Town of St. Joseph - St. Croix County, WI
Minutes of the Town Board Meeting
St. Joseph Town Hall
November 13, 2025

Call to Order by Chair Theresa Johnson at 6:01 pm
Statement of Public Notice read by Clerk
Roll Call: Chair Theresa Johnson, Richard Hailey, Chris Marshall, Justin Kruse, Engineer Lee Mann, Attorney Nick Vivian. Not present: Dan Gavin
Adoption of Agenda: **MOTION** to adopt the agenda for November 13, 2025 (Marshall/Kruse). **Motion carried.**
Pledge of Allegiance recited

Public Comment: Chris DeWuske, resident, discussed the Xcel Energy power lines going through the town and asked the Board if there is anything we can do to intervene. Ryan Sumpf, Hammond, discussed the Xcel Energy power lines and other towns that have intervened.

Dan Gavin present at 6:45 pm

Business discussion and possible action on:

1. Lot Line Adjustment – Joel/Katherine Schultheiss-597 – 125th Ave, Hudson PID 030-2005-30-010 and 030-2005-11-000: Michael Erickson was present to discuss the lot line adjustment. **MOTION** to approve the lot line adjustment for Joel and Katherine Schultheiss at 597 125th Ave., Hudson, PID: 030-2005-30-010 and 030-2005-11-000 (Marshall/Kruse). **Motion carried.**
2. St Croix Crossing – update
   a. Reduction in letter of credit request: James Furseth was present to discuss the letter of credit reduction. Discussed the outstanding invoice and the letter of credit reduction will be conditioned upon payment of that invoice. Nick Vivian stated that the Town should condition the reduction to the LOC as the developer's agreement requires the payment of all **MOTION** to reduce the letter of credit to $137,074.05 contingent on the statement dated 10/31/25 for $17,705.45 is paid (Kruse/Marshall). **Motion carried.**
3. Cheryl Lippman – invoice for animal control: Cheryl Lippman was present to discuss the invoice she received for excessive dog barking. She stated that there is another home in the neighborhood that has a dog barking. She stated that she does monitor her dogs and does not let them bark excessively. Darel Hall was present and discussed his visit to the neighborhood regarding the dog barking complaints. The Town Chair asked if she is home during the day. She answered yes, she is retired. The Town Chair asked how many times the dogs bark during the day. She answered they will bark when people walk by or if there is activity. Discussed the issue with the neighbor and the best ways to resolve the issue. **MOTION** that Cheryl Lippman will pay Invoice 390 minus the Chapter 64 control fee of $100 (Johnson/Marshall). **Motion carried.**
4. Closing of Houlton School, disposal of building and old bell: Chair Theresa Johnson discussed the proposed letter to the School Board regarding the old bell to be brought to the Town Hall. Jaisa Riemenschneider stated that they have hired a lawyer who will be submitting a proposed injunction to the Court. She also asked the Board if that property could be zoned as a school. Laurie DeRosier thanked the Board for the proposed letter and asked for meetings regarding the zoning portion. Jan Gavin stated that the school means a lot to the community and thanked the Board for the letter. Nick Vivian discussed what parameters the Board would have to abide by

regarding this property. **MOTION** to approve the letter to the school board and superintendent with the changes made tonight (Johnson/Marshall). **Motion carried.**

5. Town Hall Building update
    a. Pay Request #16 for building $106,643.20: **MOTION** to approve Pay Request No. 16 for $106,643.20 (Johnson/Marshall). **Motion carried.**
    b. St Croix Electric rebates: Clerk will resend the email to Ron Lahners regarding the items needed for the rebate request.
    c. Change orders – Reconsideration of Change Order 12: **MOTION** to reconsider Change Order 12 (Johnson/Kruse). **Motion carried.**
        i. Void Change Order 12: **MOTION** to void Change Order 12 (Marshall/Kruse). **Motion carried.**
        ii. Change Order 13 - $2,057.00: **MOTION** to approve Change Order 13 for $2,057.00 (Kruse/Marshall). **Motion carried.**
    d. Punch list: There has been work performed on the building. Will request an updated Punch List.
    e. Update on well testing and fire suppression system: There will be a construction meeting on November 20th at 8:00 am.
    f. Projected expenditures and available funds and timeline for construction: The spreadsheet has been updated for the Board.
    g. Update on trees for new town hall: the trees have been planted, and we received an extra tree from Willow River
    h. Floor inserts from Carpeting by Mike: **MOTION** to have Carpeting by Mike put the inserts into the outlet boxes at a cost of no more than $550 (Johnson/Kruse). **Motion carried.**
    i. Fire alarm system monitoring: The Access Security contract for the fire alarm monitoring system is at a cost of $468 annually.
6. Fire Department
    a. New firefighters: Louie Favilla, Triston Stahl: Tristan has passed all; Louie has not yet passed the physical. **MOTION** to approve Louie Favilla and Tristan Stahl as new firefighters. Tristan Stahl is approved with no conditions. Louie Favilla is approved with the condition he passes his physical and drug test (Johnson/Marshall). **Motion carried.**
7. Public Works
    a. 2025 Road maintenance project update
        i. Pay Request #4 $4,396.65: Lee Mann stated this is the final payment. **MOTION** to approve Pay Request No. 4 in the amount of $4,396.65 (Kruse/Marshall). **Motion carried.**
    b. WISLR update due December 2025: Lee Mann stated this is in progress.
    c. Storm damages and request for reimbursement from State: Theresa Johnson stated that we have received confirmation from the State that the Town will receive $63,405.83 by next week.
    d. Additional warranty for new tractor: We have only received the financing options. This will be carried over to the next agenda.
    e. Snow removal plan for new Town Hall, Fire Hall: Discussed the snow removal plan and the quote for the snow blower. **MOTION** to approve the Snow Removal Standards and Guidelines with the stated change of instead of saying “Supervisor 4,” state “Designated Supervisor” (Kruse/Marshall). **Motion carried.**
    f. Plan for transition of engineering services: Lee Mann stated they could continue to work under the existing contract and would work under specific work orders. Chris Marshall thanked Lee for his professionalism. Discussed the details of how this plan will work and that Lee Mann will not be the Town’s engineer after January 1st.

   g. Approval of new tractor driver- Todd Mishler: **MOTION** to approve the new tractor driver Todd Mishler conditional upon his drug test coming back clean (Kruse/Marshall). **Motion carried.**

8. Plan Commission
   a. Junkyards and other chronic nuisances and enforcement issues
   b. Documentation attached to sheds preventing use as 2nd dwelling without inspections and permits: Nick Vivian stated that upon obtaining a permit, the party signs an affidavit stating they understand the shed will not be used as a secondary dwelling. Anton Rang stated the Plan Commission did not think it made sense to add this document as what the enforcement would look like for this addition. Anton will review this again with the Plan Commission.
   c. Process and procedure under ordinance for animals other than dogs: Nick would like our Ordinance to match more closely with our practices. This will be carried over to the next meeting.
   d. St. Croix County Town Board checklist for development: Theresa Johnson discussed the checklist and why the County is looking for this checklist. Nick Vivian stated he believes this is a good idea and will help streamline the process. After some clarification is received, this will be reviewed again at the next meeting.
9. Parks, Trails and Recreation - repurpose pit toilet building: Dave O'Brien, Hudson Boosters, inquired about repurposing the pit toilet building into a concession stand. This will be revisited in January.
10. Public Records Requests – progress and costs: Clerk stated she had three record requests: one for meeting recordings and two for animal control reports.
11. Operator Licenses: Caleb Dickman –Big Guys BBQ, Elizabeth Hoikka – Consumer Coop and Terron Seim – B & L Liquor: **MOTION** to approve the operator licenses for Caleb Dickman–Big Guys BBQ, Elizabeth Hoikka–Consumer Coop and Terron Seim–B & L Liquor (Kruse/Marshall). **Motion carried.**
12. Approval of Town Board minutes – October 9th, 16th, 23rd: **MOTION** to approve October 9th, 16th, and 23rd Board minutes (Marshall/Hailey). **Motion carried.**
13. Review of RFP's and decision on which firms to interview on Dec 4: Discussed the proposals received. The interviews will start at 5:00 pm with the Board members bringing a few questions each.
14. Resolution 2025-04 –Alternate Claims Procedure: **MOTION** to approve Resolution 2025-04 Alternate Claims Procedure (Marshal/Kruse). Roll call: Richard Hailey-Aye, Justin Kruse-Aye, Theresa Johnson-Aye, Chris Marshall-Aye, Dan Gavin-Aye **Motion carried.**
15. Resolution 2025-05 – General Fund Policy Resolution: **MOTION** to approve Resolution 2025-05 General Fund Policy (Marshall/Kruse) Roll call: Theresa Johnson-Aye, Chris Marshall, Dan Gavin-Aye, Justin Kruse-Aye, Richard Hailey-Aye **Motion carried.**
16. Resolution 2025-06 –Credit Card Policy: **MOTION** to approve Resolution 2025-06 Credit Card Policy (Marshall/Kruse). Roll call: Dan Gavin-Aye, Chris Marshall-Aye, Richard Hailey-Aye, Justin Kruse-Aye, Theresa Johnson-Aye **Motion carried.**
17. Budget, Invoices, checks and bank balances: **MOTION** to approve Check Nos. 26365 to 26422 and any of the transfers for withholdings (Johnson/Marshall). **Motion carried.**
    a. Overing outstanding invoice for Chapman Hills: $421 is remaining on an outstanding invoice. Nick stated this should be put on any lots that Avant owns as they have a Developer's Agreement. **MOTION** that we take the outstanding invoice and certify it against any property that Avant owns (Johnson/Marshall). **Motion carried.**
    b. Michael Herrem – collections for outstanding invoice for fire call: **MOTION** to send the Michael Herrem collection to collections (Hailey/Marshall). **Motion carried.**

18. **MOTION** to go into Closed Session pursuant to Wis. Stat. §19.85(1)(g) and Wis. Stat. §19.85(1)(e) and (1)(g) (Kruse/Marshall). Roll call: Chris Marshall-Aye, Richard Hailey-Aye, Justin Kruse-Aye, Theresa Johnson-Aye, Dan Gavin-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
        iv. Terwey - roosters
    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
19. Move into Open Session. **MOTION** to go into open session (Johnson/Kruse). **Motion carried.**
20. Motions regarding any decision from closed session: **MOTION** to move forward with the legal proceedings that are agreed upon under the stipulation (Kruse/Hailey). **Motion carried. MOTION** to close the invoice for Adam Terwey and deny his notice of claim (Kruse/Marshall). **Motion carried.**
21. Items for the next Town Board Agenda or committee agendas
22. Adjournment: **MOTION** to adjourn at 9:14 pm (Kruse/Marshall). **Motion carried.**

Minutes submitted by Teri Kelly