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

Minutes of the Town Board Meeting with closed session
St. Joseph Town Hall
October 12, 2023

Call to Order by Chair Johnson at 6:00 pm
Statement of Public Notice read by Clerk
Roll Call: Chair Theresa Johnson, Laurie DeRosier, Matt Moore, Justin Kruse, Engineer Lee Mann, Attorney Nick Vivian. Not Present: Chris Marshall
Adoption of Agenda: **MOTION** to adopt the agenda as presented (Kruse/Moore). **Motion carried.**
Pledge of Allegiance recited

1. Town Hall Building with costs, timelines and next steps: Bruce Paulson, Stantec, discussed the site plan presented and location. Next step is doing a preliminary layout of the building. **MOTION** to approve having Stantec go forward with drawing up plans for a new town hall across the parking lot from the existing town hall including the list of needs that we have sent to him. An initial drawing will be submitted to us on October 25, 2023. We will have the ability to make changes to the initial plan and come back for a meeting regarding that in November. The timeline will be specifications to be approved by the board in December or January with the bidding process to commence hopefully in February. In addition, all contact with Stantec on this building project by all members of the board and office shall be at a board meeting or through myself as Chair or Supervisor 4 Chris Marshall. Preventing extra contacts to Stantec by multiple persons will help contain the costs of this building project (Johnson/Kruse). Discussion followed. **AMEND MOTION** to add Clerk Teri Kelly as a contact (Johnson/Kruse). Discussion followed. **Motion carried.** **MOTION** as we go forward to see what it costs and what it looks like to have a two-story building put forth as an option along with one-story building, so we are making this decision with our eyes wide open (DeRosier/Kruse). **Motion carried.**
   a. Financing Options: Chair Johnson stated Brian Reilly, Ehlers would be present at the working session on October 17th.

Public Comment:

1. Richard Jacobson, owner of the Cajun Club, wanted to clarify some things about how things have been with the Cajun Club. Asking to take another look at revoking the license, cleaned up the issues, got rid of the problem people who worked there. He and his wife have over 50 years of experience. They have changed things and are asking to have the Board take another look at their license. Spoke of the donations and other things they will do and have done for the community.
2. Justin Kruse discussed the communications he receives, as well as the communications that others have received. He stated many people volunteer and should not be spoken to in the manner they have been. He made a plea for the community to be considerate in your communications, the people have feelings and are trying their hardest and are doing the best they can with the tools they have at their disposal. Theresa Johnson echoed the comment and thanked Justin for his comments. Laurie DeRosier commented about the volunteers of the Town and is very appreciative of all of them.
3. Darla Meyers made an open record request to receive all of the documents to which Justin spoke about in his comments.

Business discussion and possible action on:

2. CSM – Joel Schlitz – 494 River Road – PID#030-1018-40-000: Joel Schlitz appeared to discuss his CSM. Lee Mann mentioned the only comments they had were with the trail and clarifying that the side yard setback was met with the existing shed. **MOTION** to approve the CSM for Joel

Schlitz at 494 River Road, PID#030-1018-04-000 (Kruse/Moore). **Motion carried.**

3. CSM – Larry Weber – 1473 Anderson Scout Camp – PID# 030-2031-30-000 and 030-2031-20-000: Larry and Anne Weber appeared to discuss their CSM. The CSM needs updated language before it can be signed. There are other lot descriptions that need to be cleaned up. The Webers stated they would have the CSM updated. **MOTION** to approve the CSM for Larry Weber, 1473 Anderson Scout Camp – PID# 030-2031-30-000 and 030-2031-20-000, with the addition of the preservation language and to make sure the areas shown below the map are correct for each of the lot numbers (Johnson/Kruse). Discussion followed. **Motion carried.**
4. Lot-Line Adjustment – Jay Kessler – 1405 Thelen Farm Trail – PID# 030-2032-80-000 and Patty Johnson – 1383 Thelen Farm Trail – PID# 030-2032-95-000: Ty Dodge was online to discuss the Lot Line Adjustment. Chair Johnson asked about the chain link fence—fence will be removed. Jay Kessler appeared to discuss the lot line adjustment and stated they are trying to join the old barn with the house. **MOTION** to approve the lot line adjustment for Jay Kessler located at 1405 Thelen Farm Road - PID# 030-2032-80-000, and Patty Johnson, 1383 Thelen Farm Road - PID# 030-2032-95-000, as per the paperwork submitted (DeRosier/Moore). **AMEND MOTION** with the correction to state Thelen Farm Trail in both places (DeRosier/Moore). **Motion carried.**
5. Major Road Project
   a. Update on Church St Project and pay requests: Lee Mann discussed the status of the project. Chair Johnson commented on how great the project looked and thanked the residents for being so cooperative during this project. Laurie DeRosier commented on the success of the project. **MOTION** to approve Pay Request No. 5 for Stout Construction in the amount of $146,436.24. This brings our percentage of completion on this project to about 80% (Johnson/Kruse). **Motion carried.**
6. Public Works
   a. Update on tractor mowing: Chair Johnson provided an update on the tractor and mowing progress.
   b. ROW construction problems by utility contractor: Chair Johnson discussed the construction issues by the utility contractor.
   c. Speed limits on Pine View Trail: Amy Ibling, 1373 Pine View Trail, appeared to discuss the speed limit on Pine View Trail and suggested it should be reduced to 25 mph. Jed Nord, 1386 Pine View Trail, discussed the neighborhood and the small children and agreed with reducing the speed limit to 25 mph. Sally Toomey, 1384 Woodland Court, lives nearby and stated there are many children, the current speed limit is too fast, lot of families, and the snow pack makes it slippery and suggested the speed limit be reduced to 25 mph. Chair Johnson discussed the procedure involved in reducing the speed limit, stated the Board will need to discuss the speed study and placing it in the budget. Janet Lindstrom asked about additional signage. Lee Mann discussed the State statutes and the process involved. The speed study would not guarantee that it would be lowered. The other thing that could be looked at are advisory speed limits which tells people they need to slow down. Justin Kruse stated the cost of the speed study is approximately $8,000 and it is not a guarantee to lowering the speed limit. Chair Johnson stated she would like to have the Public Works Committee discuss the advisory speed limit signs. Lee Mann suggested the Board drive the road and get a feel for the issue. Discussed putting a traffic counter on the road. Amy also stated that school buses are also going very fast. Chair Johnson stated the parents need to contact the school and if they do not receive a response, to contact the Board. **MOTION** to send this situation on Pine View Trail to the Public Works Committee to look into installing those warning signs and to do a traffic count on this road on both ends (Johnson/DeRosier). **Motion carried.**
   d. Removal of Weight Limit and Truck Sign on Anderson Scout Camp Road: Discussion on need for removal. **MOTION** to remove the weight limit and truck sign on Anderson Scout Camp Road (Johnson/DeRosier). **Motion carried.**
7. Parks, Trails and Recreation
   a. Fall Festival- report: Matt Moore stated there appeared to be more people at the pancake breakfast than the Fall Festival. Janet Lindstrom stated she would like to see more overlap in the times. Zac Spates agreed with the time overlap. This item will carry over to the next month. Request to add the Fall Festival Committee as a sub-item.

b. Update on Playground: Laurie DeRosier stated that activity will begin on October 15th, supplies will be delivered on October 19th, the first working session to get to the end will October 21st. Laurie will send the information to the Clerk. The Sandpipers are asking if there is anything they need to do for next year, discussed the location of the shed and the fencing that was pulled out and can be thrown away. **MOTION** to approve the Sandpiper shed being built by the Sandpipers Softball Club near its current location, as far south as it can be placed without blocking the gate and being pushed as close to the fence as possible from its current location (Moore/DeRosier). **Motion carried.**

c. Outdoor Recreation Plan: Janet Lindstrom stated she had sent the ORP to Stantec. She had asked about adding the Pickleball Survey to the ORP. Unable to add it as it will restart the project.

d. Removal or trimming of trees on Town hall property near sign: Chair Johnson discussed the trees in front of the Town Hall Building and stated they need to be trimmed per Mike Marty. Janet Lindstrom stated she would look into having them trimmed. Chair Johnson asked the Parks Committee to look at the trees and report back on status.

e. Wash station at Perch Lake: Chair Johnson stated that the Parks Committee recommended approval for the Boat Wash Station and the County would cover the cost of equipment, cleaning supplies and signage and there is no cost to the Town. This would be located at the entrance to the southwest corner. **MOTION** to approve for the DNR to put a boat washing station and Perch Lake Boat Launch Parking Lot on the southwest corner and that the County would take care of funding it and cover the costs of equipment, cleaning supplies, and signage. They will also monitor it and replenish the supplies (Johnson/DeRosier). **Motion carried.**

f. Town of St Joseph Preserve directional signs: Chair Johnson received concerns that the preserve would become the next party central if there are signs and there is no one to monitor it. Laurie DeRosier agreed with Chair Johnson about the expressed concerns. **MOTION** that the Town does not go forward in putting direction signs on the two County roads that it would involve indicating where the St. Joseph Preserve is located (DeRosier/Moore). Discussion followed. Matt Moore is in agreement that this is not something we need to do at this time. **Motion carried.**

g. Complaint on fence at the Preserve: Chair Johnson received a complaint about the fence and who maintains it. Laurie DeRosier asked where the fence in question is located. She will give him a call.

8. Plan Commission
   a. Junkyards and other chronic nuisances and enforcement issues
      1. Campgrounds: The campground is staying in good status. This is the same person as Item 8.a.2.
      2. Burning of toxic materials off of 37th Street: Chair Johnson is unable to receive the report at this time. No action taken at this time.
      3. Rolling Hills Trail junkyard: Nick Vivian discussed the status and has nothing new to report. Stated the Board may need to take action under the Town Zoning Code or take legal action. This will be added to next month's agenda as a closed session.
      4. Fire at 1154 Hwy 35 with multiple vehicles and diesel fuel contamination: Chair Johnson discussed the incident and the costs involved with the damage to the fire equipment, as well as the service call costs. **MOTION** that the Town of St. Joseph will charge this homeowner for the costs of the cleaning of the fireman's gear and the replacement of fire hoses from the City of Hudson who responded to this fire, and they will also be charged for the fire call itself (Johnson/DeRosier). **Motion carried.**
      5. Other enforcement issues: None
      6. Set public hearing for November for rezoning for Steve Vader -360 144th Ave.: **MOTION** to schedule for the November 9th Town Board meeting for a public hearing at 7:00 pm to revisit the rezoning application for Steve Vader (Kruse/DeRosier). **Motion carried.**
   b. Chapter 101 Fees – need assessment -set public hearing: **MOTION** to set a public hearing for the Chapter 101 Fees – Needs Assessment for the date of November 9th at 7:15 pm (DeRosier/Moore). **Motion carried.**

   c. Update to ordinances
      1. Temporary Structure Ordinance/Fee Schedule: Nick Vivian discussed the proposed Ordinance and the fee for the inspection. Discussion followed. This will be sent to the Plan Commission for review.
9. Technology Committee
   a. Changing from Google Drive to Synology: Anton Rang discussed the synology and only those who have an account created on the drive will be able to access the synology. This was set up for testing by the Technology Committee. Discussion followed.
10. Update on maintenance issues
    a. Backup Generator: Chair Johnson, Clerk, Justin Kruse, and Zac Spates were trained on the generator. Justin Kruse discussed the testing procedure. Weekly testing to make sure the engine turns on and nothing is blinking red. Would like to investigate text alerts.
    b. Water hydrant: Nothing new to report.
    c. Doors and closers for Fire Hall: Chair Johnson discussed the quotes received for the Fire Hall garage doors. The cheapest quote is $94,000. Chair Johnson asked the Board members and other committees to review their budgets to see if there were any areas that could be reviewed. We also have the ability to transfer from the General Fund. **MOTION** to approve the estimate from Kopper Door LLC for $94,000, with no sales tax, and to go forward with it for this year (Johnson/Moore). **Motion carried.**
    d. Repair to plumbing for Fire Hall: Zac Spates will receive a quote for the plumbing on Monday. The plumber is looking at different options. Zac will bring the quote to the Budget work session on October 17th.
11. ARPA funding and approval of expenditures
    a. Approval of ARPA projects for the Town: **MOTION** to approve transferring ARPA funds for the second half of the generator to Allied Generators for $18,987.50 (Johnson/Kruse). **Motion carried.**
12. Houlton Bazaar Bingo callers: Matt Moore discussed the opportunity to be a bingo caller as a Board member for the Houlton Bazaar.
13. Election Inspectors and Chiefs pay scale: Chair Johnson discussed the proposed pay scale and need for the pay scale, related to training and working at elections. **MOTION** to approve the election officials' titles, responsibilities, and pay effective January 1, 2024, but reverse the numbers of 1 and 3 so that one is the lowest grade and three is the highest grade (Johnson/DeRosier). Discussion followed. **Motion carried.**
14. Chargeback on cats to MHP: Laurie DeRosier requested the Board look into a chargeback for the large animal control invoice we had received at the beginning of the year. Discussion followed. **MOTION** to have the Town Clerk's Office create an invoice for the resident at 1415 Main Street, 49C with the objective to attempt some collection (Kruse/Moore). Discussion followed. **Motion carried.**
15. Letter in support of TAP grant for St Croix County and update on SCC TAP grant: Chair Johnson discussed the letter supporting the TAP grant. **MOTION** to approve the letter of support for the TAP grant application for bicycle and pedestrian trail facility located in St. Croix County in the Town of St. Joseph (Moore/DeRosier). **Motion carried.**
16. Pay requests for Deputy Clerk/Treasurers: **MOTION** to increase the rates per the Clerk's recommendation of $3.00/hour for both staff effective January 1, 2024 (Kruse/Moore). **Motion carried.**
17. Public Records Requests – progress and costs: Clerk discussed the current status of the records request. The Clerk will calculate the costs for record requests.
18. Approval of Town Board minutes – Sept 14, Sept 19, 2023: **MOTION** to approve Town Board Minutes for September 14, 2023 and September 19, 2023 as presented (DeRosier/Moore). **Motion carried.**
19. Operator licenses: **MOTION** to approve the operator licenses for Julie Bergmann, B&L Liquor and Kayla Stenerson, Big Guys BBQ (DeRosier/Kruse). **Motion carried.**
    a. Julie Bergmann-B & L Liquor
    b. Kayla Stenerson-Big Guys BBQ
20. Shredding services for clerk's office: Discussed the need for shredding service as the Clerk's office has approximately 9 boxes currently. **MOTION** for the approval of paying up to $250 for the

Confidential Records, Inc. for shredding documents needed for the Town Hall (Kruse/DeRosier). **Motion carried.**

21. Budget, Invoices, Checks, and bank balances: **MOTION** to approve Check Nos. 24419 through 24495 (Johnson/Kruse). **Motion carried.** **MOTION** to take Holly Bauer, Amy Caslow, Marissa Clark, and Fred Meyers under special assessment to the County is they don't pay their bills by November 1st. I will also add North Valley Estates Development to be added to that if it's not paid by November 1st. Oevering Homes will get a letter from us to draw from their letter of credit to pay their bill. Kayla Estrada will be sent to Collections (Johnson/Moore). **Motion carried.**
    a. NITO non-payment:
    b. Oevering non-payment
    c. Approval of Individuals for Tax Collection
22. Resolution 2023-04 Adopting Town Clerk/Treasurer's Tax Bond Exemption: **MOTION** to approve Resolution 2023-04 Adopting Town Clerk/Treasurer's Tax Bond Exemption (Johnson/Kruse). Roll Call: Matt Moore-Aye, Laurie DeRosier-Aye, Theresa Johnson-Aye, Justin Kruse-Aye. **Motion carried.**
23. Items for the next Town Board Agenda or committee agendas: None
24. **MOTION** to go into Closed session pursuant Wis Stats 19.85(1)(c) for considering employment promotion, compensation or performance and Wis Stats 19.85(g)—Conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – 1228 HWY 35 (Moore/Kruse). Roll Call: Justin Kruse-Aye, Laurie DeRosier-Aye, Matt Moore-Aye, Theresa Johnson-Aye. **Motion carried.** Closed session: Wis Stats 19.85(1)(c) for considering employment promotion, compensation or performance
25. Closed Session: Wis Stats 19.85(g)—Conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – 1228 HWY 35
26. **MOTION** to go into Open Session to discuss action (Kruse/Moore). Roll Call: Theresa Johnson-Aye, Laurie DeRosier-Aye, Matt Moore-Aye, Justin Kruse-Aye. **Motion carried.** Open session to discuss or act upon matters considered in Closed Session
    a. Clerk/Treasurer compensation and/or changes to contract: **MOTION** to increase the compensation for the Clerk/Treasurer's position beginning December 1st to increase her annual salary by 10% and to change 7c of her contract to state additional work hours on Friday after a Board meeting to be for 4 hours, her choice (Johnson/Kruse). **Motion carried.**
    b. Action on Hwy 35 property: No action taken.
27. Adjournment: **MOTION** to adjourn at 9:55 pm (DeRosier/Kruse). **Motion carried.**

Minutes submitted by Teri Kelly