

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

Minutes of the Town Board Meeting St. Joseph Town Hall Thursday, July 11, 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, Justin Kruse, Engineer Bruce Paulson, Online: Lee Mann. Not present: Matt Moore

Adoption of Agenda: **MOTION** to adopt the agenda, incorporating the changes of discussing Item 11b.i., but no action will be taken; and moving Item 12a up to Item 6 (Johnson/Kruse). **Motion carried.**

Pledge of Allegiance recited.

Public Comment: Chris DeWuske appeared to discuss the milkweed field in front of his home and to have it not cut. Also, discussed the end of his driveway being replaced with tap rock instead of blacktop. Matt Sklar appeared to discuss the 165 Riverview Acres item.

Business discussion and possible action on:

1. Bridge the Valley – Bike Rally: **MOTION** to approve the Bridge the Valley Bike Rally on August 11th (Marshall/Kruse). **Motion carried.**
2. Temporary Class “B”/ “Class B” Retailer’s License for Redeemer Lutheran Church, Pork & Chicken Feed on Sept 14, 2024. **MOTION** to approve the Temporary Class “B”/“Class B” Retailer’s License for Redeemer Lutheran Church, Pork & Chicken Feed on September 14, 2024 (Marshall/Gavin). **Motion carried.**
3. Mobile Home Park License Renewal Application: **MOTION** to approve the Mobile Home Park License Renewal conditional upon them getting their surety bond no later than August 10th (Johnson/Marshall). **Motion carried.**
4. Preliminary Plat – Oaks of St Croix – Steve Vader – 360 144th Ave, Houlton – PID#030-1040-80-200: Doug Zahler discussed the updated plans. Nick Vivian stated he has a Developer’s Agreement prepared and will submit it upon Preliminary Plat approval. **MOTION** to approve the Preliminary Plat for the Oaks of St. Croix for Steve Vader, 361 144th Avenue, PID: 030-1040-80-200, that we condition this upon two things: that we approve the fact that this roadway (144th) will be longer than 1,000 feet and that a Developer’s Agreement is signed between all the parties after approval by our Engineer and our Attorney (Johnson/Marshall). **AMEND MOTION** to include the condition that any items brought forward by the Engineer will be handled (Johnson/Marshall). **Motion carried.**
5. Approval of Short-Term Rentals
 - a. Kevin Adkins- 161 Riverview Acres Rd., Hudson: Discussed the short-term rental application. Matt Sklar discussed the Homeowner’s Association has not been notified of this application. He also mentioned that in the past he has been in dissent of anyone in the association having a short-term rental. Nick Vivian stated that if they meet all of the requirements of our ordinance, we do not have any basis to stop it. Discussed the requirements of the ordinance. **MOTION** to approve the short-term rental application for Kevin Adkins at 161 Riverview Acres Rd (Gavin/Marshall). **Motion carried.**
6. Fire Department
 - a. Plan for build out of storage in Fire Hall: Zac Spates stated the Fire Department will come up with a plan for the storage area. Chris Marshall stated he would like to meet with Zac to discuss their plans and that he has a person who would work well with the Fire Department to get this completed. Discussed the issues with the wall cracking. This will be placed on the next agenda.
7. Town Hall Building update:
 - a. Pay Request #1 for building: **MOTION** to approve Pay Request No. 1 to Berghammer Builders in the amount of \$32,517.55 (Johnson/Marshall). **Motion carried.**

- b. Change order for shelving and countertops: Discussed the change order to have Berghammer Builders build the shelving and countertops instead of the prior subcontractor, DesignWorks. **MOTION** to approve the change order for Berghammer Builders for \$7,054.00 for the shelving and countertops (Johnson/Marshall). **Motion carried.**
- c. Award or deny bid for septic system: **MOTION** to approve the bid for the Town of St. Joseph to Zappa Brothers Inc. of Hudson for \$40,984.00 for the septic system (Marshall/Kruse). **Motion carried.**
- d. Award or deny bid for flooring: Discussed the bids received and there was one bid received that did not fully comply with the bid request. The question was asked if the lowest bidder made a mistake by not submitting the references and should they be asked for them? Nick Vivian stated it is up to the Town to determine if they want to move forward with the bid and request the references from the bidder but are not required to throw it out. **MOTION** to approve the flooring bid from Carpeting by Mike for \$44,567.81. I make that motion conditional upon Carpeting by Mike providing the requested number of references as specified in our bid and having those references to the Town in less than 5 business days after being noticed and having those references acknowledged or approved by the Clerk (Gavin/Marshall). **AMEND MOTION** to add language specifying that if the references are not provided within the specified time period and the references are not verified by the Town, then the Town award the flooring bid to Berghammer Builders in the amount of \$44,881.00 (Gavin/Marshall). Be given the end date of when the references (Gavin/Marshall). **Motion carried.**
- e. Update on furnishings for Town hall and Fire hall: Some pieces of free furniture have been placed in the shed by Chris and Justin.
- f. Projected expenditures and available funds and timeline for construction
- g. St Croix Electric rebates: Justin Kruse is working with St. Croix Electric to lump all the rebates together. This will be on the agenda for next month.
- 8. Update on road connections on west side of Town: Lee Mann discussed the updated roadway map. This draft will be placed on the website.
- 9. Major Road Project
 - a. Update on Church St Project and pay request: There are no pay requests as this time.
- 10. Public Works
 - a. Approve Resolution 2024- 04 for the discontinuance of 133rd and public hearing moved to August 8, 2024 at 7:00PM: **MOTION** to approve Resolution 2024-04 for the Discontinuance of 133rd Avenue in the Town of St. Joseph, St. Croix County and a public hearing to be set for August 8th at 7:00 pm (Johnson/Marshall). Roll Call: Justin Kruse-Aye, Chris Marshall-Aye, Dan Gavin-Aye, Theresa Johnson-Aye, Matt Moore-Not present. **Motion carried.**
 - b. 2024 Road Maintenance – update and pay request: No pay request as they finished up patching before the last meeting. There will be more spray patching coming up. The schedule is to begin crack filling on July 29th followed by chip sealing the week of August 12th.
 - c. Sealcoating roads 3 years after install with monies from developers: Lee Mann discussed the total to sealcoat the newer roads would be approximately \$871,000. This will be on the agenda for next month.
 - d. Update on tractor –maintenance: Tractor went to Baribeau to be serviced. We will negotiate our cost after International looks at all the costs. Next week, Chris Marshall will look at specs for a new tractor.
 - e. Update on tree removal: Willow River has been still working on the trees.
 - f. Increase in pay for tractor drivers: **MOTION** to bring our two tractor drivers up to the top pay as they have been producing and operating correctly and deserve to go to \$28.00/hour (Marshall/Kruse). **Motion carried.**
 - g. No parking signs on Perch Lake Road: Discussed the amount of people parking on the road and it is impassible. Discussed having the ability for residents that would like to have parties would be able to obtain parking papers from the Town. **MOTION** that the Town approve Perch Lake Road to be no parking on both sides of the road from County Road E to 60th street. Theresa Johnson will contact the County to see if they will share in the expense and placement of the signs (Gavin/Kruse). **Motion carried.**

MOTION to move Plan Commission Item 11.b.i. to review next (Johnson/Kruse). **Motion carried.**

11. Plan Commission

a. Update to ordinances

- i. Ordinance 2024-07 - Chapter 92–Membrane Structures and Temporary Structures: Nick Vivian discussed the updates to this proposed ordinance and the incorporation of the building code. He stated the Owner means the owner of the property. Discussed the requirements in this proposed ordinance. There will be no permit for a membrane structure, but a permit for a temporary structure. Discussed the fee and correcting the fee to a corrected amount. Craig Lund was present to ask questions about this ordinance. Question was asked about how this ordinance came about. It was requested from the Town Building Inspector. He stated that he is concerned about the Town bubble wrapping things and that he will have to charge these fees back to the people. Will send the draft copy to the entities in the Town that could be impacted.

12. Parks, Trails and Recreation

a. Update on Playground and plans to be completed in spring:

- i. Additional \$2000 for finishing park: **MOTION** to move forward with the finishing of the park not to exceed \$2,000 (Johnson/Gavin). **Motion carried.**
- ii. Grant for bike racks and possible bike repair station: Discussed the options for the bike rack and the bike repair station. The Board requested amounts needed for these projects.

b. Preserve

- i. Signage for property border: Discussed the signs placed on the border which were done by volunteers.

c. Fall Festival – September 21, 2024: Discussed the Fall Festival plans to date. This will be on the next Board agenda.

13. Plan Commission

a. Junkyards and other chronic nuisances and enforcement issues

- i. Terwey campground in violation of Code of Ordinances: This will be discussed in Closed Session.
- ii. Update on shed on 60th St: This is in process.

b. Update to ordinances

- i. Ordinance 2024-08 – Chapter 162-Solid Fuel-Fired Heating Devices: Anton Rang discussed the updates to this ordinance. **MOTION** to approve Ordinance 2024-08 regarding Chapter 162 Solid Fuel-Fired Heating Devices with the changes recommended by the Plan Commission (Johnson/Kruse). Roll Call: Theresa Johnson-Aye, Chris Marshall-Aye, Justin Kruse-Aye, Dan Gavin-Aye, Matt Moore- Not present. **Motion carried.**

c. County Conditional Use Application (filling & grading) - St. Croix Yacht Club – Hi-Line Beach – PID: 030-2023-20-000: Discussed the CUP from the County regarding the St. Croix Yacht Club for filling and grading. **MOTION** to approve the Conditional Use Application for the St. Croix Yacht Club to St. Croix County. (Johnson/Kruse). **Motion carried.**

14. Operator Licenses: **MOTION** to approve the operator license for Kaytlyn Ness of B&L Liquor and Cylar Johnson of Consumers Coop (Kruse/Marshall). **Motion carried.**

15. ARPA funding and approval of expenditures

- a. Approval of transfer ARPA funds for Pay Request #1 - \$32,517.55: **MOTION** to approve the transfer of ARPA funds to cover the Pay Request #1 to Berghammer Builders in the amount of \$32,517.55 (Kruse/Marshall). **Motion carried.**

16. Public Records Requests – progress and costs: Discussed the request for voter registration challenges received.

17. Approval of appointments to Town committees: **MOTION** to approve Joanne Kocik as Alternate 2 for the Plan Commission, Les Weber as Alternate 2 for Public Works, and Carol Skinner as Alternate 1 for the Board of Appeals (Kruse/Marshall). **Motion carried.**

18. Approval of Town Board minutes – June 13: **MOTION** to approve the Minutes from June 13, 2024 (Marshall/Gavin). **Motion carried.**

19. Budget, Invoices, checks and bank balances: **MOTION** to approve all checks and epays from 6/14/24 for Check Nos. 25118 through 25176 (Johnson/Kruse). **Motion carried.**
20. **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, Cajun Club, vape manufacturing. Roll Call: Dan Gavin-Aye, Justin Kruse-Aye, Chris Marshall-Aye, Theresa Johnson-Aye, Matt Moore-Not present. **Motion carried.**
21. **MOTION** to go into Open session. Roll call: Theresa Johnson-Aye, Dan Gavin-Aye, Chris Marshall-Aye, Justin Kruse-Aye, Matt Moore-Not present. **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.
22. Items for the next Town Board Agenda or committee agendas
23. Adjournment: **MOTION** to adjourn at 9:03 pm (Kruse/Marshall). **Motion carried.**

Minutes submitted by Teri Kelly.