Town of St. Joseph - St. Croix County, WI
Minutes of the Town Board Meeting
St. Joseph Town Hall
Thursday, February 8, 2024

Call to Order by Chair Johnson at 6:00pm
Statement of Public Notice read by Clerk
Roll Call: Chair Theresa Johnson, Matt Moore, Laurie DeRosier, Chris Marshall, Justin Kruse, Engineer Lee Mann, Attorney Nick Vivian
Adoption of Agenda: **MOTION** to adopt the February 2024, with removal of Item 4-Concept for Major Land Division Hitching Post Real Estate (DeRosier/Marshall). **Motion carried.**
Pledge of Allegiance recited

Public Comment: None

Business discussion and possible action on:

1. Review of contract and services from All Croix Inspections, Todd Dolan: **MOTION** to move the contract for AllCroix Inspections to be moved to March, unless he were to show up this evening (DeRosier/Marshall). **Motion carried.**
2. CSM – Lot Line Adjustment: 616 Perch Lake Rd., Mark and Ann Mitchell: Ann Mitchell appeared to discuss the lot line adjustment. Laurie DeRosier stated we should have an application form created for lot line adjustments. Nick Vivian stated that the document in question was created by Ed Flanum on 10/9/23. **MOTION** that the document in the Drive and listed on our agenda as Item 2, CSM-Lot Line Adjustment for Mark and Ann Mitchell be approved as presented (DeRosier/Marshall). **Motion carried.**
3. CSM – Hartman/Bratager—447 Valley View Trail, Somerset PID 030-1081-95-000: Ty Dodge was present to discuss the CSM, and the Plan Commission suggestions. **MOTION** to approve the CSM for Hartman and Bratager, 447 Valley View Trail, Somerset PID 030-1081-95-000 (Marshall/Kruse). **Motion carried.**
4. Concept for Major Land Division – Hitching Post Real Estate – at corner of State Hwy 35 and State Hwy 64 with PID's#030-2064-70-101, 030-20645-60-101, 030-2064-50-000, 030-2044-70-002, 030-2044-80-000: The owner withdrew this concept prior to the meeting start.
5. Public Works - Award of RFP for tree cutting services:
   a. Eric Shimon, Willow River Tree, was present and discussed their services. Questions and discussion followed. **MOTION** to approve Willow River Tree Service for one year. (Marshall/Kruse). Chair Johnson stated that we would have a contract ready for them to sign. There will be one point of contract who can authorize work to be done, with an hourly rate. **Motion carried.**
6. Town Hall Building update: Bruce Paulson and Jeremy Reeve were present.
   a. HVAC system: Jeremy discussed the three different choices for HVAC. Jeremy was asked which system he would put in his building; he stated the baseline/conventional. Discussion followed regarding baseline vs. hybrid and savings over time. Discussed rebates. **MOTION** to approve the approach for the hybrid system (Kruse/Moore). **AMEND MOTION** to state that the Town of St. Joseph will contact St. Croix Electric to expand on the incentive programs based on the hybrid solution and if the incentives don't pan out to what we've reviewed tonight, then the baseline will be the default approach (Kruse/Moore). Discussion followed with Justin making the call to St. Croix Electric for information. **Motion carried.** Discussion regarding outside bathroom doors and which way they should swing. Bruce Paulson stated that these doors are on the east side of the building, which is away from the northwest wind. He also stated that there is less chance for break-ins if the door swings outward. The sidewalk will also be set away from the building to eliminate the chance of someone being hit by the door. Discussed the kitchen door change from pocket door to the swing door that locks.

Discussed the suggestion from the Plan Commission that wainscotting to be placed on all three sides of the building, as well as the side of the building facing the roadway, placing some signage stating "Town Hall". Also discussed the suggestion to put screens around the HVAC on the outside. Discussed the suggestion from the Plan Commission that a crosswalk be placed in the parking lot from one building to the other, the need for a bicycle rack, and the Plan Commission motion regarding the building, the trim on the windows to be custom cut and maintenance free.

b. Bid Dates: End of the first week of March.

c. Other specifications and/or changes: Discussed the bids and the alternate bids for painting and the backup generator. Bruce will place the area for the generator on the plans. The Town will handle the generator logistics. Bruce suggested wainscotting on the north, east, and west sides of the building. Justin discussed the specs for the display connections. Discussed the light placement and that they will all be down facing. Elaine, resident, asked about the outside light brightness. Bruce stated that the lights for the parking lots will be facing down, as well as the lights on the building which will light the building and the sidewalks. Laurie DeRosier stated the placement of the building goes against the Town's building zoning code and should be looked into and we should be placed on hold until this is confirmed. She also stated that the site for this building should be taken under further consideration by the Board and a public meeting to discuss this. Nick Vivian stated that decisions have been made by this Board previously and the time for reconsideration on those paths to motions expired long ago. Additionally, zoning should be taken into consideration and if there are zoning changes to be made, it is not uncommon for a municipality to do a project that is subject to rezoning if that needs to happen or to the text amendment if that needs to happen. He did not want to go into more detail as this item was not on the agenda and did not think we should be having further discussions on these issues. He does not think a reconsideration of the site is appropriate, but if discussion is needed, it should be noticed appropriately. Laurie specified that she feels it should be considered until item 6c-Other specifications and/or changes.

MOTION to approve the building per the plans and specifications submitted by Stantec on this date with the following additions and changes:

1) we will add the stone wainscotting on east and west sides of the building;
2) doors on outside restrooms will be out swinging but will have a 10' wide sidewalk;
3) that the HVAC system will be as we decided in the previous motion;
4) ALL windows, doors, ceilings, electric outlets, lighting, restrooms, IT room, mechanical room and office will be built according to the specifications agreed to by the Board in past meetings and tonight;
5) the Town will bid out or do a request for proposals for the septic system, well and flooring;
6) the Town will use their contracted entities to install the IT through Sunnylink, AV through ASI, and SOS for office furniture;
7) the Town will install a bike rack and notice board themselves;
8) the Town will ask the bid package include an alternate bid on the painting;
9) change in the sign on the front of the building to say "Town Hall" and add that same signage to the west side of the building;
10) we will put on our agenda for next month to ask for an amendment to the Zoning ordinance under Article 9;
11) add the hookups and alternate bid for a backup generator;
12) painting will be an alternate bid; and

These bids and specifications will be used by Stantec to go to bid as soon as possible. If this motion passes, we request Stantec to reach out to potential bidders to inform them that this project is coming forward. We would also like to have language in the bid that encourages bidders to use local (St. Croix Valley area) subcontractors

(Johnson/Moore). **AMEND MOTION** that the flooring in the exterior bathrooms will be epoxy and that should be included in the bid and to add on a backup generator as an alternate but will have the hookups included (Johnson/Moore). Roll call: Justin Kruse-Aye, Matt Moore-Aye, Theresa Johnson-Aye, Chris Marshall-Aye, Laurie DeRosier-Nay. **Motion carried.**

7. Update on road connections on west side of Town: Lee Mann discussed that there is a meeting with WisDot and they will get additional property owner information from the Clerk's office.
8. Major Road Project
   a. Update on Church St Project and pay requests: Lee Mann stated the grant money request will be finished next week and there will probably be a second one.
9. Public Works
   a. Update on tractor –maintenance: The tractor is with Baribeaux and maintenance is being performed. One tractor operator is leaving, but Chris has leads on a couple more.
   b. Culvert Inventory and Assessment: Lee stated that WisDot is requiring the culverts be inventoried and inspected (i.e., where, size, etc.). The bridge inspection is not the Town's responsibility. WisDOT defined who can do this inventory, the Town, a consultant, or the County Highway Dept. can do this inventory. The State will reimburse the Town for this inventory procedure. **MOTION** that we have St. Croix County do the 2024 Culvert Inventory and Assessment for culverts larger than 36 inches in diameter, eligible for 6 foot (Marshall/Kruse). **Motion carried.**
   c. 2024 Road Bans: Waste Management wants permission to drive the roads while road bans are in place. No motion was made on this item.
10. Parks, Trails and Recreation
    a. Update on Playground and plans to be completed in spring: Janet stated the plan is to finish the playground as soon as the frost is out.
    b. Outdoor Recreation Plan set for public hearing: The Outdoor Recreation Plan is ready to be set for public hearing. **MOTION** to schedule the Outdoor Recreation Plan for public hearing for the March Town Board meeting at 7:00 pm (Kruse/Marshall). **Motion carried.**
11. Plan Commission
    a. Appointment of member for alternate position: **MOTION** to appoint Craig Sykora to the alternate position of the Plan Commission (Johnson/Moore). **Motion carried.**
    b. Junkyards and other chronic nuisances and enforcement issues
       1. Fire at 1146 Hwy 35 with multiple vehicles and diesel fuel contamination: No further action needed.
       2. Other enforcement issues: Nothing at this time.
    c. Update to ordinances
       1. Chapter 176 Transient Merchants – approval: **MOTION** to approve Ordinance Chapter 176 Transient Merchants (Kruse/Marshall). Roll call: Chris Marshall-Aye, Laurie DeRosier-Aye, Justin Kruse-Aye, Matt Moore-Aye, Theresa Johnson-Aye. **Motion carried.**
       2. Chapter 160 – Snow and Ice Removal – approval
       3. Chapter 170 - Zoning – Set for public hearing: This is still being revised by the Plan Commission and will be reviewed at the March meeting.
       4. Chapter 168 – Subdivision – Set for public hearing: Still being reviewed.
       5. Chapter 149 – Roads: signage for street signs that are developers are putting in place.
       6. Chapter XXX – Temporary Structure and commercial tent: This item was never brought to the Board from the Plan Commission: This is still being reviewed.
12. ARPA funding and approval of expenditures
    a. Approval of ARPA projects for the Town: Nothing to approve at this time.
13. Kennel License – Jon and Kimberly Gilbertson – 1375 Fox Ridge Trail, Houlton: **MOTION** to

approve the Kennel License of Jon and Kimberly Gilbertson at 1375 Fox Ridge Trail (Marshall/Kruse). **Motion carried.**

14. Operator Licenses: **MOTION** to approve the operator licenses for Andrew Coffey, Big Guys BBQ, Sherry Rehnelt, Willow River Saloon, Marissa Auge, Big Guys BBQ (Marshall/Moore). **Motion carried.**
15. Public Records Requests – progress and costs: This is ongoing.
16. Approval of expenditure for Clerk's Institute: **MOTION** to approve the expenditure of $499 for the Clerk's Institute (Marshall/Moore). **Motion carried.**
17. Review of contract and services and approval of new contract for Eckberg Lammers – Nick Vivan, attorney: Reviewed Nick Vivian's services. Nick also spoke about the work performed during his contract term. **MOTION** to approve the contract for Eckberg Lammers – Nick Vivian, town attorney (Moore/Marshall). **Motion carried.**
18. Approval of Town Board minutes – January 11th, 18 and 25th: **MOTION** to approve the Town Board minutes from January 11, 2024 (DeRosier/Marshall). **Motion carried. MOTION** to move the minutes for the January 18 meeting to the March 14th meeting for approval due to a statement correction (DeRosier/Marshall). **Motion carried. MOTION** to approve the Town Board minutes for January 25, 2024 (DeRosier/Marshall). **Motion carried.**
19. Budget, Invoices, checks and bank balances: **MOTION** to approve 24723 through 24798 and also include the future tax payments due in February upon receipt from St. Croix County and all other transfers (Johnson/Kruse). **Motion carried.**
20. **MOTION** to go into Closed Session pursuant to 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 – junkyards and illegal burning (Kruse/Marshall). Roll call: Laurie DeRosier-Aye, Chris Marshall-Aye, Matt Moore-Aye, Justin Kruse-Aye, Theresa Johnson-Aye. **Motion carried.** Closed Session
21. **MOTION** to go into Open Session (Kruse/Marshall). Roll call: Matt Moore-Aye, Justin Kruse-Aye, Laurie DeRosier-Aye, Chris Marshall-Aye, Theresa Johnson-Aye **Motion carried.** Open session to discuss or act upon matters considered in Closed Session
    a. Action on any items in closed session: No actions taken at this meeting.
22. Items for the next Town Board Agenda or committee agendas: Chapter 170 Amendments; Application for Lot Line Adjustment
23. Adjournment: **MOTION** to adjourn at 9:34 pm (Kruse/Marshall). **Motion carried.**

Minutes submitted by Teri Kelly.