

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

Minutes of the Town Board Meeting St. Joseph Town Hall October 10, 2024

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

Statement of Public Notice read by Clerk

Roll Call: Chair Theresa Johnson, Matt Moore, Dan Gavin, Chris Marshall, Justin Kruse, Attorney Nick Vivian, Engineer Kellie Schlegel

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

Pledge of Allegiance recited

Public Comment: None

Business discussion and possible action on:

1. David Cox –unpermitted building at 1228 Hwy 35N, Hudson WI - PID# 030-2072-40-000- progress and update. Not present.
2. Certified Survey Map – Mike Leverty – 20th Street – PID 030-2033-50-001: Doug Zahler presented the CSM. Discussion followed. **MOTION** to accept the Certified Survey Map for Mike Leverty for the PID# 030-2033-50-001 (Marshall/Moore). **Motion carried.**
3. Extension for first asphalt lift for 144th Ave for Vader project: Steve Vader and Doug Zahler were present to discuss the extension. Discussed the placing of only the first asphalt lift at this time. Discussed updating the Developer's Agreement to include Mr. Vader's ability to sell lots off this road with only a gravel lift on it. **MOTION** that Steve Vader will bring back the final plat and that the Developer's Agreement will show that the asphalt lifts will be added in 2025, Spring and Fall, and that the road this year will be completed to the gravel lift with all of the ditch restoration and signage (Johnson/Marshall). **AMEND MOTION** to remove Spring and Fall and include separate lifts (Johnson/Marshall). **Motion carried.**
4. Town Hall Building update
 - a. Pay Request #4 for building-\$183,555.20: Bruce Paulson discussed the pay request. **MOTION** to approve Pay Request No. 4 for the Town Hall in the amount of \$183,555.20 (Johnson/Marshall). **Motion carried.**
 - b. Update on furnishings for Town hall and Fire Hall: Nothing new to report at this time.
 - c. St Croix Electric rebates: Bruce Paulson stated we are waiting on the mechanical subcontractor to submit the price numbers so we can submit the rebate form.
 - d. Exterior finishes approval: Discussed the color choices for the exterior of the new building. **MOTION** to approve the exterior finishes to the new building as presented (Moore/Marshall). **Motion carried.**
 - e. Midwest Gas, Northwest Communications, St Croix Electric connections: Discussed the status of the utilities. Bruce Paulson will contact all utilities to have them come to the site next week.
 - f. Approval of generator costs: Discussed the generator quote, which includes a 2-year warranty; the remote maintenance monitor; and the generator pad. **MOTION** to approve the quote from Allied Generator No. RH10448 for the purchase of the generator at \$48,200 (Kruse/Marshall). **Motion carried.** **MOTION** to request Allied Generator to provide a quote for the remote monitoring system (Kruse/Marshall). **Motion carried.**
 - g. Projected expenditures and available funds and timeline for construction: Bruce Paulson discussed the delay in receiving the trusses and the current schedule.
5. Update on road connections on west side of Town: Nothing new to report at this time.
6. Major Road Project
 - a. Update on Church St Project and pay request: Kellie Schlegel stated the project is complete. Most paperwork is received except for one lien waiver, so Stantec requested we hold the check until it is received. **MOTION** to approve the Final Pay Request No. 6 for Stout Construction for \$79,864.23 and we will hold this check until Stantec gives us the ok that all the final paperwork

- is completed (Johnson/Marshall). **Motion carried.**
7. Public Works
 - a. 2024 Road Maintenance – update and pay request: Kellie Schlegel discussed the status of the road maintenance, which potentially could be completed next week.
 - b. Discussion on replacing tractor: Chris Marshall discussed the quotes received on the value of the current tractor. The current tractor is 5-years old and in increasing need of repair.
 - c. Update on no parking signs on Nelson Farm Rd, Ln and Perch Lake Road: No parking signs have been installed. People are now parking on River Road. Discussed the new parking lot which includes only 6 parking spots. Zac Spates discussed the parking situation. Dan Gavin will take the lead to work on this issue. Discussed parking permits.
 8. Parks, Trails and Recreation
 - a. Fall Festival – update: No update. This item will be removed next month.
 - b. Results from DNR regarding hunting at the Preserve: Discussed the ongoing hunting issue at the Preserve. Bill Murphy was online to discuss this issue. Discussion followed. Anton Rang discussed speaking with the Natural Resource Board. The Town Chair will reach out to the DNR personnel to discuss setting a meeting. Jeff Carlson stated his agreement with Bill Murphy's position.
 - c. Future use of current restroom building: Nothing new at this time.
 9. Plan Commission
 - a. Junkyards and other chronic nuisances and enforcement issues: Nick Vivian discussed the status of the Cox CUP, which he did not meet the conditions of, and enforcement will be commencing.
 - b. Update to ordinances
 1. Ordinance 2024-14 – Chapter 170 – Zoning: Discussed the changes to the Zoning ordinance. **MOTION** to approve Ordinance 2024-14 - Chapter 170-Zoning (Kruse/Marshall). Roll call: Justin Kruse-Aye, Matt Moore-Aye, Dan Gavin-Aye, Chris Marshall-Aye, Theresa Johnson-Aye. **Motion carried.**
 2. Ordinance 2024-20 – Chapter 167 – Short Term Rentals: **MOTION** to approve Ordinance 2024-20 – Chapter 167-Short-Term Rentals (Kruse/Marshall). Roll call: Theresa Johnson-Aye, Chris Marshall-Aye, Matt Moore-Aye, Dan Gavin-Aye, Justin Kruse-Aye. **Motion carried.**
 3. Ordinance 2024-21 – Chapter 176 – Transient Merchants: **MOTION** to approve Ordinance 2024-21 – Chapter 176-Transient Merchants (Kruse/Marshall). Roll call: Dan Gavin-Aye, Justin Kruse-Aye, Chris Marshall-Aye, Theresa Johnson-Aye, Matt Moore-Aye. **Motion carried.**
 10. Fire Department
 - a. Plan for build out of storage in Fire Hall: Discussed the plans for the build out and obtaining quotes.
 11. Operator Licenses: Stephanie Berndt – The Next Stop, Shawn Graetz – Consumer Co-op: **MOTION** to approve the Operator Licenses for Stephanie Berndt, The Next Stop and Shawn Graetz, Consumer Co-op (Kruse/Moore). **Motion carried.**
 12. ARPA funding and approval of expenditures
 - a. Approval of transfer ARPA funds for Pay Request #4 - \$183,555.20: **MOTION** to approve the transfer of ARPA funds in the amount of \$154,469.10 (Kruse/Marshall). **Motion carried.**
 13. Approval of special assessment for monies owed to the Town: **MOTION** that we approve the special assessments for monies owed to the Town that were just listed out, in the amounts listed on our spreadsheets and that the Town's Clerk/Treasurer can submit them to St. Croix County for their tax bills this year (Johnson/Marshall). **Motion carried.**
 14. Resolution 2024-07 for Tax Bond Exemption for Clerk/Treasurer: **MOTION** to approve Resolution 2024-07 for Tax Bond Exemption for Clerk/Treasurer (Kruse/Marshall). Roll call: Matt Moore-Aye, Dan Gavin-Aye, Chris Marshall-Aye, Theresa Johnson-Aye, Justin Kruse-Aye. **Motion carried.**
 15. Wage increases for Deputy Clerk/Treasurers: Discussed the Deputy Clerks' review and the proposed 5% wage increases for Michelle Hillman to \$31.50/hour and Carolyn Gertschen to \$29.40/hour. **MOTION** to approve the wage increase for the Deputy Clerk/Treasurers per the 2024 review (Marshall/Kruse). Clerk stated how amazing the Deputy Clerks are in the work they do for the Town, the teamwork, efficiency, knowledge, friendliness, and professionalism that are shown are unmatched. The Town is extremely fortunate to have both Deputy Clerks. **Motion carried.**
 16. Public Records Requests – progress and costs: There has been only one record request in the

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- past month.
17. Approval of Town Board minutes – September 12 and 26: **MOTION** to approve the minutes for September 12 and September 26 (Marshall/Moore). **Motion carried.**
 18. Budget, Invoices, checks and bank balances: **MOTION** to approve Check Nos. 24722 through 25394 including fund transfers and epays and to instruct the office to pay Baribeau \$11,943.18 (Johnson/Marshall). **Motion carried.**
 19. **MOTION** to go into closed session under Wis. Stats 19.85(g). Roll call: Chris Marshall-Aye, Matt Moore-Aye, Justin Kruse-Aye, Dan Gavin-Aye, Theresa Johnson-Aye. **Motion carried.** 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, illegal campground, vape manufacturing, notice of Claim by Pat Brewster
 20. Closed session: Wis Stats 19.85(1)(c) for considering employment promotion, compensation or performance—Fire Chief compensation review
 21. Open session to discuss or act upon matters considered in Closed Session: **MOTION** to go into Open Session. Roll Call: Theresa Johnson-Aye, Matt Moore-Aye, Justin Kruse-Aye, Chris Marshall-Aye, Dan Gavin-Aye. **Motion carried.**
 - a. Action on any items in closed session: **MOTION** to approve the raise for the Fire Chief to \$16,000 per year effective January 1, 2025 (Marshall/Kruse). **Motion carried.** **MOTION** to disallow the claim made by Pat Brewster (Johnson/Kruse). **Motion carried.**
 22. Items for the next agenda: Furseth-Major Concept; Lot Line Adjustment; Fire Department Policies
 23. Adjournment: **MOTION** to adjourn at 8:30 pm (Gavin/Kruse). **Motion carried.**

Minutes submitted by Teri Kelly.