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Town of St. Joseph - St. Croix County, WI
Minutes of the Town Board –
St. Joseph Town Hall March 11, 2021 6:00PM

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

Dates of Upcoming Meetings and Events:

March 17 – Parks, Trails & Recreation Committee	March 26 - April 2 Absentee In-Person Voting
March 18 – Election Training	April 6 – Spring Election
March 30 – Public Works Committee	April 7 – Plan Commission
March 31 – IT Committee (tentative)	April 8 – Board Meeting

Monthly Status Reports:

1. Building Inspector – report provided in packet
2. Deputy Zoning Administrator - report provided in packet
3. Plan Commission
4. Fire/EMS Chief – report provided in packet.
5. Joint Library -Barb Peterson provided report to the Board. Virtual programming continued. Easter Bunny drive through on April 3rd. Summer programming being planned. Library use is growing.
- 6.Parks, Trails and Recreations -on agenda
7. Public Safety - none
8. Public Works – on agenda
9. Wisconsin Town's Association - none
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. Introduction of Michelle Hillman, Deputy Clerk/Treasurer
2. Obstruction Permit/Special Event – Bob Barabee Memorial Time Trail – May 8th, 2021. No event in 2020. Chalk can be used on the road. **MOTION** (Colbeth/Meyers) to approve the permit/special event for Bob Barabee Memorial Time Trail on May 8th, 2021 and waive the fee. **Motion carried.** Insurance documents will need to be provided to the Town.
3. Exemptions to the interim Zoning ordinance
 - a. 333 White Eagle Road – in ground pool – Performance Pool and Spa
 - b. 333 White Eagle Road – patio pool structure – David Inman. Updated report provided by Deputy Zoning Administrator.
MOTION (Marshall/Johnson) to approve the Interim Zoning Exception Application for 333 White Eagle Road for an in-ground pool and 333 White Eagle Rd for a patio pool structure.
Motion carried.
 - c. 1477 46th Street — new home – Oevering Homes. **MOTION** (DeRosier/Marshall) to approve the Interim Zoning Exception Application for 1477 46th Street — new home – Oevering Homes. **Motion carried.**
 - d. 498 149th Avenue — new home – Oevering Homes. **MOTION** (DeRosier/Marshall) to approve the Interim Zoning Exception Application for 498 149th Avenue — new home – Oevering Homes. **Motion carried.**

- e. 1227 Rolling Hills Trail — new home – Evan Brooks. Updated report provided by Deputy Zoning Administrator. **MOTION** (Johnson/DeRosier) to approve the Interim Zoning Exception Application for 1227 Rolling Hills Trail — new home – Evan Brooks. **Motion carried.**
 - f. 1128 37th Street — pole shed – Heidi Becken. **MOTION** (Marshall/DeRosier) to approve the Interim Zoning Exception Application for 1128 37th Street — pole shed – Heidi Becken. **Motion carried.**
 - g. 1223 52nd Street — driveway – Lisa Johnson. **MOTION** (Johnson/Marshall) to approve the Interim Zoning Exception Application for 1223 52nd Street — driveway – Lisa Johnson. **Motion carried.**
 - h. 1304 53rd Street – garage addition - Scott Osterhus. Withdrawn by applicant. **MOTION** (DeRosier/Marshall) to approve request for withdrawal of application received from Osterhus for 1304 53rd Street for garage addition and that fees be refunded. Discussion about refunding fees. Withdrawal of motion by DeRosier/Marshall. **MOTION** (Colbeth/Marshall) to refund half of the Interim Zoning Exception Application fee for Scott Osterhus. **Motion carried.**
 - i. 1232 Bass Lake Road – new home – Hartman Homes on behalf of Matthew and Shanda Campana. **MOTION** (DeRosier/Marshall) to approve the Interim Zoning Exception Application for 1232 Bass Lake Road – new home – Hartman Homes on behalf of Matthew and Shanda Campana. **Motion carried.**
4. CSM - Lot Line Adjustment – Dan Gavin 555 Perch Lake Rd. (030-1099-40-015 & 030-1099-40-075) Doug Zahler reported that the proposal changes lot 1 to approx. 3 acres and lot 2 to approx.19 acres. **MOTION** (Johnson/DeRosier) to approve CSM - Lot Line Adjustment – Dan Gavin 555 Perch Lake Rd (030-1099-40-015 & 030-1099-40-075) as presented by Doug Zahler. **Motion carried.**
5. Major Road Project
- a. 2020 Reconstruction – update, pay request. Town Engineer Lee Mann reported that a minor amount is still being withheld until a draining issue is resolved.
 - i. 85th additional driveway(s). Construction Inspector reviewed documentation and areas being used by property owners to access field prior to construction. Area to the western access did not have gravel. **MOTION** (Marshall/Johnson) to improve and install a driveway on the west side of 85th street across from the well head for proper agriculture use. **Amend** (Marshall/Johnson) **to include:** with a width of 32ft. **Motion carried.**
 - ii. Guardrail damage on 50th was fixed by St Croix County; invoice will be forwarded to the vehicle owner.
 - b. Major Road Project for 2021
 - i. Award of Major Road Project for 2021 including parking lot at Town Hall. Bids were taken on March 4, 2021. Two bidders; Monarch Paving was low bidder. Updated project budget summary provided to the Board. Discussion on Town Hall roof drain. **MOTION** (Johnson/Marshall) to accept bid for 2021 Road Rehab Project for Town of St. Joseph from Monarch Paving for the low total base bid of \$1,194,046.09 with Alternative 1 Awatukee Trail for \$339,440.10 and Alternative 2 Town Hall Road Drainage System for \$1817.50 for a total of \$1,535,303.69.. **Motion carried.** **MOTION** (Johnson/Marshall) to approve 2021 Road and Parking Lot Rehabilitation budget in the amount of \$1,790,000. **Motion carried.**
 - ii. Bid progress for Church St project
 - 1. Resolution 2021-07 – Church Street Roadway Width. Mann reported that ravine will have additional challenges, such as erosion. Need to avoid runoff into the St. Croix River and in MS4 district. Discussion about existing channels and waterflow. \$47,000. Looking for alternative funding. Will need to coordinate with DNR, St Croix County, and City of Stillwater. Ravine work will need to be completed before road improvements; looking at starting in later summer. Plans being prepared for the Board to review and authorize on April 8th, bids on June 3rd, being construction in July or August. **MOTION** (Johnson/Marshall) to approve expenditure of approx. \$47,000 for additional work and design in ravine restoration off Church Street. **Motion carried.** **MOTION** (Johnson/Marshall) to approve overall budget for ravine restoration of

approx. \$125000. **Motion carried. MOTION** (Johnson/DeRosier) to approve Resolution 2021-07 Church Street Roadway Width read into the record. **Motion carried.** Roll Call all in favor.

- iii. Perch Lake Road Tri-D project update. Attorney is reviewing contracts from contractor. Once those have been reviewed, they can be signed. Easements are being acquired; about 8 of 13 are completed.
- c. 2021 Road Maintenance Project for River Rd. Mann reported that plans are being uploaded to bid for April 1st.
 - i. Update on cooperation with Town of Somerset on sealcoat for 150th. Top coat is under consideration; has not gone out to bid yet.
6. Annual MS4 update and plans. Peter Allen, Stantec gave a presentation on the MS4 project in the Town of St. Joseph. One requirement of the DNR-issued permit is a public presentation/meeting. MS4 = Municipal Separate Storm Sewer System. Town's current permit expires 4/30/2024.
7. Acquisition of land to improve 54th St. Report provided to the Board; closing next week.
8. Acquisition of land for cul de sac on Trout Brook Rd N. In process. Documentation from banks will be requested.
9. Driveway easement for lot in White Eagle subdivision. **MOTION** (Marshall/ DeRosier) to approve the Driveway easement for lot in White Eagle subdivision to be signed by the Chair. **Motion carried.**
10. Building Code Violation – 1228 Hwy 35 – David & Catherine Cox. Letter sent to property owner; update provided to the Town Board from the Building Inspector. David Cox spoke to the board.
11. Parks Trails and Recreation
 - a. Park improvements for playground at Town Hall, plan and spec, bid progress. Survey has been completed. Estimate to have bid opening in June. PTR can meet more often to meet scheduling needs for decision making.
 - b. Request for donations for park playground improvement
 - c. Outdoor Recreation Plan update **MOTION** (Johnson/Marshall) to authorize Stantec to help complete Outdoor Rec Plan for a cost of up to \$4850. **Motion carried.**
12. Plan Commission
 - a. Updates on ordinances 168 Subdivision, 149- Roads, 64- Animals, 68- Assemblies. Coming before the Board in April.
 - b. Set public hearing for Chapter 168, Subdivision and 156 Signs. **MOTION** (Johnson/DeRosier) to schedule a Public Hearing for Chapters 168 and 156 for May Town Board Meeting at 7pm. **Motion carried.**
13. Zoning:
 - a. Chapter 170 Zoning
 - i. Community Development review meeting update. No formal update from the County has been received.
 - b. Zoning Administrator and Stantec administration for the ordinance

MOTION to move up 17. Update on Hudson Area Joint Library funding (Johnson/Marshall). **Motion carried.** Shelley Tougas from Hudson Area Joint Library spoke to history of library funding and provided a report. Reserves would be gone in early 2024 without any changes. Proposing a stakeholder retreat in summer of 2021. \$410,000 has been saved by the Town of St. Joseph over 6 years. In 2019, town residents borrowed \$315,000 in materials; about \$90,000 is annual cost for the Town. Discussion about cost option of staying in Joint Library vs going to the County levy. Supervisor Meyers met with County officials for more information. Discussion about options moving forward. Tougas to provide a comparison of what was paid and what was saved by not paying St Croix County library tax levy. Add to May Agenda.

14. Public Works
 - a. Weight restrictions went up on Monday.
 - b. Mileage reimbursement for reflectivity inspection. **MOTION** (Marshall/Colbeth) for Town of St Joseph to reimburse mileage for reflectivity inspections and milage for spring road inspection. **Motion carried.**
 - c. Mileage reimbursement for Spring road inspection.
 - d. Tree Removal on Trout Brook Road South. Town is responsible for maintenance on the rustic road. **MOTION** (Marshall/DeRosier) for the tree removal on Trout Brook Road S and

- get an estimate and report back. **Amend motion** (Marshall/DeRosier) to approve not to exceed \$20,000. **Motion carried.** Part of Major Road budget; Down to Earth Tree Service.
- e. Approval for gravel maintenance for gravel roads for Schmitt & Sons Excavating. **MOTION** (Marshall/DeRosier) to approve gravel maintenance on gravel roads for Town of St Joseph for Schmitt and Sons. Discussion on waiting until road restrictions are done. **Motion carried.**
15. Update and action on maintenance issues
- a. Award of RFP for removal and installation of ceiling tiles in Town hall, hallway, restrooms **MOTION** (Johnson/Marshall) to award the ceiling RFP to Oak River Acoustic for \$11,900. **Motion carried.** Work has to be completed by July 1.
 - b. Award of RFP for removal and installation of light fixtures in Town hall, hallway, restrooms and offices. **MOTION** (Johnson/Marshall) to award the RFP to Mondor Construction for \$6750. And to add the costs for replacement of 2 ventilation fans in bathrooms and additional wiring needed for AV equipment. **Motion carried.**
 - c. IT update and server and email accounts
 - i. RFP for AV needs of the town hall. Reviewed draft RFP. Would be issued on March 12th and returned by March 30th. Work completed by July 1. **MOTION** (Johnson/Marshall) to approve RFP to go out for needs of Town Hall with response by March 30th at 4pm. **Motion carried.**
 - ii. Northwest Communications or AT&T fiber optic and options. Corey from ATT spoke about proposal from AT&T. Discussion about proposal. Minimum contract for 2 years with set prices regardless of speeds. No representative in attendance from Northwest Communications. **MOTION** (Marshall to move forward with ATT fiber contract DeRosier. Start with 20/20 Motion carried.
 - iii. MSP/MSSP agreement – protected.
 - iv. Sunnylink services – installed NAS.
 - v. Update on DZA phone and iPad for Fire Dept
 - vi. Other IT issues
16. Minute taker for Plan Commission and Board of Appeals – discussion about previous posting. **MOTION** (Johnson/Marshall) to advertise for secretary for PC and BoA for a cost not to exceed \$75 per meeting. **Motion carried.**
17. Update on Hudson Area Joint Library funding – moved above.
18. Review of contract for legal services to be awarded in April. – provided a retainer and an hourly option. Catherine to review draft contracts and bring back to April meeting.
19. WTA Virtual Open Meetings Webinar – Supervisor Meyers and DeRosier attended training. Suggested to have policies in place that reflect current practice. Disclaimer on the website about recording of meeting. Closed meeting online attendees – must certify that attendees are alone and use Zoom meeting rooms. Discussion about guidance provided by the training.
20. Set date for Annual Town Meeting. Tuesday, April 20th. **MOTION** (Johnson/Marshall) to set date for Annual Town Meeting for Tuesday April 20th at 7pm. **Motion carried.**
21. Mobile Home Park update and status. Report provided by Clerk/Treasurer that 2020 and 2021 personal property taxes are up to date.
22. Spring 2021 Newsletter **MOTION** (Johnson/Marshall) to approve with changes to be sent out as soon as possible **Motion carried.**
23. Clerk/treasurer update
- a. Resolution 2021-08 COVID Vaccine Designation Status. **MOTION** (Johnson/Marshall) to ask St Croix County and any clinics in St Croix County to vaccinate any staff and election workers that would like to take the COVID vaccine as soon as possible. **Motion carried.**
24. Operator License Applications
- a. Nycole Folsom – Big Guys BBQ Roadhouse **MOTION** (DeRosier/Marshall) to approve Operator License application for Nycole Folsom – Big Guys BBQ Roadhouse. **Motion carried.**
25. Liquor License Application CLASS “A” (Beer) and “CLASS A” (Liquor) LICENSES
Landmark Services Cooperative dba Burkhardt Cenex, 1088 Co. Rd. A, Hudson; Jim Dell-President and Becky Barlow – Agent. New application has been made for the convenience sales floor and coolers. **MOTION** (Johnson/Marshall) to approve Liquor License Application CLASS “A” (Beer) and “CLASS A” (Liquor) for Landmark Services Cooperative dba Burkhardt Cenex, 1088 Co. Rd. A, Hudson; Jim Dell-President and Becky Barlow – Agent. **Motion carried.**

26. Tobacco Retail License: Landmark Services Cooperative dba Burkhardt Cenex, 1088 Co. Rd. A, Hudson **MOTION** (Johnson/Marshall) to approve the Tobacco Retail License for Landmark Services Cooperative dba Burkhardt Cenex, 1088 Co. Rd. A, Hudson **Motion carried.**
27. Dog Kennel application – Jon and Kimberlie Gilbertson. **MOTION** (DeRosier/Marshall) to approve Fox Ridge Trail in Houlton. **Motion carried.**
28. Payment of checks **MOTION** (Johnson/Marshall) to approve checks and online payments 22125-22193 including fund transfers. **Motion carried.**
29. Approval of Town Board Meeting Minutes February 11th and February 25th. **MOTION** (Marshall/Meyers) to approve. **Motion carried.**
30. Budget, invoices and bank balances reports provided to the Board. AR Reviewed.

Public Comment

Supervisor Colbeth – Town of Somerset and Village of Somerset have garbage collection program on Town Roads through computerized map. Add to April agenda.

Supervisor Meyers – Library had policy for requiring background checks for non-staff members that were presenting. April agenda.

Chair Johnson – 5:30 start April 8th meeting for reception for Town Attorney.

Items for next Plan Commission or Town Board Agendas

Adjournment **MOTION** (Meyers/Marshall) at 9:40pm.