

St. Croix River Crossing Project – Implementation of Mitigation Activities

This form is to be used to document completion of certain St. Croix River Crossing Project mitigation actions for which 1) Wisconsin Department of Natural Resources (WisDNR) has responsibility to implement or 2) WisDNR must concur with actions proposed by others. This includes all activities described in the Project's Growth Management Mitigation Memorandum of Understanding (MOU) (all) or item 9b in the Riverway Mitigation MOU.

Action	Town of St. Joseph Comprehensive Plan Update Project	
	Growth Management Local Planning /Zoning Support Request	\$ 96,000
	Growth Management Greenspace Protection Program Request	\$ 40,000
	Total Growth Management MOU Funding Request	\$136,000

Applicant

Dan Gavin, Chair, Town of St. Joseph, 715-222-6235, chair@townofstjoseph.com

Application

1. Project Request

The Town of St. Joseph is requesting \$136,000 for the Comprehensive Plan Update Project as specified in the attached proposal prepared by Stantec at the Town's request. This proposal is the result of three scoping meetings held by the Planning Commission and lead by Stantec. (Attachment 1: Stantec Proposal for St. Joseph Comprehensive Plan Update, August 28, 2014)

Funding is being requested through the Local Planning/Zoning Support MOU funds for planning services (\$96,000) and through the Greenspace Protection MOU funds for the Natural Resources Inventory (NRI) portion of the project (\$40,000).

2. Project Purpose

As the Town looks toward the future it needs to revisit and update its vision, goals, policies, environmentally sensitive areas and land use designations to prepare for the opening of the St. Croix River Crossing in 2016. The Town is requesting GMAT approval for the full amount (\$136,000) of the Project cost from St. Joseph's Growth Management MOU fund allocation for Local Government Planning and Greenspace Protection because the Town recognizes the importance of updating its 8-year-old Comprehensive Plan as a growth management tool for the future.

3. Project Location

The Town of St. Joseph, Wisconsin.

4. Project Satisfies MOU Local Planning and Environmental Protection Objectives

The Town's request is to hire a consultant to provide planning services to update the Town's 2006 Comprehensive Plan. The plan will address anticipated impacts from the St. Croix River Crossing. The project is consistent with the intent of both the Growth Management MOU Local Government Planning/Zoning support and the Greenspace Protection Program.

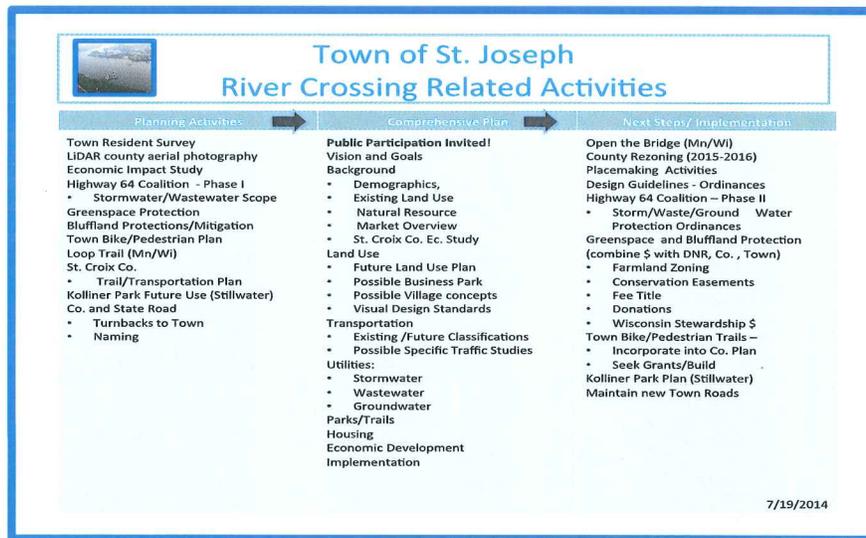
- a. Local Government Planning. The Growth Management MOU Local Government Planning/Zoning section specifically identifies the use of MOU funds for the purpose of hiring or contracting for project staff and consultant services to assist in revising and/or

developing local comprehensive plans. (Growth Management MOU, Section B 2 a, p. 5) St. Joseph is allocated \$200,000 in this fund. The undesignated Local Government Planning/Zoning MOU fund balance remaining for St. Joseph is \$136,000.

- b. **Greenspace Protection - NRI.** The Growth Management MOU Greenspace Protection Program states that Comprehensive Plans shall include proposals to develop and implement activities aimed at protecting rural character, surface and groundwater water quality and preserving wildlife habitat base and diversity of lands. This Project includes an NRI, which is a planning tool that identifies sensitive natural resource areas and environmental corridors for future protection. The NRI is an MOU Greenspace Protection eligible activity because it will be used in the Comprehensive Planning Project to develop and to lead to the adoption of plans, policies and ordinances to protect natural resources and open space. (Growth Management MOU Section C, p. 6). St. Joseph was allocated \$100,000 in this fund. The undesignated Greenspace Protection MOU fund balance remaining for St. Joseph is \$100,000.

5. Relationship to other MOU Planning Activities

The Comprehensive Plan Update incorporates activities that the Town and other entities are undertaking, both with MOU funds and independently, to prepare for the St. Croix River Crossing opening. A table illustrating these relationships was created in July 2014.



6. Planning Commission and Town Board Action on the Project

On April 15, 2014 the Town of St. Joseph requested and was awarded \$3,500 in MOU funds for preparing a scope of planning services for the Town’s Comprehensive Plan Update. The Town provided an additional \$1,500 for this activity. The Town Board asked Stantec to lead the scoping meetings and to provide a proposal that reflected the results of this scoping process.

The Planning Commission held scoping sessions on June 16, July 2 and August 6, 2014 that included members of the public. Participants discussed what components were important to include in this Comprehensive Plan Update Project.

To promote the upcoming planning process the Planning Commission is distributing colorful information cards about the upcoming plan at Town Hall and community events to get the word out about the work. (Attachment 2: Resident Information Card on the Upcoming Comprehensive Plan Update).

At its September 3, 2014 meeting the Planning Commission recommended that the Town Board request MOU funds for the Comprehensive Plan Update Project based upon the proposal created from the scoping sessions.

At its September 11, 2014 meeting the Town Board approved requesting GMAT for MOU funds for the Comprehensive Plan Update Project.

7. Key Elements in the Project Proposal (Attachment 1 - Narrative - pages 1-7)

The Town's Comprehensive Plan Update proposal uses the Town's 2006 Comprehensive Plan Update as a foundation for the work, which will be updated as part of this work. The proposal also includes the statutory elements required in a Comprehensive Plan. (Attachment 3: 2006 Town of St. Joseph Comprehensive Plan).

Since the opening of the St. Croix River Crossing was uncertain when the Town's 2006 Comprehensive Plan was done, the recent scoping discussions identified unique and timely elements to include in this Comprehensive Plan Update Project. Many of these activities incorporate information from other MOU funded planning activities. Here are some of the unique elements.

- Incorporating the information gained from the Town Resident Survey taken in 2014;
- Updating the parks and trails information incorporating the Town Bicycle and Pedestrian Trail Plan that received MOU funding and is currently under review by the Town;
- Reviewing and incorporating information from the MOU funded Economic Impact Study with particular attention to the updated population projections;
- Addressing the question of future municipal services in specific locations in the Town; The Highway 64 Coalition's work on wastewater may be informative and influenced by these Town discussions and decisions;
- Facilitating a discussion on what the term 'rural character' means to the St. Joseph community to better define the future vision and policies and land use designations to implement it for the Town;
- Preparing a market overview of single family, multi family, office, retail and industrial markets in St. Joseph. This will include a summary of current market conditions and a 20-year projection of potential demand;
- Updating the Town Natural Resources Inventory, which will incorporate relevant LiDAR information in this work;
- Providing communication tools including face to face community meetings, communitywide mailings, managing a Mind Mixer website to post all documents (meeting notices, maps, etc.) and to allow residents to electronically submit comments, generating an email list of interested residents to use to distribute updates, and contacting local media to share information about the plan and public meetings.

8. Timeline (Attachment 1 - Scope and Schedule - page 10)

A draft timeline is included in the proposal. It anticipates a November, 2014 start beginning with an initiation meeting with the Planning Commission to establish the process and timing for this work. The Town anticipates completing the Project in the first quarter of 2016.

Tentative timeline for GMAT follow up and the four phases defined in the proposal

October 2014	Finalize	GMAT and consultant contract
November 2014 - May 2015	Phase 1	Inventory and Analysis (NRI March - April, 2015)
April 2015	Phase 2	Community Vision and Goals
May 2015 - August 2015	Phase 3	Alternatives
August 2015 - January 2016	Phase 4	Plan Preparation / Presentation

9. Project Deliverables

The final product for the project will be an electronic and paper Comprehensive Plan document. The NRI will be a distinct part/product within the overall plan. There will also be several other products created throughout this planning process including maps, meeting notes, a Mind Mixer web site, email lists of interested persons and informational pieces for community officials, the public and media.

10. Costs and Grant Availability (Attachment 1 - Budget and Schedule - page 9)

The estimated cost for the Comprehensive Plan Update Project is \$136,000. The Town is asking GMAT for the full amount from two Growth Management MOU sections: Local Government Planning/Zoning for \$96,000 and Greenspace Protection for the NRI for \$ 40,000. The undesignated fund balance remaining in the Local Government Planning fund is \$ 136,000 and remaining in the Greenspace Protection Program fund is \$100,000 so there are available funds to cover this Project.

The Town will negotiate with the consultant doing the work to identify those activities that are required and those that will be undertaken only if they become necessary to fully develop the Update.

The Town has explored grant opportunities to support this local Comprehensive Planning Project, but found that there are no known grant sources available for this planning work. To put this in an historic context, the Town's 2006 Comprehensive Plan was done at the cost of around \$100,000 with a grant from the State of Wisconsin that was shared with North Hudson. The grant fund is no longer available. The last allocation to a community from this state grant fund was in 2010. No grants have been identified to date for the NRI. However, the Town is open to pursuing a grant for the NRI if a grant source emerges. If so, the Town will be flexible about scheduling the NRI work to accommodate a potential grant as long as the overall Project is not delayed beyond the first quarter of 2016.

11. Town's Capacity to Accomplish the Comprehensive Plan Update

The Town of St. Joseph is committed to updating its 2006 Comprehensive Plan Update and needs the MOU funds to do this important work. The Town has demonstrated that it has the capacity to use these funds efficiently to accomplish the projects for which it is awarded funding. For example, once the Town was awarded MOU funds for the Town Bicycle and Pedestrian Trail Plan (\$30,000), the Comprehensive Plan Scoping (\$3,500), and the River Crossing Activity Coordination services (\$25,000), the Town quickly moved ahead with turning these dollars into action.

12. Project Post Completion Management/Maintenance

The Town recognizes that completing the Comprehensive Plan Update does not implement the Comprehensive Plan nor conclude Town planning activities to mitigate the impacts from the St. Croix Crossing. Ordinances must be reviewed and revised to accomplish the plan’s goals and objectives. Since the Town uses St. Croix County as its zoning administrator, it will be important to translate the land use designations into appropriately defined zoning categories with the County. St. Croix County’s recent work on farmland preservation zoning and the County’s planned review and revisions to the residential zoning definitions are very timely. It will complement the Town’s comprehensive planning activities. Implementation strategies may be developed around the bicycle and pedestrian plans, infrastructure plans, small area plans for specific development areas and areas around natural resource corridors and/or design guidelines for specific types of land uses.

ATTACHMENTS: (in separate pdfs or via link to document)

- 1 Stantec Proposal for the St. Joseph Comprehensive Plan Update (August 28, 2014) (pdf)
- 2 Resident Information Card on the Upcoming Comprehensive Plan Update (July 2014) (pdf)
- 3 Town of St. Joseph 2006 Comprehensive Plan Update (2006) (link)
(Link through the Town of St. Joseph web site/Regulations/ Guidelines and Plans/Comprehensive Plan) <http://www.townofstjoseph.com>
- 4 DRAFT Town of St. Joseph Trail Implementation Plan (August 20, 2014) (pdf)
- 5 Town of St. Joseph Outdoor Recreation Plan (April 2013)
(Link through the Town of St. Joseph web site/Regulations/Guidelines and Plans/Outdoor Recreation Plan) <http://www.townofstjoseph.com>

Consultation with other parties (for Riverway MOU item 9b only):

WisDNR Stewardship Grant eligibility (preliminary screening by Community Assistance staff): Yes No

MnSHPO _____ (date) Response:Click here to enter text.

WisSHPO _____ (date) Response:Click here to enter text.

Indian Tribes* _____ (date) Response:Click here to enter text.

(* - WisDNR can provide a list of Indian Tribes to contact)

Advisory Team Review (list date considered, Advisory Team findings/recommendations):Click here to enter text.

WisDNR Concurrence (for release of funds by St. Croix County)

Approve as proposed: _____ (date)

Approve with conditions: _____ (date) Conditions (include any reporting requirements for Applicant): Click here to enter text.

Denied: ____ (date) Suggested revisions (guidance for possible Applicant re-submittal): [Click here to enter text.](#)

Implementation Tracking Log (for funded projects)

Funds received by Applicant ____ (date): [Click here to enter text.](#)

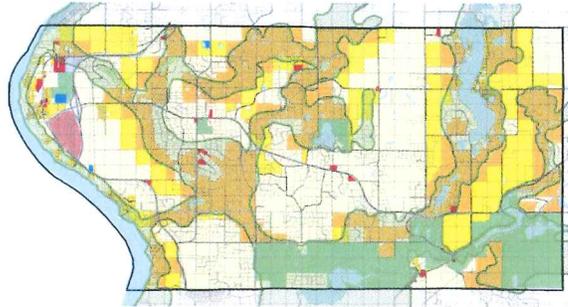
Progress on implementation (this should be a brief, running summary coinciding with Applicant reporting requirements): [Click here to enter text.](#)

Mitigation Action Completed

Action completed (WisDNR determination): ____ (date)

Final report submitted by WisDNR to MnDOT, WisDOT and FHWA: ____ (date)

Proposal Town of St. Joseph Comprehensive Plan Update



INTRODUCTION

The following scope of work details Stantec's proposal to provide professional planning services to update the Town of St. Joseph Comprehensive Plan. The proposal assumes that the process will be facilitated through the Plan Commission, with community and stakeholder involvement at various points, plus review by the Town Board at key points. The proposal also assumes that the update will follow closely the format of the 2006 Comprehensive Plan, updating and revising the information and plans in that document, with additions and modifications as described below.

PHASE 1 INVENTORY & ANALYSIS

101. Initiation meeting. The Stantec team will meet with the St. Joseph Plan Commission and Town Board, or others at the direction of the Town Board to review the project schedule, budget, process, roles and responsibilities, before beginning the Plan update.

102. Demographic statistics. Stantec will update key population, housing and economic development statistics in the 2006 Comp Plan, relying on U.S. Census data or other reliable estimates.

103. Existing land use and community facilities. Stantec will update the existing land use map and community facilities inventory, relying on Town Plan Commission members or others to verify on a map the current use of land in the Town in various categories. We assume the Town's GIS base map is up-to-date with parcels, topography, and road right-of-way. If Stantec needs to update the Town base map or verify land use on the ground, this will be an additional service, charged at hourly rates.

104. Transportation and traffic information. Stantec will gather and analyze available transportation and traffic studies for inclusion in the Comp Plan background, updating the existing transportation system map as necessary.



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105. Parks and trails information. Stantec will update the map and information on the existing parks and trail system serving the Town, based on available information.

106. 2013 Town survey. Stantec will review the 2013 survey of Town residents and summarize key points for inclusion in the Comp Plan as they relate to goals, policies or other issues.

107. St. Croix County economic impact study. Stantec will review the economic impact study being prepared for St. Croix County, expected to be completed in late 2014, and summarize key information pertaining to St. Joseph. The intent of this review is both to provide a regional overview of economic conditions in the area surrounding St. Joseph and to glean information that may be useful in the market overview task below.

108. Municipal services issue discussion. Stantec will facilitate a process for the Town to decide if a portion of St. Joseph in the Houlton area should be served with municipal sewer and water. This issue affects other issues in the Town and must be resolved before certain other parts of the Plan can be developed. The sub-tasks in this discussion are as follows:

- 108.1 Initial meeting with the Plan Commission to lay out the assumptions in the discussion of this issue before we proceed.
- 108.2 Stantec will research preliminary, generalized information and analysis on the following issues:
 - Results of 2013 Town survey on issues related to development and sewer.
 - Review information from the Highway 64 Coalition study of water issues that are pertinent to St. Joseph.
 - Research potential funding or grants for creating new sewer and water systems
 - Outline a geographic area in Houlton that makes sense to serve with the system and develop two or three generalized concept plans will showing general land uses and roadway access to illustrate the amount and type of development that might be included.
 - Prepare maps, graphics and written information in support of the above analysis to present to the Plan Commission.
- 108.3 Second Plan Commission meeting – present above information and analysis, and discuss:
 - Concept plans for an urban village in Houlton
 - Cost and funding issues
 - Support in the Town for an urban village
 - Consensus/recommendation on the question of creating an urban village with municipal services



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108.4 Third Plan Commission meeting with community input. Stantec will facilitate a meeting of the Plan Commission with community meeting input to discuss the recommendation to the Town Board (not needed if "no" to the question in the previous meeting).

108.5 Town Board meeting to ratify recommendation on municipal service issue (not needed if "no" to the question in the previous meeting).

109. Rural character discussion. Stantec will facilitate a discussion on the question of what constitutes "rural character" in St. Joseph. This is important to later discussions of land use, density, natural resource protection, conservation design and other issues in the Comp Plan.

- The discussion will consist of two meetings of the Plan Commission to discuss and reach consensus on the issue. Stantec will prepare background information, maps and examples of development approaches for the meetings.
- St. Croix County's new zoning designations will be part of the background information and discussion.
- The result will be a clear definition of rural character to be used to inform goals, policies, land use designations and other aspects of the Comp Plan.
- Additional meetings or analysis beyond these two meetings will be charged on an hourly basis.

110. Market overview. Once the municipal service issue is resolved and the St. Croix County economic impact study has been summarized, Stantec will prepare a market overview of the single-family residential, multi-family residential, office, retail and industrial markets in St. Joseph. The overview will include a summary of current market conditions and a 20-year projection of potential demand in each of these general categories.

111. Natural Resource Inventory. Stantec will prepare a natural resource inventory (NRI) and Land Cover Mapping project within select areas of the Town of St. Joseph using the US National Vegetation Classification System (USNVCS) methodology. We propose to complete the NRI in select areas of the Town:

- Parcel size 9 acres or larger AND located within or adjacent to the Greenway Corridor (zoned Residential, Residential Transitional or Preservation Residential on Figure 8-2, Future Land Use, in the Comprehensive Plan).
- Parcel size 9 acres or larger, not within or adjacent to the greenway, AND site contains a natural or semi-natural area based on aerial photo review. (Natural areas include native forest and prairie. Semi-natural areas include open space areas which aren't native forest or prairie, such as abandoned pastures, but which still have significant value for wildlife, corridors, recreation, or restoration.)



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- Parcel includes prairie according to the Wisconsin DNR map of remnant prairies. While these sites have been mapped, no information is available regarding quality of the prairie remnant.
- In addition, specific parcels have been added or removed based on particular circumstances per our discussion, such as proximity to the Willow River (added) or future industrial land use (removed).

The intent in selecting these parcels is that the Natural Resources Inventory will generate the information necessary for the Town to develop accurate and site-appropriate measures for natural resources protection and land use planning.

Our scope and cost estimate are based on a number of assumptions which include, but are not limited to, the following:

- Property access permission is granted through a public announcement/Open House
- Willow State Park and areas outside of greenway areas will not be mapped/field inventoried
- Areas where property access is not granted will be interpreted by aerial photograph using best professional judgment of project ecologist

112. Background Report. Stantec will prepare a background report summarizing the updated information, analysis and discussion in the above tasks.

113. Plan Commission meeting – Background. Stantec will present the background report to the Plan Commission for their review and discussion.

114. Communications Plan. Stantec will develop and manage a communications plan for the Comp Plan process in all phases of this proposal to include the following:

- Stantec will communicate with the Plan Commission and Town Board via email to coordinate all work and meetings associated with the Plan.
- Stantec will set up and manage a website through Mind Mixer devoted to the St. Joseph Comp Plan, posting meeting notices, documents, maps and other information for St. Joseph residents to learn and participate in the planning process.
- Stantec will maintain an email address list of Town residents interested in following the process and provide periodic information and updates. The list will be generated from sign-in at community events or from other Town sources.
- Stantec will contact local media to share information about meetings and progress on the Plan, to get notices and articles published.



Re: St. Joseph Comprehensive Plan Update Proposal

PHASE 2 VISION & GOALS

201. Plan Commission meeting – Vision and Goals. Stantec will facilitate a meeting of the Plan Commission to review, discuss and update the Town Vision and Goals from the 2006 Plan. Additional meetings or analysis beyond this meeting will be charged on an hourly basis.

202. Community meeting – Vision, Goals and Background. Stantec will facilitate a community meeting on the Vision, Goals and Background Report in an open house format.

203. Communications – Vision, Goals. Stantec will post information on the website and communicate with the media about this stage of the Plan.

PHASE 3 ALTERNATIVES

301. Draft alternatives. Based on the above discussion, analysis, goals and direction from the Plan Commission, Stantec will prepare draft alternatives and narrative for the following Comp Plan elements:

- Land Use
- Concept Plans for the following:
 - o Houlton Village area concept plan
 - o Burkhardt Village concept plan
 - o Business Park concept plan
- Transportation
- Parks, Trails and Open Space
- Community Facilities and Intergovernmental Cooperation

302. Transportation and traffic analysis. If the Town's recommendation is to develop Houlton with municipal urban services as outlined in Phase 1, then Stantec will analyze the transportation and traffic implications of the preferred concept plans. This will involve review of previous transportation studies and existing traffic and crash data, plus additional analysis of key roadways and intersections to determine what, if any, additional facilities or improvements will be needed to adequately serve the area. A total of 60 hours of research, analysis and meeting time is assumed for this task. A detailed work plan for this task will be prepared in discussion with the Plan Commission at the time. This analysis will be factored into the transportation element above.

303. Plan Commission meetings – Alternatives. Stantec will facilitate two meetings with the Plan Commission to review the alternatives. Given the number of elements and issues involved, two



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meetings will be necessary to allow full discussion and direction. Additional meetings or analysis beyond these two will be charged on an hourly basis.

304. Community meeting – Alternatives. Stantec will facilitate a community meeting to review and discuss the alternatives in an open house format.

305. Town Board meeting – Vision, Goals, and Alternatives. Stantec will attend a Town Board for their review and discussion of the Plan elements to date – Vision, Goals and Alternatives.

306. Communications – Alternatives. Stantec will post information on the website and communicate with the media about this stage of the Plan.

PHASE 4 PLAN PREPARATION

401. Draft Plan. Based on the above discussion, Stantec will prepare a Draft Plan document and maps to include the following sections, in similar fashion to the 2006 Comp Plan:

- Introduction
- Vision and Goal
- Land Use
- Concept Plans for the following:
 - o Houlton Village area concept plan
 - o Burkhardt Village concept plan
 - o Business Park concept plan
- Transportation
- Parks, Trails and Open Space
- Community Facilities and Intergovernmental Cooperation

402. Plan Commission meeting – Draft Plan. Stantec will facilitate two meetings with the Plan Commission to review the alternatives. Given the number of elements and issues involved, two meetings will be necessary to allow full discussion and direction.

403. Revise Draft Plan. Based on the Plan Commission discussion, Stantec will revise the Draft Plan document and maps.

404. Community Meeting – Draft Plan. Stantec will facilitate a community meeting to review and discuss the Draft Plan in an open house format.



August 28, 2014
Town of St. Joseph Plan Commission
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Re: St. Joseph Comprehensive Plan Update Proposal

405. Town Board meeting – Draft Plan. Stantec will attend a Town Board for their review and discussion of the Draft Plan.

406. Draft Plan – Final Revision. Based on the Town Board discussion, Stantec will revise the Draft Plan document and maps, and submit the final document to the Town in electronic form. If printed copies are desired, these will be provided at an additional cost to be estimated at that time.

407. Communications – Draft Plan. Stantec will post information on the website and communicate with the media about this stage of the Plan.



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COST OF SERVICES & SCHEDULE

The cost of Stantec's services to perform the Comp Plan update is summarized on the attached table, which also includes a generalized schedule of the process. Stantec agrees to perform the services described in this proposal for a lump sum of \$136,000 (One Hundred Thirty-Six thousand Dollars). If the Town decides to authorize some, but not all, of the tasks in this proposal, Stantec will provide a revised cost estimate for those portions only.

The lump sum cost of services also includes estimated reimbursable expenses, including mileage, reproduction charges, and similar typical expenses for this type of planning work.

The cost estimates for individual tasks and phases are estimates only and Stantec agrees only to the lump sum cost of the entire project.

Stantec will bill the Town monthly for work completed during the previous month on a percentage completion basis, according to the scope tasks completed or partially completed in that time period.

The schedule is further detailed on the table following the budget. The columns indicate weeks and months, starting in November 2014 through January 2016, our estimated completion date. The schedule is subject to a number of variables and will be worked out in detail with the Plan Commission and Town Board as we proceed. The light gray bars in December-January 2014-15 and August-September 2015 indicate times when it is often difficult to schedule community meetings due to holidays and summer vacations. Our intent is to work with the Town to complete the tasks efficiently and expeditiously, and we will endeavor to meet the Town's wishes, but cannot guarantee completion of tasks as outlined in the attached generalized schedule.

STANTEC REPRESENTATIVES

Lee Mann, PE, Principal

Phil Carlson, AICP, Senior Planner



Re: **St. Joseph Comprehensive Plan Update Proposal**

St. Joseph Comprehensive Plan Update							
SCOPE, BUDGET & SCHEDULE				August 28, 2014			
Year	Month	PHASE Task	Item	Labor Estimate	Expense Estimate	Total Estimate	Phase Cost
PHASE 1 INVENTORY & ANALYSIS							
2014	Nov	101	Initiation Meeting	2,100	120	2,220	
	Nov-Dec	102	Demographic statistics	3,400		3,400	
	Nov-Dec	103	Existing land use & community facilities	1,900		1,900	
	Nov-Dec	104	Transportation and traffic	2,600		2,600	
	Nov-Dec	105	Parks & trails	700		700	
	Nov	106	2013 town survey	1,000		1,000	
	Nov-Dec	107	St. Croix County economic study	1,300		1,300	
	Nov-Jan	108	Municipal services discussion				
	Nov	108.1	Initial PC meeting	1,800	120	1,920	
	Nov-Dec	108.2	Preliminary research and analysis	6,700		6,700	
2015	Dec	108.3	2nd PC meeting	2,600	80	2,680	
	Jan	108.6	3rd PC-community meeting	1,200	80	1,280	
	Jan	108.7	Town Board meeting	700	40	740	
	Dec-Jan	109	Rural character discussion	3,000		3,000	
	Feb-Mar	110	Market overview	5,900		5,900	
	Mar-Apr	111	Natural Resource Inventory	39,000	1,000	40,000	
	Nov-Feb	112	Background Report	8,100		8,100	
	Mar	113	PC meeting - Background	1,200	120	1,320	
	Nov-Mar	114	Communications Plan	1,200		1,200	
			Total	84,400	1,560	85,960	85,960
PHASE 2 VISION & GOALS							
	Apr	201	PC meeting - Vision & Goals	1,000	40	1,040	
	Apr	202	Community mtg - Vision, Goals, Background	2,100	480	2,580	
	Apr	203	Communications - Vision & Goals	300		300	
			Total	3,400	520	3,920	3,920
PHASE 3 ALTERNATIVES							
	May-Jun	301	Draft Alternatives	7,000		7,000	
	May-Jun	302	Transportation/traffic analysis	6,900		6,900	
	July	303	PC meeting - Alternatives	2,900	40	2,940	
	July	304	Community mtg - Alternatives	1,700	520	2,220	
	Aug	305	Town Board mtg - Vision, Goals, Alternatives	1,000	80	1,080	
	May-Aug	306	Communications - Alternatives	700		700	
			Total	20,200	640	20,840	20,840
PHASE 4 PLAN PREPARATION							
	Aug-Sep	401	Draft Plan	13,200		13,200	
	Oct	402	PC meeting - Draft Plan	1,800	80	1,880	
	Nov	403	Revise Draft Plan	2,700		2,700	
	Nov	404	Community meeting - Draft Plan	3,100	520	3,620	
	Dec	405	Town Board mtg - Draft Plan	1,200	80	1,280	
2016	Dec-Jan	406	Draft Plan - Final Revision	2,100		2,100	
	Aug-Jan	407	Communications - Draft Plan	500		500	
			Total	24,600	680	25,280	25,280
	Nov 2014-Jan 2016	PROJECT TOTAL		132,600	3,400	136,000	136,000



St. Joseph Comprehensive Plan Update

AUGUST 28, 2014

SCOPE & SCHEDULE

PHASE	TASK	JAN 2015	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2016
PHASE 1 INVENTORY & ANALYSIS														
101	Initiation Meeting													
102	Demographic statistics													
103	Existing land use & community facilities													
104	Transportation and traffic													
105	Parks & trails													
106	2013 town survey													
107	St. Croix County economic study													
108	Municipal services discussion													
108.1	Initial PC meeting													
108.2	Preliminary research and analysis													
108.3	2nd PC meeting													
108.6	3rd PC-community meeting													
108.7	Town Board meeting													
109	Rural character discussion													
110	Market overview													
111	Natural Resource Inventory													
112	Background Report													
113	PC meeting - Background													
114	Communications Plan													
	Total													
PHASE 2 VISION & GOALS														
201	PC meeting - Vision & Goals													
202	Community mtg - Vision, Goals, Background													
203	Communications - Vision & Goals													
	Total													
PHASE 3 ALTERNATIVES														
301	Draft Alternatives													
302	Transportation/Traffic analysis													
303	PC meeting - Alternatives													
304	Community mtg - Alternatives													
305	Town Board mtg - Vision, Goals, Alternatives													
306	Communications - Alternatives													
	Total													
PHASE 4 PLAN PREPARATION														
401	Draft Plan													
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403	Revise Draft Plan													
404	Community meeting - Draft Plan													
405	Town Board mtg - Draft Plan													
406	Draft Plan - Final Revision													
407	Communications - Draft Plan													

Agreement No.: TSJ01G
FC: 58325
Amount: \$40,000

Local Government Planning/Zoning Support
St. Croix River Crossing Project
MOU For the Implementation of Growth Management Mitigation Items,
Section III C
Between
State of Wisconsin, Department of Natural Resources
St. Croix County Community Development Department
and
Town of St. Joseph, St. Croix County, Wisconsin

- I. GENERAL INFORMATION:
Grantee/Project Sponsor: Town of St. Joseph
Project Title: Town of St. Joseph Natural Resources Inventory Project
Period Covered by This Agreement: December 15, 2014 - July 15, 2016
- II. AGREEMENT RECIPIENT: Town of St. Joseph
- III. AUTHORITY: This agreement between the State of Wisconsin Department of Natural Resources (hereinafter referred to as WDNR), St. Croix County Community Development Department (hereinafter referred to as County) and the Town of St. Joseph (hereinafter referred to as Town) is hereby entered into pursuant to Wis. Stat. s. 29.037
- IV. PURPOSE: The purpose of this agreement is to facilitate the WDNR to review and concur with the project identified above, and authorize St. Croix to expend funds in accord with the St. Croix River Crossing Project Mitigation Package: Greenspace Protection.
- V. BACKGROUND: The St. Croix Crossing project involves the construction of a new bridge across the St. Croix River in St. Croix County, Wisconsin. The Supplemental Final EIS (SFEIS) prepared for the project includes a section on bridge mitigation items. Included in this mitigation package is \$100,000 designated for the Town in Greenspace Protection funds. The purpose of this \$100,000 in Greenspace Protection is to expand the Town's capacity and effectiveness in developing and implementing activities that protect rural character, surface and groundwater water quality and preserving habitat wildlife and diversity of lands. Once mitigation funds became available the Town requested project proposals to decide how to allocate the \$100,000. One of the approved proposals was to secure funding for a Town Natural Resources Inventory to be used in preparing the Town's Comprehensive Plan Update and for future planning to support Greenspace Protection activities. This is an agreement between the WDNR, County and the Town on how the mitigation dollars will be spent on this project.

VI. SCOPE: Upon WDNR concurrence of submitted invoices, St. Croix County will provide the Town with \$40,000, to fund the cost of the Town of St. Joseph Natural Resources Inventory. Invoices approved by the Town are to be submitted to the County for processing and payment. Invoice and expenditure information will be forwarded by the County to the WDNR.

In return the Town shall complete the project as described in the Town's St. Croix River Crossing Project - Implementation of Mitigation Activities Application Form and submit reports to WDNR upon completion of the objectives as outlined in the proposal.

VII. PERIOD OF PERFORMANCE: This agreement shall remain in effect until July 15, 2016. The WDNR, County and the Town may periodically evaluate this agreement and, if mutually agreed, will amend the agreement as necessary. Any modifications to this agreement shall become effective upon approval by all parties.

VIII. PARTY REPRESENTATIVES: The representatives of the parties who shall serve as project coordinators and principal contacts for the purposes of this agreement are as follows:

Town: Town Board Chair
Town of St. Joseph
1337 County Road V
Houlton, WI 54082

County: Ellen Denzer, Director
St. Croix Community Development
1101 Carmichael Road
Hudson, WI 54016

WDNR: Dan Baumann, P.E., Secretary's Director
1300 West Clairemont Avenue
Eau Claire, WI 54701

IX. SPECIAL PROVISIONS:

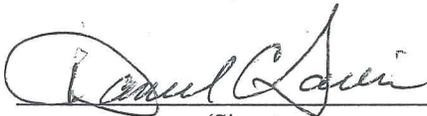
- A. The Town agrees that information gathered as a result of the projects will be readily available, as needed, to other entities in St. Croix County operating within the context of the Greenspace Protection MOU associated within the St. Croix Crossing SFEIS.
- B. The Town agrees that failure on its part to abide by the project contract and its stipulations could require a repayment of the mitigation funds.
- C. This agreement does not impose any obligation, financial or otherwise, upon the WDNR in regards to the subsequent operation and/or maintenance of any facilities developed in this project.

X. LIABILITY: The Town recognizes and understands that it may be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives, including providing its own defense. To the extent authorized by law, the WDNR and County shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, contractors, officers, and representatives and shall be responsible for any losses, claims and liabilities which are attributable to such acts, errors or omissions. It is not the intent of the parties to impose liability beyond that imposed by Wisconsin Statutes. This clause applies only to actions of each party pursuant to this agreement, and does not apply to actions or events that occur outside the scope of this agreement.

By signature the Town, County and the WDNR hereby accept all terms and conditions of this agreement without exception, deletion or alteration.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the date therein written.

Town of St. Joseph



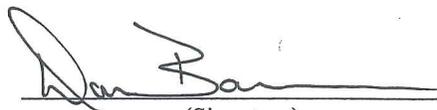
(Signature)

Town Board Chair,
Town of St Joseph

12/18/14

(Date)

WDNR



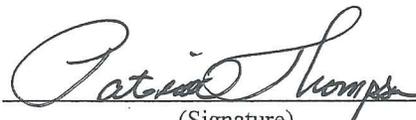
(Signature)

Dan Baumann, P.E.
Secretary's Director

1/22/15

(Date)

County



(Signature)

Patrick Thompson
Administrator

1-15-15

(Date)

Agreement No.: SJC005
FC: 58323
Amount: \$ 96,000

Local Government Planning/Zoning Support
St. Croix River Crossing Project
MOU For the Implementation of Growth Management Mitigation Items,
Section IIIB.2.a
Between
State of Wisconsin, Department of Natural Resources
St. Croix County Community Development Department
and
Town of St. Joseph, St. Croix County, Wisconsin

- I. GENERAL INFORMATION:
Grantee/Project Sponsor: Town of St. Joseph
Project Title: Town of St. Joseph Comprehensive Plan Update
Period Covered by This Agreement: December 15, 2014– July 15, 2016
- II. AGREEMENT RECIPIENT: Town of St. Joseph
- III. AUTHORITY: This agreement between the State of Wisconsin Department of Natural Resources (hereinafter referred to as WDNR), St. Croix County Community Development Department (hereinafter referred to as County) and the Town of St. Joseph (hereinafter referred to as Town) is hereby entered into pursuant to Wis. Stat. s. 29.037
- IV. PURPOSE: The purpose of this agreement is to facilitate the WDNR to review and concur with the project identified above, and authorize St. Croix County to expend funds in accord with the St. Croix River Crossing Project Mitigation Package: Local Government Planning/Zoning Support.
- V. BACKGROUND: The St. Croix Crossing project involves the construction of a new bridge across the St. Croix River in St. Croix County, Wisconsin. The Supplemental Final EIS (SFEIS) prepared for the project includes a section on bridge mitigation items. Included in this mitigation package is \$200,000 designated for the Town. The purpose of this \$200,000 is to expand the capacity and effectiveness in local planning, zoning and educational programs to improve the Town's abilities to manage growth. Once mitigation funds became available the Town requested project proposals to decide how to allocate the \$200,000. One of the approved proposals was to secure funding for a Town of St. Joseph Comprehensive Plan Update to its 2006 Comprehensive Plan. This is an agreement between the WDNR, County and the Town on how the mitigation dollars will be spent on this project.

VI. SCOPE: Upon WDNR concurrence of submitted invoices, St. Croix County will provide the Town with \$96,000, to fund the cost of the Town of St. Joseph Comprehensive Plan Update. Invoices approved by the Town are to be submitted to the County for processing and payment. Invoice and expenditure information will be forwarded by the County to the WDNR.

In return the Town shall complete the project as described in the Town's St. Croix River Crossing Project - Implementation of Mitigation Activities Application Form and submit reports to WDNR upon completion of the objectives as outlined in the proposal.

VII. PERIOD OF PERFORMANCE: This agreement shall remain in effect until July 15, 2016. The WDNR, County and the Town may periodically evaluate this agreement and, if mutually agreed, will amend the agreement as necessary. Any modifications to this agreement shall become effective upon approval by all parties.

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Eau Claire, WI 54701

IX. SPECIAL PROVISIONS:

- A. The Town agrees that information gathered as a result of the projects will be readily available, as needed, to other entities in St. Croix County operating within the context of the Local Government Planning/Zoning Support MOU associated within the St. Croix Crossing SFEIS.
- B. The Town agrees that failure on its part to abide by the project contract and its stipulations could require a repayment of the mitigation funds.
- C. This agreement does not impose any obligation, financial or otherwise, upon the WDNR in regards to the subsequent operation and/or maintenance of any facilities developed in this project.

X. LIABILITY: The Town recognizes and understands that it may be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives, including providing its own defense. To the extent authorized by law, the WDNR and County shall be responsible for the consequences of their own acts, errors, or omissions and those of its employees, agents, contractors, officers, and representatives and shall be responsible for any losses, claims and liabilities which are attributable to such acts, errors or omissions. It is not the intent of the parties to impose liability beyond that imposed by Wisconsin Statutes. This clause applies only to actions of each party pursuant to this agreement, and does not apply to actions or events that occur outside the scope of this agreement.

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Town of St. Joseph



(Signature)

Town Board Chair,
Town of St Joseph

12/18/14

(Date)

WDNR



(Signature)

Dan Baumann, P.E.
Secretary's Director

1/22/15

(Date)

County



(Signature)

Patrick Thompson
Administrator

1-15-15

(Date)