

**TOWN OF STAR PRAIRIE
WORK SESSION - MINUTES
MONDAY, SEPTEMBER 21 - 4:00 P.M.
STAR PRAIRIE TOWN HALL
2118 COOK DRIVE, SOMERSET, WISCONSIN**

The Work Session of the Town Board was called to order by Tom Heintz at 4:04 p.m. in the Star Prairie Town Hall: 2118 Cook Drive, Somerset, WI 54025. Present: Tom Heintz, Darryl Wendt, Michele Hermansen, Brian Duggan, Bob Crotty and Clerk/Treasurer Andrea Neumann.

Consideration of Ordinance 2026-002 - An Ordinance Amending Title 7, Licensing and Regulation, Chapter 4, Regulation of Campgrounds, and Title 1, General Provisions, Chapter 3, Schedule of Fees: Board reviewed and discussed updates to the ordinances to clarify licensing fees and update the Master Fee Schedule. Clerk to add to October Town Board agenda for consideration.

Consideration 2026-03 - A Resolution Adopting the Town of Star Prairie Master Fee Schedule: Clerk to reformat fee schedule and present at October Town Board Meeting for consideration.

Discussion and possible action regarding the Town's professional engineering services and evaluation of engineering firms to meet future development and infrastructure needs: Motion M/S by Darryl Wendt/Brian Duggan to pursue a new engineering firm. Motion carried. Clerk to request proposals.

Board of Review - Adjournment to a Later Date on September 30: Due to strict notice requirements, Board of Review will briefly reconvene on September 30 at 2:00 p.m. to adjourn to its final date: Friday, October 23 at 2:00 p.m. Open Book scheduled for Tuesday, October 13 from 3:00 p.m. - 6:00 p.m. and Wednesday, October 14 from 9:00 a.m. - Noon. Clerk posted notices on September 18 to meet the 30-day notice requirement.

Apple River Boat Landing: County has design plans completed. Project likely slated for 2027 to allow budget and land agreement process to play out. Xcel contact suggested a license/easement or a purchase agreement. Board discussed and agreed purchasing a small parcel is likely the cleanest way to proceed. Clerk to contact Xcel to determine next steps.

Oakland Cemetery Tree Management: Motion M/S by Darryl Wendt/Brian Duggan to take responsibility for the tree management at the cemetery. Motion carried. Board to assess and develop maintenance plan.

Assessment Revaluation Letter: Town Assessor included an explanatory letter with the notice of new assessments. Clerk to post the letter to the website.

City of NR - Well Monitoring Q&A: City hosted a Q&A session this morning.

Tax Bill Mailing Services + Inserts: Motion M/S by Michele Hermansen/Brian Duggan to contract with ABT Mailcom to process and mail the Town's tax bills, along with a two-sided newsletter. Motion carried.

Budget Discussions: Budget work session scheduled for Monday, October 19 at 4:30 p.m. The November Board Meeting is rescheduled to Tuesday, November 10 due to the November 3 General Election. Clerk to schedule and notice Public Hearing and Special Meeting of the Electors for Tuesday, November 10 starting at 5:00 p.m.

Upcoming Fire Advisory Board - Wednesday, September 23 at 5:00 p.m.: Brian will attend the meeting.

Free Tire Collection Event on Tuesday, September 29: Event at the St. Croix County Highway Department in Baldwin from 2:00 p.m. - 6:00 p.m.

Town Park Planning: Not discussed.

Town Roads & Maintenance: TK Land Management is trimming trees on Canary Drive, removing dead elms. Potholes are done on 104th Street. Red Pine Estate intersections have been swept by County.

Adjourn: Motion to adjourn M/S by Darryl Wendt/Bob Crotty. Motion carried at 5:22 p.m.

Andrea Neumann, Clerk/Treasurer
Town of Star Prairie