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

Minutes of the Town Board –

St. Joseph Town Hall April 8, 2021 --5:30PM

Open house for Catherine Munkittrick who is retiring as our Town Attorney.

Meeting starts at 6:00PM

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

Dates of Upcoming Meetings and Events:

April 12 – Plan Commission Public Hearing and Plan Commission Meeting – 170 Zoning	April 27 – IT Committee
April 12 – Special Town Board Meeting	April 28 th – Town Board Public Hearing and Board Meeting – 170 Zoning
April 15 – Finance Committee	May 4 – Public Works Committee
April 20 – Annual Town Meeting	May 5 – Plan Commission
April 21 – Parks, Trails & Recreation Committee	May 6 – Parks, Trails, and Recreation Committee

Monthly Status Reports:

1. Building Inspector	7. Public Safety
2. Deputy Zoning Administrator – Kimble provided a report to the Board.	8. Public Works
3. Plan Commission	9. Wisconsin Town's Association
4. Fire/EMS Chief	10. Bass Lake Rehabilitation District
5. Joint Library – Barb Petersen reported 1)Open 10-2 on Saturdays 2)Use is growing 3)Interviewing 3 finalists for Library Director position – new person on board by June 1 st .	11. Internet/Broadband
6.Parks, Trails and Recreation	12. St. Croix County District 2 & 3 Supervisors

Business discussion and possible action on:

MOTION (Johnson/Colbeth) to reorder agenda. **Motion carried.**

1. Approval of contract with new attorney firm, Ekberg Lammers. Hourly and retainer contracts considered. Discussion about volume of legal services expected to be needed with new Zoning administration. **MOTION** (Johnson/DeRosier) to approve the contract for Civil Legal Services with Eckberg Lammers P.C. with a monthly retainer fee for all scoped general counsel services and an hourly rate for extraordinary services. **Amend** to revisit in one year. **Motion carried.**

6. Oeivering Homes – Chapman Hills Preliminary Plat and Development Update – Ty Dodge presented the same preliminary plat from the fall; ready to move forward. Construction estimates and schedule provided to Chair and Engineer. Preconstruction meeting tentatively scheduled for next week. County has approved with conditional approval on Town Board acceptance; DNR approval complete. Developers Agreement needs to be completed. Letter of Credit needs to be provided to Town Attorney. Property acquisition has been completed. Final plans provided to Town Engineer. Discussion about timeline of improvements to 54th and Cty Rd

E. Final plat is expected in June or July. First lift of pavement in 2021, second lift in 2022. **MOTION** (Johnson/Meyers) to approve the Preliminary Plat with cul-de-sac conditioned on a signed Developers agreement, Letter of Credit, Certificate of Insurance, and that construction of 54th intersection will be completed this year. **Motion carried.**

8. Trout Brook Rd – Progress is continuing for the partial release of mortgage; additional title report completed.

Thank you to retiring Town Attorney Catherine Munkittrick.

11.e. Trout Brook Road Bike Parking Lot – Residents in attendance gave contact info for follow up. DNR is installing new bike trails and possibility of new parking lot off Trout Brook Rd S. Chair Johnson reported that there is a long-range plan for the park that the DNR is implementing. A couple of miles of new trails are being built in 2021 and will be accessed off main parking; planned parking lot off Trout Brook Rd planned for some time between 2022-2024. Residents neighboring the park in attendance and asked for turn off lane into future parking lot. Discussion about impact of traffic on Trout Brook Rd and options to expand other parking lots.

2. Temporary Liquor License Extension of Premise Applications
 - a. Willow River Saloon – April 24th – 10am-10pm – Private Event
 - b. Willow River Saloon – August 1st – 6am-10pm – Chicken and Corn Feed
MOTION (DeRosier/Marshall) to approve Extension of Premise application for Willow River Saloon for April 24, 2021 from 10am-10pm and August 1 from 6am-10pm. **Motion carried.**
3. Small Assembly Permit Application – Willow River Saloon – August 1st, 2021. Fee had been paid for a cancelled May 15th event; will hold funds until next application. Discussion about continuity of extension of premise. **MOTION** (DeRosier/Marshall) to approve the Small Assembly Permit for Willow River Saloon on August 1, 2021. **Motion carried.**
4. Fire Department- DNR grant and expenditure to exceed allowed amount on credit card **MOTION** (DeRosier/Marshall) to approve expenditure by Fire Dept for items to be purchased from vendor totaling \$2728.44. A portion will have a DNR grant reimbursement. **Motion carried.**
5. Insurance renewal – Horton Group 5/1/21 - 5/1/22 Renewal paperwork. Reviewed vehicles by Fire Chief and Town Chair. **MOTION** (DeRosier/Marshall) to approve the insurance renewal documents from Horton Group for fiscal year May 1, 2021-May 1, 2022. **Motion carried.**
6. Oevering Homes – Chapman Hills Preliminary Plat and Development Update (above)
7. Acquisition of land to improve 54th St. Done.
8. Acquisition of land for cul de sac on Trout Brook Rd N (above)
9. Exceptions to the Interim Zoning Ordinance
 - a. 1372 62nd Street – Edward and Suzette Sontag - pole shed addition
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 1372 62nd Street – Edward and Suzette Sontag - pole shed addition. **Motion carried.**
 - b. 296 Arbor Hills Drive – Chris Sather – new pole building
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 296 Arbor Hills Drive – Chris Sather – new pole building. **Motion carried.**
 - c. 333 138th Ave – David and Jeanne Johnson – new single-family home

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- MOTION** (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 333 138th Ave – David and Jeanne Johnson – new single-family home. **Motion carried.**
- d. 136 County Rd E – Robert D Wolfe III – new garage
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 136 County Rd E – Robert D Wolfe III – new garage. **Motion carried.**
- e. 324 White Eagle Trail – Colin and Sarah Marnach – new single-family home
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 324 White Eagle Trail – Colin and Sarah Marnach – new single-family home. **Motion carried.**
- f. 509 Valley View Trail – Warren and Mary Weber – new single-family home
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 509 Valley View Trail – Warren and Mary Weber – new single-family home. **Motion carried.**
- g. 1334 39th Street – Michael and Jenny Kunz – new single-family home
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 1334 39th Street – Michael and Jenny Kunz – new single-family home. **Motion carried.**
- h. 1349 39th Street – Ryan Kunz and Stephanie Johnson – new single-family home
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 1349 39th Street – Ryan Kunz and Stephanie Johnson – new single-family home. **Motion carried.**
- i. 368 Trout brook Trail – Tim Lewis – pole barn
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 368 Trout brook Trail – Tim Lewis – pole barn. **Motion carried.**
- j. 1322 Birch Park Ridge – Scott McCormack – new single-family home
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 1322 Birch Park Ridge – Scott McCormack – new single-family home. **Motion carried.**
- k. 1114 37th Street – WKRP Holdings LLC – new single-family home
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 1114 37th Street – WKRP Holdings LLC – new single-family home. **Motion carried.**
- l. 1137 37th Street – Stuart Price – new single family home
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 1137 37th Street – Stuart Price – new single family home. **Motion carried.**
- m. 1228 Hwy 35N – Dave Cox – building permit for second dwelling
MOTION (DeRosier, Marshall) to deny the Interim Zoning Exception Application for 1228 Hwy 35N – Dave Cox – building permit for second dwelling. **Motion carried.**
- n. 340 138th Ave – Mike Gobis – new shed
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 340 138th Ave – Mike Gobis – new shed. **Motion carried.**
- o. 464 Highland View – All Energy Solar., Inc on behalf of the property owners James and Kendra Margl – new solar array
MOTION (DeRosier, Marshall) to approve the Interim Zoning Exception Application for 464 Highland View – All Energy Solar., Inc on behalf of the property owners James and Kendra Margl – new solar array. Discussion about single family home solar as a permitted use under new zoning. If zoning does not move forward with single family home solar as a permitted use, then this would be a nonconforming use and would require a CUP for repair/replacement. Danielle DeMarre from All Energy Solar spoke on behalf of the property owners. **Motion carried.**

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- p. 1483 24th Street – Chris Marshall – new pole barn. Supervisor Marshall recused himself from the table.
MOTION (DeRosier, Meyers) to approve the Interim Zoning Exception Application for 1483 24th Street – Chris Marshall – new pole barn. **Motion carried.**

10. Major Road Project

- a. 2020 Reconstruction – update, pay request. Work on 132nd is complete. Expect final pay request in May. Damage at Fox Ridge Trail by Waste Management truck still being repaired.
- i. Reconsideration of the motion for the 85th additional driveway
MOTION (Colbeth, Marshall) to reconsider the approved motion for the 85th additional driveway. **Motion carried.**
 - ii. New Motion for the additional driveway on 85th on west side of roadway
MOTION (Johnson, Marshall) to approve the installation of a driveway on the west side of 85th to the south about halfway between 140th and well head to be installed by Todd Tuma. Discussion about process; driveway cannot be closer than 200 feet from intersection. Town Chair will put out a work order. Deputy Zoning Administrator to measure from center line for exact location.
Motion carried.
- b. Major Road Project for 2021
- i. Update on Major road project for 2021 including parking lot at Town Hall - Rehabilitation project pre-construction meeting scheduled for next Thursday.
 - ii. Update on Perch Lake Road - Tri-D project pre-construction meeting scheduled for next Thursday. One more easement needed. Letters will be going out to residents.
 - iii. Homestead Park Impacts – Town Engineer has been in contact with St. Croix County on impacts to the Homestead Park caused by the project.
 - iv. Church Street Project Update – design process ongoing. Determined that St. Croix County requires a Conditional Use Permit due to project being in riverway district. Timeline reviewed.
MOTION (Johnson/Marshall) to approve going to bid for Church Street at time that works best. **Motion carried.**
 - v. St. Croix County Conditional Use Permit for Church Street - will be submitting on May 3rd. Half of Church Street and ravine work included. May also require a land use permit. Town will ask to have fees waived.
 - vi. Change Order for frost boils on 30th Street – Town Engineer estimated starting 20 feet on either side of each boil. **MOTION** (Johnson/Marshall) to have Stantec prepare a change order for the damages on 30th. **Motion carried.**
 - vii. Fox Ridge Trail – Waste Management Damage - Estimate to fix damage with Total Excavating is \$2590. Bill would then be

forwarded to Waste Management. **MOTION** (Marshall/DeRosier) to authorize Total Excavating to repair damage on Fox Ridge Trail caused by Waste Management **Amend** and Town of St Joseph will invoice Waste Management. **Motion carried.**

- c. 2021 Road Maintenance Project for River Rd
 - i. Award of bid for 2021 Road Maintenance Project for River Rd Bids were taken on April 1st. Allied Blacktop Company was the low bid at \$103,238 with Alternate 1 of \$28,704. Minor irregularity in bid between base and alternative. **MOTION** (Johnson/Marshall) to approve low bid of 2021 Road Maintenance Project to Allied Blacktop Company for a base bid of \$103,238 and Alternate of \$28,704. **Motion carried. MOTION** (Johnson/Marshall) for overall project budget of \$169,500. **Motion carried.**
 - ii. Update on cooperation with Town of Somerset on sealcoat for 150th
- 11. Parks Trails and Recreation
 - a. Park improvements for playground at Town Hall, plan and spec, bid progress. Moving forward into initial design phase. Meeting on the 21st to discuss plans. Rain garden for Town Hall drainage may need a future change order.
 - b. Request for donations for park playground improvement. One has been received.
 - c. Recreation Plan update – moving forward.
 - d. Rental for Ball Fields. St Patrick's wants to rent the ballfield at the end of April. 3:30-5:30 April 18-25th. **MOTION** (Johnson/Marshall) to rent out the ballfield for practice for St. Patrick's school. **Motion carried.**
 - e. Willow River State Park Bike Trail and Parking Lot. (see above)
 - f. Blade Runner Contract Renewal. **MOTION** (Johnson/Marshall) to approve Blade Runner contracts for Town Hall grounds and Thelen Cemetery. **Motion carried.**
- 12. Plan Commission
 - a. Updates on ordinances 168 Subdivision, 149- Roads, 64- Animals, 68- Assemblies, 80-Building, 81- Design standards. Clean copy and mark up copies provided to the Board. All ordinances reference Ch 170, so need to wait for approval until 170 is approval. Stantec to submit changes to PC for Ch 149 Roads for May meeting.
 - b. Set public hearing for Chapter 168, Subdivision and 156 Signs **MOTION** (Johnson/Marshall) to set PH for 168 subdivisions at 7pm on May 12. **Motion carried.**
 - c. Set public hearing for Chapter 170, Zoning. **MOTION** (Johnson/Marshall) to call a special Town Board Meeting and set the Public Hearing for Ch 170 Zoning on Tuesday the 27th at 5:30PM. **Motion carried.**
- 13. Public Works
 - a. Weight restrictions – off as of Monday April 5th.
 - b. Pavement Management Plan
 - i. Paser Ratings – Town Engineer reported the ratings need to be completed every 2 years. Ratings go into WISLR system. Pavement Management Plan is being updated and depends on ratings. **MOTION** (Johnson/Marshall) to have Stantec do the Pavement Rating services for PASER program to use for Pavement Management Plan for a cost not to exceed \$6500. **Motion carried.**
- 14. Request to Waive Fire Number Sign Fee - 1120 37th Street . Had to be changed due to additional development; existing homeowner had to change number. **MOTION** (Johnson/Marshall) to waive the fee for a fire number sign for 1120 37th St. **Motion carried.**

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15. Update and action on maintenance issues
 - a. Update on window spline replacement – splines were replaced with a different type.
 - b. Painting of Doors – Bruce Paulsen sent repeated emails and texts, and left voicemails. No response from Stillwater Masonry since early February. Board to refer this to Town Attorney. **MOTION** (Johnson/DeRosier) to refer lack of interest in door painting to attorney to resolve and get project completed. **Motion carried.**
16. IT update and server and email accounts
 - i. Award of RFP for AV needs of the town hall. 2 proposals submitted. IT committee wants to go back to the vendors and revise proposals.
 1. Motion to request for more information
 2. Motion to go to bid for AV services. \$650-850 for Stantec to administer the bid. **MOTION** (Johnson/DeRosier) to have the IT Committee request more information from both vendors that gave proposals and also to go forward with preparing specifications needed to go to bid. **Motion carried.**
 - ii. MSP/MSSP agreement – no update.
 - iii. Other IT issues – none.
17. Update on Mobile Home Park Attorney Mark Hazelbacker spoke on behalf of the Mobile Home Park. Roger Hauser District Director and Debbie Wahlen, Park Director were also in attendance. Request a future discussion about changing number of allowed units at the Park. Property would be non-conforming under proposed zoning.
18. Presentation on Mobile Home Park Expansion. Park is interested in expanding to 75 units.
19. Request from 4-H and/or others community for meetings to be held in town hall. Discussion about cleaning needs. Discussion about wear and tear of use on hall. **MOTION** (Johnson/Marshall) to let Rolling Hills 4H know the Town is not in a position of opening Town Hall to any groups outside Town Business and will revisit in 3 months. Discussion on checklist of cleaning expectations with \$200 deposit for future. **Motion carried.**
20. Set schedule for Open Book and Board of Review – June 14th Open Book and June 27th Board of Review. On May agenda to convene BOR and immediately adjourn to June 27th. **MOTION** (Johnson/Marshall) to open Board of Review at May 13 Board meeting at 6:30 and adjourn thereafter to reconvene on June 27th and Open Book is on June 14. **Motion carried.**
21. Minute taker for Plan Commission and Board of Appeals. Supervisor DeRosier to provide job description to the Town Clerk/Treasurer. **MOTION** (Johnson/Colbeth) to post minute taker for Plan Commission and Board of Appeals for \$50-75 per meeting based on experience. **Motion carried.**
22. Update on library funding. Discussion on funding and impact of actions of other contracted municipalities.
23. Town Rules
 - a. WTA sample Virtual Meeting Policy
 - b. Update to Town Rules. Changes presented to address updated technology and online meetings. Discussion about revisions. Add information to website about contacting the office if there are issues in connecting to the online meeting. **MOTION** (Johnson/Marshall) to approve proposed updated Town Rules **Amend** to move public comments on agendas to new number 8. **Motion carried.**

24. Clerk/treasurer update
 - a. Training request, Clerk/Treasurer Institute **MOTION** (Marshall/DeRosier) to approve \$489 for C/T Institute. **Motion carried.**
 - b. Accounts sent to collections – Some outstanding animal control and road damages from Preferred Builders. **MOTION** (Johnson/Marshall) to send outstanding animal reclaiming fees to collections and \$3000 for Preferred Builders for road damage. **Motion carried.**
 - c. LGIP closing of accounts **MOTION** (Marshall/Meyers) to close out LGIP Accounts 1-8 and 10. **Motion carried.**
25. Annual Town Meeting and Volunteer of the Year – April 20th
26. WTA Membership Dues **MOTION** (Johnson/Marshall) to approve WTA membership dues for \$1255 **Motion carried.**
27. Payment of checks and acceptance of donations. \$20 for the playground. **MOTION** (Johnson/Marshall) for the acceptance of a donation for the park and for checks 22195-22250 including all transfers. **Motion carried.**
28. Approval of Town Board Meeting Minutes
 - a. Approval of March 11, 2021 Minutes **MOTION** (Marshall/DeRosier) to approve. **Motion carried.**
 - b. Reconsideration of February 11, 2021 Minutes **MOTION** (Meyers/DeRosier) to reconsider Feb 11 2021 minutes. **Motion carried.** Add additional option to library funding.
 - c. Approval of February 11, 2021 Minutes **MOTION** (Johnson/Marshall) to approve with correction on number 11 **Motion carried.**

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29. Budget, invoices and bank balances reviewed.

Public Comment

Jay Kimble – recommended that the Town get a list of volunteers. Too much work and not enough staff.

Todd Tuma – Requested clerk to send list of recycling items for billing. Rock on 23rd street is washed out

Darla Meyers - Open Records request at Library.

Items for next Plan Commission or Town Board Agendas

Adjournment

MOTION (DeRosier/Meyers) to adjourn at 9:41pm. **Motion carried.**

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