

Town of St. Joseph - St. Croix County, WI
Minutes for Town Board Meeting
St. Joseph Town Hall
October 9, 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, Justin Kruse, Chris Marshall, Richard Hailey, Engineer Lee Mann, Attorney Nick Vivian.

Adoption of Agenda: **MOTION** to adopt the agenda as presented for October 9, 2025 (Marshall/Kruse).

Motion carried.

Pledge of Allegiance recited

Public Comment: None

Business discussion and possible action on:

1. Conditional Use Permit for Casey Guinn, 1219 Rolling Hills Tr. Hudson, WI for 2nd dwelling in existing Pole Shed-PID#030-1097-20-000: Casey Guinn was present to discuss the CUP for a secondary dwelling. **MOTION** to approve the Conditional Use Permit for Casey Guinn at 1219 Rolling Hills Trail, Hudson, WI, for a second dwelling in his pole shed that he is rebuilding, PID# 030-1097-20-000, with the following caveats: that he will not put in any other driveway other than the existing one that is there now; that this unit will have no more than two bedrooms, one bath, kitchen and living area; that it will not be used for any type of short-term rental; and any other changes to this use will have to come before this Board (Johnson/Marshall). **Motion carried.**
2. Update on The Oaks development on 144th and cost sharing: Lee Mann stated there is no additional work that needs to be done on this project. There is some vegetation growth and some ruts in the road.
3. St Croix Crossing, adjacent to 1251 Highway 35; parcels 030-2044-70-002, 030-2044-80-000, 030-2064-50-000, 030-2064-60-101, 030-2064-70-101 – update
 - a. Final Plat: Louie Filkins was present to discuss the final plat. The road is complete, level, and no erosion issues. Discussed the Stormwater Agreement needing to be signed by the Town. Discussed the punch list which is due July 15, 2026. Discussed the height of the stop signs. Discussed one of the pedestals being damaged. **MOTION** to approve the Major Plat for Saint Croix Crossing adjacent to 1251 Highway 35, parcels 030-2044-70-002, 030-2044-80-000, 030-2064-50-000, 030-2064-60-101, 030-2064-70-101. This Final Plat is conditional upon them taking care of the punch list that came from Stantec and that they will install the second lift of asphalt and the shouldering will be completed no later than July 15, 2026. Once they get this punch list taken care of and approved by the engineer and attorney, the Town Chair will sign the Final Plat (Johnson/Gavin). **Motion carried.**
 - b. Reduction in letter of credit request: **MOTION** to reduce the Letter of Credit for the St. Croix Crossing to \$218,934.00 (Gavin/Marshall). **Motion carried.**
4. Town Hall Building update
 - a. Pay Request #15 for building \$ 42,876.35: **MOTION** to approve Pay Application No. 15 for the new Town Hall building in the amount of \$42,876.35. (Marshall/Johnson). **Motion carried.**
 - b. St Croix Electric rebates: Nothing new to report at this time.

- c. Possible Change orders
 - i. PCO 992-27 - \$12,876: **MOTION** to approve Change Order No. 992-27 with the exception of line item regarding re-striping the existing parking lot for \$5,580, which would bring the new total to \$6,136.00 (Gavin/Marshall). **Motion carried.**
 - ii. PCO 992-28 - \$9,581: Discussed the increased cost to the VFD. **MOTION** to approve PCO 992-28 in the amount of \$9,581.00 (Kruse/Johnson). **Motion carried.**

Discussed having a construction meeting on Thursday, October 16th at 7:30 am. **MOTION** to schedule a meeting 7:30 am with Berghammer, Stantec, the Fire Chief and the Town Board (Johnson/Marshall). **Motion carried.**
- d. Punch list: Waiting on the general contractor to respond with the status. Gutters have been put on, gas meter status, waiting on Hartung Electric to finish the Fire Hall.
- e. Update on well testing and fire suppression system: Bruce Paulson stated that he has checked with the State and does not require any resubmittal of the fire suppression system, they just need the cover sheet which shows two wells to be updated to show one well and the current pump information.
- f. Projected expenditures and available funds and timeline for construction
- g. Plan for snow removal from sidewalks of new town hall: Chris Marshall proposed to have the current Town tractor driver employees be notified by Chris or the Town Chair and purchase a walk behind snowblower to keep in the shed, as well as shovels, and a compound (not salt) for use. Cost proposed at \$90 for first hour, and employee wages after first hour. Discussed the potential tolerance for snow removal. **MOTION** that we move forward with snow removal with the public works staff for a plan to be developed including a snow blower, some shovels, calcium chloride, and a spreader (Marshall/Hailey). **Motion carried.**
- h. Update on trees for new town hall: Willow Tree Service is expected to be at the Town Hall the week of October 13th to plant the trees.

5. Fire Department

- a. Removal of vegetation and install of rocks at west entrance: Discussed the removal of the vegetation and the placement of mulch by Willow Tree Service.

6. Public Works

- a. 2025 Road maintenance project update
 - i. Pay Request #3: Lee Mann stated that the pay request is for the additional crack sealing work which was performed. The contractor also crack sealed an additional 985 feet outside of the Town of St. Joseph on 140th. **MOTION** to approve Pay Request #3 in the amount of 15,911.74 (Johnson/Kruse). **Motion carried.**
- b. WISLR update due December 2025: Lee Mann discussed the beginning of the road review on October 8th.
- c. Storm damages and request for reimbursement from State: Chair Johnson stated that this has been submitted and is in the approval process.
- d. Pay increase for tractor drivers: Chris Marshall discussed the need to retain the tractor drivers and raise their pay \$2.00 each. **MOTION** that we improve the wage of the tractor drivers for the Town at \$2.00 more (Marshall/Kruse). **Motion carried.**
- e. Tractor replacement: Shane was present to discuss the John Deere tractor replacement quote. Expected arrival would be approximately Summer of 2026. Discussed the amenities of the tractor, i.e., cut size, repair time, diagnostic kit, etc. Life cycle is typically 20 years. Asked about an extended warranty. No money down required through Sourcewell, just a signed contract. **MOTION** to order and approve a John Deere 6M 145 Cab Tractor from Northland Lawn and Sport in the amount of \$194,990.21 which includes a trade in of our Case tractor and a delivery date of next summer. He will return with a cost for the extended warranty (Johnson/Hailey). **Motion carried.**

7. Plan Commission

- a. Junkyards and other chronic nuisances and enforcement issues:
 - b. Update Town Comprehensive Plan: Discussed the reduction in cost on the budget as lot sizes are not being reevaluated.
 - c. Documentation attached to sheds preventing use as 2nd dwelling without inspections and permits: Discussed the growing amount of sheds being used as secondary dwellings. Anton Rang stated that the Plan Commission would be willing to review this issue and speak with the attorney to come up with a solution.
8. Parks, Trails and Recreation- recap Fall Festival: The turnout was great, the Fire Department gained support through their pancake breakfast and the tour of the fire station.
9. Public Records Requests – progress and costs: None.
10. Policy and procedure for use of Town Hall: Discussed the change to the use of the Town Hall. **MOTION** to approve the Town Hall Use and Fee Policy-2025 (Gavin/Marshall). **Motion carried.**
11. Operator Licenses: **MOTION** to approve the Operator Licenses for Eric VanAlstine, Bass Lake Cheese Factory and Brooke Motz, Big Guys BBQ (Marshall/Gavin). **Motion carried.**
12. Approval of Town Board minutes – September 11, 16: **MOTION** to approve the minutes of September 11th and September 16th (Marshall/Hailey). **Motion carried.**
13. Capital Improvement Plan and Resolution 2025-02: Discussed the proposed Resolution. **MOTION** to approve Resolution 2025-02 Capital Improvement Plan (Gavin/Marshall). **Motion carried.**
14. Approval of special assessment for monies owed to the Town and send those to collections that cannot be assessed: **MOTION** to approve the Special Assessments for the monies owed to the Town of St Joseph for the ones here in the Town and to ask the Town of Hudson to put these two on their assessment roll, collect for us, and send us a check; and to ask the Town of Troy to do the other one for the fire call for \$850.90 and if they are not willing we will send to collections (Johnson/Kruse). **Motion carried.**
15. Resolution 2025-03 for Tax Bond Exemption for Clerk/Treasurer: **MOTION** to approve Resolution 2025-03 Tax Bond Exemption for Clerk/Treasurer (Kruse/Marshall). **Motion carried.**
16. Budget, Invoices, checks and bank balances: **MOTION** to approve check 26258 through 26364 including Allied for the pay request we approved and all the withholdings (Johnson/Kruse). **Motion carried.**
17. **MOTION** to go into Closed Session pursuant to Wis. Stat. §19.85(1)(g), Wis. Stat. §19.85(1)(e) and (1)(g) and Wis. Stat. §19.85(1)(c) (Gavin/Kruse). Roll Call: Richard Hailey-Aye, Chris Marshall-Aye, Dan Gavin-Aye, Theresa Johnson-Aye, Justin Kruse-Aye **Motion carried.**
- Closed Session:
- a. Wis. Stat. §19.85(1)(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.
 - i. Michaud junk yard
 - ii. Nik's Joint
 - iii. Cox – unpermitted dwelling
 - b. 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
 - c. Closed session: Wis Stats 19.85(1)(c) for considering employment promotion, compensation or performance—Clerk/Treasurer annual review and compensation review
18. Move into Open Session. **MOTION** to go into Open Session (Gavin/Marshall). Roll Call: Justin Kruse-Aye, Richard Hailey-Aye, Chris Marshall-Aye, Dan Gavin-Aye, and Theresa Johnson-Aye
19. Motions regarding any decision from closed session: **MOTION** that the Town of St. Joseph proceed with publication with the Request for Proposals for Engineering and Planning Services as

documented (Gavin/Kruse). **Motion carried. MOTION** to approve the Employment Agreement for the Clerk/Treasurer for the next three years with a salary of \$78,000 and we will also revisit the salary every year. **Motion carried.**

20. Hourly wage for deputy clerks: **MOTION** to increase the pay for the Clerk Deputy 1 for 33.75 and clerk deputy 2 to 31.50 for 2026 (Johnson/Kruse). **Motion carried.**

21. Adjournment: **MOTION** to adjourn at 9:19 pm (Hailey/Marshall). **Motion carried.**

Minutes submitted by Teri Kelly.