carolyn Barrettes resignation and BOA. BOA has not been appointed until February. Add to future agenda and load previous posting for review.
11. Update and action on maintenance issues
 - a. IT update and server and email accounts - no update
12. Clerk/Treasurer update
 - a. Resolution 2021-03 Line-Item Transfers. Reviewed by Clerk/Treasurer. **MOTION** (Johnson/Marshall) to approve Resolution 2021-03 Line Item Transfers effective Dec 31, 2020. Roll call Colbeth Meyers DeRosier Marshall Johnson – all in favor. **Motion carried.**
 - b. Town Hall Maintenance **MOTION** (Marshall/DeRosier) to approve expenditure to Town Hall for 2021 as presented. **Motion carried.** Discussion on Town Hall Ceiling project: 1. 2x2 tiles and grid. 2. Extra cost for acoustic grade. 3. Air vents are stationary/not tubes. May need estimate from Anderson Heating. 4. Kitchen ceiling can be lowered. 5. All HVAC work should be done before ceiling work. 6. Separate bid for AV. Order of work: Drop ceiling, let others run lines and fix HVAC, then replace ceiling, then do lights. Chair Johnson to put together RFP for February meeting to award in March. Lighting: flush mount will be easier to clean. FD lights not recommended for replacement. Need separate circuit for storage space. Add AC unit to February agenda.
 - c. Town Office Printer Update at IT Committee.
 - d. Election , Accounting, and Local Redistricting updates provided.
13. Request for Proposal for attorney services draft was provided to the board. Town Chair can contact local firms. **MOTION** (Marshall/Meyers) to move forward with RFP for attorney services. **Motion carried. MOTION** (Meyers/DeRosier) to contact the

Wisconsin Bar Assn, WTA, other municipalities, and attorney firms recommended by current attorney. DeRosier requested amendment to include Rivertown.net failed for lack of second. Meyers requested amendments to include Indeed failed for lack of a second. May have cost for Wis Barr Assn and WTA postings. Amend motion (Meyers/DeRosier) to remove Bar Assn, and add not to exceed \$50. **Motion carried.**

14. Newsletter – Spring 2021. Parks would like to solicit donations for park improvements. April timeline. Roads projects, Town Hall improvements, Ch 170; add to agenda for March board approval.
15. Request for Fire Department Credit Card. Fire Dept has been using the Fireman's Fund for FD expenses that require quicker payment. New line of credit for card in Chief's name only. **MOTION** (Marshall/Colbeth) to authorize Charles Barrette for credit card for purchases for Fire Dept for Town of St Joseph. **Motion carried.**
Kwik Trip account **MOTION** (Marshall/Meyers) to move forward with approval of additional Kwik Trip cards for the Fire Dept. **Motion carried.**
It was noted that the FD vehicle accident information is with the adjuster.
16. Operator License Applications
 - a. New Operator License - **MOTION** (Meyers/Marshall) to approve Summer Eckman – Big Guys BBQ Roadhouse operator license application. **Motion carried.**

Consent Agenda:

17. Payment of checks **MOTION** (Johnson/Marshall) to approve checks 21989 through 22039 plus fund transfers as listed. One check has been lost in the mail and a stop payment was issued. **Motion carried.** Will be looking into getting a PO Box.
18. Approval of Town Board Meeting Minutes **MOTION** (Colbeth/Marshall) to approve Jan 7th, 2021 Special Town Board Meeting Minutes. **Motion carried.**

Public Comment. Supervisor Marshall reported that 132nd and 80th Street quote to put barriers has a cost of under \$1500 and will be paid out of public works.

Supervisor Meyers discussed the agenda center. Supervisor Colbeth asked for driveway for 85th on February agenda.

Items for next Plan Commission or Town Board Agendas
Adjournment **MOTION** (Marshall/Meyers) at 8:20pm.