

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

Minutes of the Town Board Meeting and convene the Board of Review St. Joseph Town Hall Thursday, May 9, 2024

Call to Order by Town Chair Theresa Johnson at 6:00 pm

Statement of Public Notice read by Clerk

Roll Call: Chair Theresa Johnson, Dan Gavin, Matt Moore, Engineer Lee Mann, Engineer Bruce Paulson, Attorney Nick Vivian. Not Present: Chris Marshall, Justin Kruse

Adoption of Agenda: **MOTION** to adopt the agenda (Moore/Gavin). **Motion carried.**

Pledge of Allegiance recited

Public Comment: None

Business discussion and possible action on:

1. Convene Board of Review and adjourn to June 19, 2024: **MOTION** to convene the Board of Review and adjourn to June 19, 2024 from 6:00 pm to 8:00 pm (Gavin/Moore). **Motion carried.**
2. Game Unlimited, 834 County Rd E – Special Event Permit Application for June 24, 2024: **MOTION** to approve the Special Event Permit Application for Game Unlimited at 834 County Road E for June 24, 2024, with the conditions that alcohol will only be served at the clubhouse and the picnic area per the liquor license and they will maintain sanitation (Johnson/Moore). **Motion carried.**
3. CSM – Steve Vader – 360 144th Ave Hudson PID 030-1040-80-150 – 2 lot minor: Doug Zahler and Steve Vader discussed the change to CSM. This change was made before the Plan Commission meeting, and was approved. **MOTION** to approve the Certified Survey Map for Steve Vader at 360 144th Avenue, Hudson, as presented (Johnson/Gavin). **Motion carried.**
4. Concept Major Plat – Hitching Post Real Estate LLC, corner of Hwy 35 and 64, PIDs 030-2044-70-002, 030-2044-80-000, 030-2064-50-000, 030-2064-60-001, 030-2064-70-101: Louie Filkins presented the concept plan. Lee Mann discussed the roadway configuration and that a meeting has been scheduled with the community. He stated there will need to be a few tweaks to the concept, but they will work together on that. Bruce Dahlke discussed the issues with ATVs and side-by-sides in the area. Lee stated that it is ok to move from the concept stage, with knowing there will be road discussions in the future. Chair Johnson stated the adjacent landowners will be notified again when this project proceeds. They are able to now move forward with the project.
5. Waiver to driveway standards for Artisan Farms 603 County Rd E, PID# 030-1014-10-030: Doug Zahler discussed the waiver for the driveway. Robin Wefel, resident, stated she had a discussion with Jeff Warren and her concerns (trees being disturbed, driveway being restored, etc.) have been acknowledged and she is comfortable with the project. **MOTION** to approve the waiver for driveway standards for Artisan Farms, 603 County Rd E, PID# 030-1014-10-030 (Moore/Gavin). **Motion carried.**
6. Town Hall Building update
 - a. Change in contract amount for bid by Berghammer Builders, Inc.: Ron Lahners, Berghammer Builders discussed the bid contract and that the well pumps and control costs were not included in the bid. The bid they received from Tim Butterfield for this was at a cost of \$130,000. Bruce Paulson stated the Town could (1) say no to this contract and go to the next lowest bidder; (2) could consider sharing in the cost for the well pumps and controls; or (3) accept the apology and add \$130,000 to the project cost. Ron asked if a fourth option of keeping this out of their contract and adding it to the well bid. Dan Gavin stated he would prefer a 55/45 split. Matt Moore stated he would prefer to split the cost with the contractor. Ron stated that he would agree to the 55/45 split. Nick stated the bid bond is \$93,000, if we walked away from the contract. The Town is willing to pay 45% up to \$58,500, if the cost is higher, it will be paid by Berghammer Builders. This will be an amendment to the contract.

MOTION to approve a future change order to the new Town Hall Contract with Berghammer Builders. The change order will reference our previous discussion which states that due to the error in the bid, the Town is willing to contribute a maximum of \$58,500 toward the change order for the well controls and pumps. If by chance that number exceeds the quote from Berghammer, Berghammer will contribute that additional amount, anything over \$130,000. If by chance the well controls and pumps come in less than \$130,000, the Town agrees to split that final total percentage based on 45% for the Town and 55% for Berghammer (Gavin/Moore). Roll call: Matt Moore-Aye, Dan Gavin-Aye, Theresa Johnson-Aye. **Motion carried.**

- b. Projected expenditures and available funds: Discussed the financial spreadsheet. Will make an additional line item for the well addendum to track it. Bruce Paulson discussed the proposed Pre-Construction Meeting for May 16th at 5:00 pm.
7. Update on road connections on west side of Town: Lee Mann stated the property owner meeting is set for May 23rd from 4:00p to 7:00p. This is the next step in the process.
8. Stormwater reviews and processes: Lee Mann stated they are working with the Clerk's office on this project and it is moving forward.
9. Major Road Project
 - a. Update on Church St Project and pay requests: Lee Mann discussed the grant money we will be receiving on this project. The contractor will be working on the punch list next week, tree planting will be finished in the next few weeks.
10. Public Works
 - a. 2024 Road Maintenance: Lee Mann stated he has the contracts ready for Allied Blacktop and they will be signed.
 - b. Update on tractor –maintenance: Theresa Johnson stated the tractor is expected to be fixed and will return soon. She also discussed a new spray that keeps the grass from growing too fast.
 - c. Update on tree removal: No new updates at this time.
 - d. Buildout of Maintenance Garage for signs and equipment: Theresa Johnson stated this is complete and looks fantastic.
 - e. 4 Control spraying of noxious weeds in ditches: 4 Control will be spraying all noxious weeds and they will spray the grass areas as well. **MOTION** to have 4Control spray River Road, Valley View Road, 60th St., 80th St., 83rd St., 140th St. and 85th St. and spot spray the other areas in the town as noted on our map as soon as possible (Johnson/Moore). **Motion carried.**
 - f. Rail Drive – return to gravel: Theresa Johnson stated there was a discussion to turn Rail Drive back to gravel. The homeowner at the end of the drive was not opposed to this, as long as it is maintained. Lee Mann stated they need to go out and look at the road to be sure this is the best option. We will have a recommendation for the next Public Works meeting. This will come back to the Board at the next meeting.
 - g. Sealcoating new subdivision roads at age of three years: Lee Mann discussed the benefit of sealcoating at 2-3 years to maintain the road. Nick Vivian discussed the cost to the Town and how this may be the best longevity for the roads. This will be added to next month's agenda.
11. Parks, Trails and Recreation
 - a. Update on Playground and plans to be completed in spring: Janet Lindstrom discussed the need for an additional \$5,000 to finish the playground. **MOTION** to approve the cost needed to finish the playground not to exceed \$5,000 (Johnson/Gavin). **Motion carried.**
 - b. Preserve update on signage and hunting: The Parks Committee wants to purchase boundary signs to denote the boundaries of the preserve. The cost is approximately \$750. We will order 40 signs. The boundary signs will show the park logo. **MOTION** to approve the signage at the Town preserve as presented (Moore/Gavin). **Motion carried.**
 - c. TAP Grant discussion for future: Lee Mann discussed the TAP Grant and stated they spoke with WisDOT about placing the trail in the right-of-way, but a study will need to be performed before going for the TAP Grant. Recommended a work session to move forward. The Parks Committee will work on a timeline and come back to the Board.

- d. 3-year cycle for burning prairies with contact from Fire Chief to the Parks, Trail and Rec appointed board member: Zac Spates has put together a 3-year plan for burning the prairies. Zac will have contact Matt Moore with any questions.

MOTION to move number 13 (Fire Department) up on the agenda (Johnson/Moore). **Motion carried.**

12. Fire Department

- a. Installation of new garage doors and sensors: Zac Spates discussed the new garage doors. They are working well and look amazing.
- b. Receipt of new fire truck: Zac Spates discussed the new fire truck. He also discussed the potential selling of the older fire truck.
- c. Approve Policies and Procedures: Zac Spates discussed the changes to the updated Policies and Procedures. Nick Vivian stated he has reviewed the document and it is an operational document. Matt Moore thanked Zac Spates for all his hard work and efforts. **MOTION** to approve the Policies and Procedures of St. Joseph Fire Rescue EMS as presented (Moore/Gavin). **Motion carried.**
- d. Approve updated Emergency Management Plan: This will be placed on the June agenda.

13. Plan Commission

- a. Junkyards and other chronic nuisances and enforcement issues: Nothing new to report at this time.
- b. Update to ordinances: Anton discussed the ordinances that the Plan Commission is working on currently.
 - i. Ordinance 2024-06 Chapter 114 Intoxicating Liquor changes: Discussed the changes to this ordinance. **MOTION** to approve Ordinance 2024-06 Chapter 114 Intoxicating Liquor and Fermented Malt Beverages with removal of the four words “for nonpayment of taxes” under 114-3 Denial of License. Roll call: Theresa Johnson-Aye, Dan Gavin-Aye, Matt Moore-Aye. **Motion carried.**

14. ARPA funding and approval of expenditures

- a. Approval of ARPA projects for the Town: Nothing new to report at this time.

15. Appointment of members of committees and Town board to positions: Discussed the appointments and openings. **MOTION** to approve the appointments for 2024 as presented (Johnson/Gavin). **Motion carried.**

16. Summer newsletter: Theresa Johnson discussed the potential newsletter. **MOTION** to send out the summer newsletter and approve the necessary costs involved (Johnson/Moore). **Motion carried.**

17. Public Records Requests – progress and costs: Clerk discussed the public record requests to date.

18. Write off invoice for TS for animal control: Theresa Johnson discussed the request for this write-off. **MOTION** to write-off the bad debt for TS for animal control that has been outstanding for the last 6-8 months (Gavin/Moore). **Motion carried.**

19. Approval of Town Board minutes – April 11 and May 2: **MOTION** to approve the Town Board minutes for April 11 (Johnson/Moore). Dan Gavin abstained. **Motion carried.** **MOTION** to approve the Town Board minutes for May 2 (Johnson/Gavin). Matt Moore abstained. **Motion carried.**

20. Budget, Invoices, checks and bank balances: **MOTION** to approve all the checks and epays for this month from Check Nos. 24980 through 25049 which includes transfers (Johnson/Moore). **Motion carried.**

21. **MOTION** to enter 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 – junkyards and trash burning (Moore/Gavin). Dan Gavin-Aye, Matt Moore-Aye, Theresa Johnson-Aye. **Motion carried.**

22. **MOTION** to go into Open Session (Moore/Gavin). Roll call: Theresa Johnson-Aye, Dan Gavin-Aye, Matt Moore-Aye. **Motion carried.** Open session to discuss or act upon matters considered in Closed Session

- a. Action on any items in closed session: No action taken at this time.

23. Items for the next Town Board Agenda or committee agendas: Nothing at this time.

24. Adjournment: **MOTION** to adjourn at 8:40 pm (Moore/Gavin). **Motion carried.**

Minutes submitted by Teri Kelly.