

Town of St. Joseph - St. Croix County, WI
Minutes for Town Board Meeting
St. Joseph Town Hall
September 11, 2025

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, Richard Hailey, Chris Marshall, Justin Kruse, Engineer Lee Mann, Attorney Nick Vivian.

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

Pledge of Allegiance recited

Public Comment: None

Business discussion and possible action on:

1. The Oaks of St. Croix
 - a. Lot 3-Revised Drainage Easement, PID: 030-1040-80-230: Doug Zahler was present to discuss the drainage easement and the affidavit needed to correct it. **MOTION** to approve the changes for Lot 3 Drainage Easement, PID: 030-1040-80-230 (Marshall/Kruse). **Motion carried.**
 - b. Update on The Oaks development on 144th and cost sharing: Lee Mann discussed status of The Oaks development.
 - c. Request for termination of letter of credit: Lee Mann discussed their review of the letter of credit termination and agreed with the termination of same.
2. St Croix Crossing – update: Lee Mann discussed the status of the road for St. Croix Crossing and the turn lane and signage.
 - a. Request for reduction in letter of credit request: Lee Mann discussed his review of the letter of credit pursuant to the road status. James Furseth was present to request the reduction of the letter of credit. Nick Vivian stated the Board will act on the letter of credit reduction at the next Town Board meeting.
3. Oeivering Home Investments-Chapman Hills Development – Close out Letter of Credit: Lee Mann discussed the status of the development and stated everything is past the warranty period, the holding pond on the end of 54th will be addressed with the Homeowner's Association.
4. Town Hall Building update
 - a. Pay Request #15 for building: No pay request has been issued.
 - b. St Croix Electric rebates: Justin Kruse stated he has a call scheduled to determine the status of the rebates between St. Croix Electric and Dairyland Power.
 - c. Possible Change orders: No new change order requests have been issued. Discussed the outside rock and the hydroseed being completed next week. Chair Johnson discussed the conversation she had with Willow River Tree Company to plant trees behind the building. **MOTION** to plant 15 trees from Willow River Company (Johnson/Marshall). **Motion carried.**
 - d. Punch list: Discussed the status of the punch list; the rock is being placed around the building, and other remaining items are being completed. Zac Spates stated he did not see the VFD on the punch list and requested a status update.
 - e. Update on well testing and fire suppression system: Tim Butterfield will be working on the well in the next week.
 - f. Projected expenditures and available funds and timeline for construction: The new financial spreadsheet will be discussed in the Closed Session.

5. Fire Department – update on doors: Zac Spates discussed the status of the security doors, stating they feel the piping does not seem professionally completed. Zac Spates stated he would like to have an informal meeting with the Board to go over facilities issues.
6. Public Works
 - a. 2025 Road maintenance project update:
 - i. Pay Request #2 - \$49,173.61: **MOTION** to approve Pay Request 2 for Allied Blacktop Company in the amount of \$49,173.61 (Johnson/Marshall). **Motion carried.**
 - ii. Adding additional roads to project: **MOTION** to move forward with the preparation and servicing of the extra roads this year, 2025 (Marshall/Kruse). **Motion carried.**
 - b. WISLR update due December 2025: Chair Theresa Johnson discussed the quotes received from both Stantec (\$8,740) and Delmore Consulting (\$12,000). **MOTION** to approve Proposal for Payment Rating Services, WISLR Input Support by Stantec including mileage and expenses in the amount of \$8,740 (Johnson/Marshall). **Motion carried 4-1**
 - c. Storm damages and request for reimbursement from State: Chair Johnson stated the State of Wisconsin would accept a highlighted map from the Town in lieu of longitude and latitude information. The updated amounts are shown on a spreadsheet, and this report must be filed with the State by the end of September. Zac Spates stated he may have updated numbers to submit.
 - d. No parking signs update: Discussed the tracker proposal for the Nelson Farm Road No Parking signs. Richard Hailey stated they could use an additional 10 No Parking signs for Perch Lake Road. **MOTION** to order 10 trackers for the No Parking signs and reinstall the signs on Nelson Farm Road (Marshall/Gavin). **Motion carried.**
 - e. Burman driveway at 1304 Bass Lake Rd-Driveway and Bass Lake Rd are sinking: Chris Marshall stated he reviewed the driveway at 1304 Bass Lake Road and feels it is the Town's responsibility to repair it. **MOTION** to recognize the issue at 1304 Bass Lake Road for driveway rehabilitation in the Spring of 2026 (Marshall/Kruse). **Motion carried.**
7. Letter for School District regarding Houlton Elementary School: Chair Johnson discussed the updated letter to the School District. Discussion followed on the impact to the municipalities housing values upon the loss of a school. **MOTION** that we send the letter to the School Superintendent and the School Board members with the addition of a comment on the housing values (Johnson/Kruse). **Motion carried.**
8. **7:00 PM Public Hearing** – Rezoning Application for Humphrey, Joe and Kim, 531 Perch Lake Road, Hudson, WI: Opened the Public Hearing at 7:00 pm. Ty Dodge was present to discuss the rezoning application. Chair Johnson opened the hearing to the public. Zac Spates asked what is happening with this rezoning application, as neighbors have questions. The ordinance does not allow the destruction of slopes and the natural look of the land must be maintained. Anton Rang stated the Plan Commission discussed the conditions for rezoning and felt it fell under the rules of the comprehensive plan. **MOTION** to close the Public Hearing at 7:14 pm (Kruse/Marshall). **Motion carried.**
9. Rezoning-Humphrey, Joe and Kim, 531 Perch Lake Road, Hudson, WI PID: 030-2000-40-000: Chair Johnson asked about the setback and if it met the correct length. **MOTION** to approve the rezoning application for Joe and Kim Humphrey, 531 Perch Lake Road, from Agricultural and Rural Residential to Preservation Residential with the following restrictions: that I believe this meets the spirit of our Comprehensive Plan and Zoning Ordinance due to the adjoining property owners and the park that is nearby; that all outstanding items on the Staff Report will be resolved; that all necessary permits must be secured from the proper entities; and that all extraterritorial, objecting, and approving agency requirements or recommendations are met, including anything from St. Croix County; and that you meet all of the Town of St. Joseph Zoning Ordinance and other associated Chapter requirements are met (Johnson/Gavin). Roll Call: Dan Gavin-Aye, Chris Marshall-Aye, Justin Kruse-Aye, Richard Hailey-Nay, Theresa Johnson-Aye. **Motion carried 4-1.**

10. CSM-Humphrey, Joe and Kim, 531 Perch Lake Road, Hudson, WI PID: 030-2000-40-000: Ty Dodge discussed the CSM. The existing driveway will be a joint driveway and both parties have agreed to it. He will file the covenant documents reflecting that agreement. The driveway will have to be widened by 22' per Jay Kimble. **MOTION** to approve the CSM for Joe and Kim Humphrey, 531 Perch Lake Road, with the following: that all outstanding items on the Staff Report are resolved, if there are any; all permits must be secured from the proper entities; all Town of St. Joseph Zoning Ordinance and other associated Chapter requirements are met; all extraterritorial, objecting, and approving agency requirements or recommendations are met; that there will be an access agreement for both of those lots; and the driveway will need to be improved to a 22-foot wide surface for 50 feet and that they will have to get a driveway permit for that and a new fire number, etc., for the new lot (Johnson/Marshall). Discussion followed. **AMEND MOTION** that they get a sanitary soil test on this property (Johnson/Marshall). **Motion carried.**
11. Plan Commission
 - a. Junkyards and other chronic nuisances and enforcement issues: Nothing new to report.
 - b. Update Town Comprehensive Plan: No decision has been made at this time. This needs to be submitted by the end of 2026.
12. Parks, Trails and Recreation
 - a. Fall Festival: The Fall Festival will be held on September 20th. Discussed the VIP invitations and the Open House, to be followed by the dedication of the shed. Discussed the signage and accessories for the event. September 22nd will be an Open House from 4-6 pm for municipality Board members, county, etc.
13. Letter to new residents: Discussed the revised letter to new residents. This will be updated, and pictures added.
14. Public Records Requests – progress and costs: Clerk stated only one record request was received.
15. Review of expired building permits and action: Nothing new to report at this time.
16. Operator Licenses:
 - a. Monique Ryder **MOTION** to approve the Operator License for Monique Ryder (Kruse/Marshall). **Motion carried.**
17. Capital Improvement Plan: Chair Johnson discussed the plan and spreadsheet for capital improvements such as major road projects, fire truck replacement, tractor, computers, election equipment, security, roof replacement, etc.
18. Approval of Town Board minutes – August 7-Special, August 14, September 4-Special: **MOTION** to approve the Minutes for August 7th Special Meeting, August 14th Meeting, and September 4th Special Meeting (Marshall/Hailey). **Motion carried.**
19. Set Budget Workshop dates and Budget Hearing on November 18, 2025: Discussed proposed dates for Budget workshops. **MOTION** to schedule the budget workshops for October 8th and October 16th at 6:00 pm and the Budget Hearing for November 18th at 6:00 pm (Johnson/Hailey). **Motion carried.**
20. Budget, Invoices, checks and bank balances: **MOTION** to approve Check Nos. 26208 through 26257 which are checks that are already paid plus the additional checks which total: \$4,306.32 (Johnson/Marshall). **Motion carried.**
21. Closed Session: **MOTION** to go into Closed Session pursuant to Wis. Stat. § 19.85(1)(e) and (1)(g). Roll Call: Justin Kruse-Aye, Richard Hailey-Aye, Theresa Johnson-Aye, Dan Gavin-Aye, Chris Marshall-Aye. **Motion carried.**
 - a. Wis. Stat. § 19.85(1)(e) and (1)(g) - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session / 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;
 - i. Stantec Resolution regarding Well and Fire Suppression System

22. **MOTION** to go into Open Session (Kruse/Hailey). **Motion carried.** Motions regarding any decision from closed session: None at this time.
23. Items for the next Town Board agenda or committee agendas: Sidewalk shoveling, raise for tractor drivers, tractor replacement, Northwest Communication double internet connection,
24. Adjournment: **MOTION** to adjourn at 8:41 pm (Kruse/Marshall). **Motion carried.**

Minutes submitted by Teri Kelly.