

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

Minutes of the Town Board Meeting St. Joseph Town Hall Thursday, June 13, 2024

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

Statement of Public Notice read by Clerk

Roll Call: Chair Theresa Johnson, Dan Gavin, Chris Marshall, Matt Moore, Justin Kruse, Town Engineer Lee Mann, Town Attorney Nick Vivian

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

Pledge of Allegiance recited.

Public Comment: Delta Johnston spoke about three empty houses in Houlton and asked what could be done.

Business discussion and possible action on:

1. CSM – Dan Orf – 845 133rd St Hudson, WI PID 030-1066-10-010: Doug Zahler and Dan Orf discussed the CSM. Anton stated the Plan Commission did not have any issues with this CSM. Discussed the discontinuance of 133rd Avenue. **MOTION** to approve the CSM for Dan Orf at 845 133rd Avenue, Hudson PID 030-1066-10-010. Also noted that they will remove 133rd Avenue at the appropriate time (Marshall/Gavin). Note that 133rd should be named as an avenue. **Motion carried.**
2. Request for the discontinuance of 133rd. **MOTION** to accept the discontinuance of 133rd Avenue (Marshall/Moore). Doug Zahler stated the map is correct as it is. Discussed setting the public hearing. Doug Zahler will get the map recorded. **Motion carried.**
3. Special Assembly – Chicken and Corn Feed, Willow River Saloon – August 4: Chris Kath discussed the special assembly details. **MOTION** to approve the Special Assembly for the Chicken and Corn Feed for August 4th for the Willow River Saloon (Marshall/Kruse). **Motion carried.**
4. Approval of Liquor Licenses – attached: **MOTION** to approve the Liquor Licenses for the one-year term from July 1, 2024 through June 30, 2025 for Class “A” (Beer) and “Class A” (Liquor) licenses for B&L Liquor Store Inc., AMWEST, Inc., and Consumer Cooperative Oil Company dba Hudson Cenex (Johnson/Kruse). **Motion carried.** **MOTION** to approve the new agent for Consumer Cooperative, Jennifer Aylsworth (Johnson/Marshall). **Motion carried.** **MOTION** to approve the Class “B” (Beer) and “Class B” (Liquor) licenses for Bass Lake Cheese Factory, Inc., Big Guy’s BBQ Roadhouse, Inc., White Eagle GC, LLC, Willow River Saloon, Inc., J4 Bar FD Stations dba The Next Stop, and Game Unlimited; and also approve the new agent for Bass Lake Cheese Factory, Melinda Wirth (Johnson/Marshall). **Motion carried.**
5. Approval of Cigarette Licenses – attached: **MOTION** to approve the Tobacco licenses for the one-year term from July 1, 2024 through June 30, 2025 for B&L Liquor Store, Inc., AMWEST, Inc. dba Bob & Steve’s BP, Consumer Cooperative Oil Company dba Hudson Cenex, Big Guys BBQ Roadhouse, Inc., White Eagle GC, LLC, Willow River Saloon, Inc., J4 Bar FD Stations dba The Next Stop (Johnson/Marshall). **Motion carried.**
6. Approval of Operator Licenses- attached: **MOTION** to approve the Operator License Renewals for the term of one year from July 1, 2024 through June 30, 2025 for: Sherry Rehnelt, Crystal Pavel, Jayme Bakkestuen, Krista Auer, Tracy Schachtner, Samantha Struemke, Susan Manning, Erin Cutler, Michael Deneen, Katie Axel, Trea Waterbury, Michael Beavais, KariAnn Lonergan, Scott Dancer, Andrew Coffey, Kayla Schoenoff, Samantha Jensen, Tucker Kaul, Marissa Auge, Jennifer Aylsworth, Kayla Stenerson, Steven Link, Tanya Kattre, Timothy Briggs, Deborah Briggs, Cory MacArthur, Christopher Kwitkowski, Ruth Peterson, Madissen Lavalle, Stephanie Allen, Shane Vorpahl, Emily Ellingboe, Krisa Gorres, Tyler Haines, Kristine Halvorson, Jadyn Dana, Andrew

Adermann (Johnson/Marshall). **Motion carried.** All have had their background checks and all have passed. **MOTION** to approve the Operator License Renewals for two years from July 1, 2024 through June 30, 2026 for: Anna Kruger, Bradley Rebers, Paige Hillman, Greta Glaser, Natalie Brust, Hannah Ousdigan, Chloe Hawksford, Kennedy Brown, Sophia Jonas, Madison Dulon, Melinda Wirth, Matthew Yacoub, Jennifer Bednar, William Hendrickson, Derek Gilbert, Charles Ellefsen, Micquelle Melloy, Lauren Zupfer, Patty Osadchuk, Stacey Johnston (Johnson/Marshall).

Motion carried. **MOTION** regarding new Operator Licenses for the term of one year of July 1, 2024 through June 30, 2025 to include: Susan Niedzielski, Alan Taylor, Craig Lund, Samantha Nerby, Joseph Borowski, Devan Rondeau, Destany Pedersen, Jessica Quinn, Heather Radtke, Lauren Enerson, Maizy Birkel, Margaret Baker, Tannah Meyer, Mckenzie Cota, Lauren Gertschen, Marissa Horwath, Paige Carter, Jenna Arndt, Haley Reger, Emily McCarthy, Ashley Carey, Heather Liddle, Jessie Peterson, Samantha Jensen, Bethany Caudill, Jennifer Robinson, Craig Jilek (Johnson/Moore).

Motion carried. Matt Moore stated that one name had an OWI and was not listed. Kelsey Benson appeared before the Board and stated she had completed her assessment. She is not under any supervision. **MOTION** to approve Kelsey Benson for a new Operator License for one year July 1, 2024 through June 30, 2025 (Moore/Kruse). **Motion carried.** **MOTION** to approve new Operator Licenses for two years from July 1, 2024 through June 30, 2026 for: Richard Schabo and Kaitlyn Melloy (Johnson/Moore). **Motion carried.** Scott Erickson appeared before the Board and stated that his OWI class has been completed. **MOTION** to approve a new Operator License for the term of two years from July 1, 2024 through June 30, 2026 for Scott Erickson (Moore/Marshall). **Motion carried.**

7. Approval of Short-Term Rentals: **MOTION** to approve short-term rentals for: Don and Caroline Anderson, Allison Goebel/Scott Weber, Steve Mohn, Jaclyn Todd, Robert Gillespie, Jeff and Ali Wendt (Marshall/Gavin). We have received all of their documentation, and they are all in compliance. **Motion carried.**
8. Town Hall Building update
 - a. Deny RFP results for septic because they are over the threshold of \$25K: **MOTION** to deny the proposals received as they were all over the threshold (Johnson/Kruse). **Motion carried.**
 - b. Approve bid documents for septic system: Discussed the revised septic system bid documents. **MOTION** to approve the bid documents for the septic system (Johnson/Marshall). **Motion carried.**
 - c. Approve bid for well: Bruce Paulson discussed the well bid details. Bruce recommended going with well bid 2 because of the difference in aquifers. Chris Marshall agreed due to less components and easier to service either well. **MOTION** to accept the proposed Well Bid 2 from Tim Butterfield Drilling, Inc. for the price of \$156,940.00 (Kruse/Marshall) Roll Call: Justin Kruse-Aye, Matt Moore-Aye, Theresa Johnson-Aye, Chris Marshall-Aye, Dan Gavin-Aye. **Motion carried.**
 - d. Approve bid documents for flooring: Sealed bids come in on July 10th and will be awarded at the July 11th Board meeting. **MOTION** to go forward with the bid documents for flooring as presented with the change from "fire" to "file". (Johnson/Moore). **Motion carried.**
 - e. Update on furnishings for Town Hall and Fire Hall: Theresa Johnson discussed the estimates for furnishings, as well as the \$13,125.00 down payment. **MOTION** to approve the down payment to S.O.S. Office Furniture in the amount of \$13,125.00 (Johnson/Marshall). **Motion carried.**
 - f. Projected expenditures and available funds: Theresa Johnson discussed the financial spreadsheet.
 - g. St Croix Electric rebates: Justin stated he will follow-up on this and would like it to be placed on the July meeting agenda.
9. Update on road connections on west side of Town: Lee Mann stated the meeting that was held in the Town Hall and stated there were less than a dozen people in attendance. They will work with the State to get an updated map. Discussed speaking with the Highway Department.
10. Stormwater reviews and processes: Lee Mann discussed the project status and moving forward.
11. Fire Department request for letter regarding response for First Responders: Theresa Johnson discussed the letter from Zac Spates' requesting the Town of St. Joseph first responders to have the ability to respond to Willow River State Park. The Town Chair and the Clerk will send a letter to incorporate Zac's request. **MOTION** to approve assembling a letter to the St. Croix County

Dispatch for our concerns on 911 calls to the Willow River State Park and include the Emergency Management and supervisors (Marshall/Kruse). **Motion carried.**

12. Major Road Project

- a. Update on Church St Project and pay requests: Lee Mann stated we have received a check for the grant funds. He also stated that they had planted the trees that needed to be planted on the west side of the ravine.

13. Public Works

- a. 2024 Road Maintenance
 - i. Pay Request No. 1 – Allied: Lee Mann discussed the status of the patching project and the pay request in the amount of \$121,885.57. **MOTION** to approve the Pay Request No. 1 in the total amount of \$121,885.57 (Kruse/Marshall). **Motion carried.**
- b. Sealcoating roads 3 years after install with monies from developers: Lee Mann discussed the sealcoating project and the costs associated with it. Discussion followed. Nick Vivian discussed the logistics and legalities of this policy. Theresa Johnson stated she would like to carry this forward to the next meeting and advised the Board members to review their Pavement Management Plan to discuss at the next meeting.
- c. Town of Hudson request for weight restrictions and road closed except to local traffic only on Trout Brook Rd and Scott Rd during the County Rd A construction from August 1 through approximately October 15. **MOTION** that the Town of St. Joseph request for weight restrictions and road closed signage except to local traffic on Trout Brook Rd and Scott Rd from August 1 through October 15, 2024 (Marshall/Kruse). **Motion carried.**
- d. Update on tractor –maintenance: Nothing new to report, all is going well.
- e. Update on tree removal: Growing list of trees needing removal.
- f. Rail Drive – return to gravel: Lee Mann discussed the current options for this road. He stated the road expert recommended leaving the road alone as it was not as cost effective. Discussion followed. Consensus of the Board was to leave it as it is and wait until 144th is finished.

MOTION to move up 15c to this part of the agenda (Johnson/Moore). **Motion carried.**

14. Ordinance 2024-09 - Chapter 92 – Membrane Structure and Temporary Structure Ordinance: Nick Vivian discussed the revised Ordinance and how the International Building Code has been factored into this ordinance. He stated how it fits with the State scheme and the IBC. Discussion following regarding commercial or residential, what is the size limit, what is a membrane structure, and permits required. Drew Nelson, attorney for Big Guys BBQ asked about this ordinance being applicable to private parties, and the requirements in place which would make it difficult for them. Nick was asked to add language in regarding single family homes and other exemptions. This will be moved to the next meeting.

15. Parks, Trails and Recreation

- a. Update on Playground and plans to be completed: Janet Lindstrom and Nina Boonacker discussed the progress on the playground and the additional costs associated with finishing the project. Justin Kruse asked about the increase in cost for grading and moving dirt. Chris Marshall stated he volunteered his time to save the community money.
 - i. Contract for volunteer help from Faith Community Church: Nick stated this was drafted for a homeowner but did not have an issue with us signing this document. Theresa stated that the Board needs to approve the signing of any documents and that should be kept in mind for timing. **MOTION** to approve the waiver for Faith Community Church (Kruse/Moore). Discussion followed about the volunteer paperwork for the Town being signed. **Motion carried.**
- b. Preserve
 - i. Signage for property border and update from DNR review: The DNR is reviewing this and we should hear from them in July. The signs have been received, but posts are still needed, as well as assistance with attaching the signs.
 - ii. Signage for Preserve on Valley View Trail: Pat Tuma discussed the need for the signage (visibility and safety). Janet Lindstrom will send language for the signage. This will be held until other projects are completed.
- c. TAP Grant discussion for future

- d. Sandpipers Storage Shed Contract: Sandpipers would like to restructure the contract to purchase the shed so as not to have to pay us monthly for it. The Chair will ask Jon Welch for more information.
- 16. Plan Commission
 - a. Junkyards and other chronic nuisances and enforcement issues: Justin Kruse stated there was a semi truck on Bluebird Drive and he would like it to be investigated.
 - i. Terwey campground in violation of Code of Ordinances: Nick Vivian discussed the current issues with the campground. He recommends we move forward with enforcement actions against him regarding the campground. **MOTION** for the Town Attorney to send a letter to the Terwey campground and cease and desist within 10 days (Kruse/Marshall). **Motion carried.**
 - b. Update to ordinances
 - i. Ordinance 2024-07 - Chapter 57 Volunteer Funds: This was reviewed by Nick Vivian. Zac Spates would like some additional changes regarding the dollar limits. The funds will need to become a part of the Town audit. Will bring this back next month for review.
 - ii. Ordinance 2024-08 – Chapter 170 Zoning – set for public hearing: Will set this for public hearing on August 8th. **MOTION** to set the public hearing for Ordinance 2024-08 Chapter 170 Zoning for August 8th at 7:00 pm (Kruse/Marshall). **Motion carried.**
- 17. Fire Department
 - a. Municipal Emergency Operations Plan approval: Discussed the changes made. **MOTION** to approve the EMP with the changes stated for the correction of the supervisors (Kruse/Moore). **Motion carried.**
- 18. ARPA funding and approval of expenditures
 - a. Approval of ARPA projects for the Town: Nothing to report at this time.
- 19. Public Records Requests – progress and costs: Clerk stated there were only a few requests since the last meeting.
- 20. Update on changes for use of Eckert Blufflands Park: Discussed the changes to the map which were provided by the County. Discussion followed regarding the changes. The Board agrees that going across 35 is a bad idea with accidents and a 700-foot driveway is too long.
- 21. Maintenance Contract 2024-2025 – Advanced Systems: Discussed the new maintenance contract at a cost of \$5,000. The Board has agreed to not approve at this time and wait until after the move.
- 22. Approval of appointments to Town committees: Justin Kruse is continuing on the Plan Commission and Dan Gavin has been placed on the Parks Committee. Joanne Kocik was recommended by the Plan Commission, but the Plan Commission needs to put their names on the ballots, which will happen at the next Plan Commission meeting. Darla Meyers asked about open meeting laws which do not allow ballots. Nick Vivian stated that ballots are acceptable as long as the names are put on them. Darla asked about a discussion happening which people were unable to hear.
- 23. Approval of Town Board minutes – May 9: **MOTION** to approve the Town Board Minutes for May 9th (Moore/Gavin). **Motion carried.**
- 24. Budget, Invoices, checks and bank balances: **MOTION** to approve checks and transfers and debits from May 10, 2024 starting with Check No. 25051 through Monday, June 17, 2024 for Check No. 25074, and one check that did not print (Johnson/Kruse). **Motion carried.**
- 25. **MOTION** to go into 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 – trash burning, animal control issues, Terwey dogs at large, Cajun Club hours and procedures (Kruse/Marshall). Roll Call: Matt Moore-Aye, Chris Marshall-Aye, Dan Gavin-Aye, Theresa Johnson-Aye, Justin Kruse-Aye. **Motion carried.**
- 26. **MOTION** to come out of Closed Session (Johnson/Marshall). Roll Call: Theresa Johnson-Aye, Dan Gavin-Aye, Chris Marshall-Aye, Justin Kruse-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: None at this time.
- 27. Items for the next Town Board Agenda or committee agendas
- 28. Adjournment. **MOTION** to adjourn 10:08pm (Marshall/Moore). **Motion carried.**

Minutes submitted by Teri Kelly.