

Resolution 2026-03 replaces Resolution 2025-08

Defining Guidelines/Limitations/Criteria for Expenditures Related to Town Infrastructure

WHEREAS, the Town Board of the Town of St Joseph, is charge with properly building, maintaining and updating the Town infrastructure; and

WHEREAS, infrastructure expenditures are by far the largest portion of the Town budget; and

WHEREAS, projects related to Town infrastructure need to be carefully monitored to insure that appropriate projects are approved and that referrals are made to the correct professional for each project; and

WHEREAS, expenditures for infrastructure related matters need to carefully monitored to maintain budgetary expenditures; and

NOW THEREFORE LET IT BE RESOLVED by the Town of St. Joseph Town Board meeting in regular session that requests for expenditures related to Town infrastructure and their assignment to an appropriate professional be determined and monitored as follows:

Definitions for the purpose of this resolution:

1. **Emergency** shall be defined as an unforeseen combination of circumstances that calls for immediate action that cannot wait until the next regularly scheduled Town Board meeting. Safety of Town citizens, officials, employees, and/or other people within the Town's borders should be the criteria for determining whether any particular event is an emergency.
2. **Fire Department** shall be defined as any matter regarding the Fire Department personnel, vehicles and equipment.
3. **Maintenance** shall be defined as regularly scheduled work required to keep the Town infrastructure at or above the quality level that exists on the adoption date of this resolution or at its optimum level. Maintenance work may be small dollar amounts not requiring an estimate or a bid or may be larger amounts that require an estimate or a bid.
4. **Major Construction** shall be defined as any rehabilitation or reconstruction of Town infrastructure in existence on the adoption date of this resolution or construction related to the building of new infrastructure within the Town.
5. **Parks Authority** shall be defined as any matter relating to the Town's parks, cemeteries, or other infrastructure designated by the Town Board to be under the supervision of the Parks, Trails and Recreation Committee. Any parking lot associated with the park infrastructure shall be under the Parks, Trails and Recreation Committee with the exception of the main parking lot for the Town Hall and Fire Hall which is under the authority of the Town Board.
6. **Public Works** shall be defined as any matter related to Town roads, trails and Right of Ways in the Town.

7. **Facility Authority** shall be defined as any matter regarding Town owned buildings and accompanying improvements.
8. **Town infrastructure** shall be defined as Town roads, buildings, parks, vehicles and equipment and any other similar physical structure/equipment for which the Town has responsibility.

Fire Department Authority

1. The Fire Department has a separate annual budget approved by the Town Board. Expenditures under this authority shall be made in accordance with the approved annual budget.
2. The Fire Chief is the main contact for the Fire Department related expenditures
3. Any vehicles or other equipment that is anticipated to cost in excess of \$10,000 shall have the approval of the majority of the Town Board.
4. The Fire Chief or his/her properly appointed designee may authorize expenditures for emergencies without prior Town Board approval but with notification to the Town Chair.

Parks, Trails and Recreation Authority

1. Parks Authority has a separate annual budget approved by the Town Board. Expenditures under this authority shall be made in accordance with the approved annual budget.
2. The PTR chair is the main contact for Parks related expenditures.
3. Any expenditures for over \$500.00 must be approved by a majority of the Town Board
4. In the event of a Parks, Trails emergency, the Parks, Trails and Recreation Chair or a properly appointed designee shall notify the Town Chair regarding resolution of the emergency.

Public Works Authority

1. For Public Works matters related to Town roads, the Public Works Committee Chair and the Town Board committee member shall be the main contact persons.
2. All expenditures for public works must be forwarded to the Town Chair for an appropriate work order in accordance with the approved annual budget.
3. The Town Chair shall authorize all expenditures for emergency public works not to exceed \$25,000.
4. Maintenance for cracksealing and sealcoating shall be planned and approved by the Town Board.
5. Major road construction work shall be approved by the Town board.
 - a. Any work in preparation for major road construction such as tree cutting, culvert replacement, ditch repair or core drilling shall be considered as part of the major road construction work.

Facilities Authority

1. For expenditures related to Town buildings, the Town Chair shall be the main contact person.
2. The Town Chair or designee may authorize non-emergency facility expenditures not to exceed \$2500 made according to the approved annual budget.

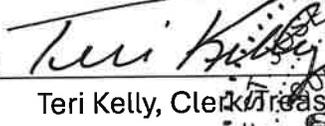
3. The Town Chair or designee may authorize expenditures for emergencies without Town Board approval up to \$25,000.
4. The Town Clerk/Treasurer, any Town Supervisor, Fire Chief or committee chairs, or any other person, may notify the Town Chair of any issue needed attention.
5. Maintenance work shall be planned and approved by the Town Board. The following shall be considered maintenance items unless action is required due to an emergency situation.
 - a. Repair of components of a building, i.e. septic system, well, roof, windows, walls, doors, heating and cooling systems. Interior including HVAC, water heaters, appliances, restroom fixtures.
 - b. Painting, wallpapering, lighting, fixtures and updating of a facility
 - c. Exterior components, i.e. sidewalks, flag pole, mailboxes, notice board etc.
 - d. IT and AV systems updates, maintenance and replacements
6. Major construction work shall be approved by the Town Board. The following shall be considered major facility construction:
 - a. Building a new facility
 - b. Addition to an existing facility
 - c. Changing the interior of an existing facility
 - d. Replacement/upgrade/addition of major components of an existing facility i.e. well, septic, heating/cooling systems, windows, doors, roof, walls etc.
 - e. Any similar construction work that changes/repairs/improves a Town facility.

General Requirement for all Authorities

1. The limits referenced in each of the Authorities above may be extended by a majority vote of the Town Board.
2. Purchases by credit card shall follow the authorization in Resolution 2025-06.
3. All reimbursements applied for that are to be paid from Town funds shall be presented for review by the Town Board along with all invoices.
4. Any infrastructure issue that has more than 2 invoices shall be reviewed each month by the Town Board prior to charges being incurred.
5. Any actions taken without prior Town Board approval shall be documented by the person authorizing the expenditure and be presented at the next Town Board meeting. All receipts and documentation shall be made available to the Town Board.
6. This policy takes effect the day after approval of this resolution.

Approved by the Town Board on the 12th day of March, 2026.

Signed: 
Theresa Johnson, Chair

Attest: 
Teri Kelly, Clerk/Treasurer

