

TOWN OF ST. GERMAIN

OFFICE OF THE CLERK

P.O. BOX 7

ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org

MINUTES FINANCE COMMITTEE:

AUGUST 23, 2012

1. **Call To Order: committee chairman, Marv Anderson at 5:45 p.m., called the meeting to order.**
The chairman noted that this was a duly called meeting in accordance with the Wisconsin Open Meeting Laws. There may be a quorum of town board members present for informational purposes only.
2. **Roll Call:** Marv Anderson, Boyd Best, John Vojta, Marion Janssen, Town Treasurer, Tom Martens, town clerk. Wally Geist and Fred Radtke and Tim Clark were also in attendance.
3. **Approval of Agenda:** Motion Best seconded Janssen that the agenda be approved in any order at the discretion of the chairman. Approved.
4. **Approval of Minutes:** The minutes of the June 7, 2012 finance committee meeting be approved as presented. Approved. .
5. **Items for Consideration--(Approve, Disapprove, Table):**
 - 5.1 **Tax Payment Bond:** Ms. Janssen presented a list of the towns in Vilas County and how they handled the treasurer's tax collection bond. Several of the towns have ordinances, some have continuous bonds and a few have renewable bonds such as ours. Ms. Janssen also presented a copy of a tax collection bond ordinance from Arbor Vitae. The wording of the ordinance from Arbor Vitae indicates that the town would be liable for the taxes should there be a problem. Mr. Anderson asked that Ms. Janssen find out what amount of taxes the bond had to cover. Ms. Janssen will check with the WTA.
 - 5.2 **Town Budget Line Items:** Mr. Martens stated that several years ago he tried to prepare a line item budget by comparing the costs over a three-year period. The town board didn't even look at what had been presented. So, the present town budget is by categories such as community center, fire department, etc.
 - 5.3 **Town Capital Items:** The committee members agreed that there should be a fund for capital items. The concern is that the electorate would vote it down at the annual budget hearing. Mr. Anderson thought that it would be possible to convince the electorate that it was needed if the town board did a good job of presenting the needs. Motion Janssen seconded Best that the committee recommend to the town board that beginning with the 2013 budget the town board begin to budget for capital expenditure items. Approved.
 - 5.4 **Fire Department Reporting:** Ms. Janssen stated that she would like a quarterly report for the fire department's donation account and that the officer's salaries should be reported separately from the fire call payroll. She also thought that there should be more detailed line items in the fire department budget. Mr. Martens stated that up until two years ago, the town would give the department a check for their budgeted items. The department would pay the bills. The building maintenance and utility items were paid out of the town general account. It was also noted that

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regardless of whether the department or the town paid for the equipment, it belongs to the town. Mr. Clark stated that the department doesn't have a problem working the fundraisers to earn money for equipment, but on the other hand, the department also doesn't like to be told that they have to pay for the equipment.

5.5 Room Tax Budget: Mr. Vojta stated that the board needs to be informed when money is switched from one account to another. Ms. Janssen stated that when the board purchases an item from a specific account she switches the money from the appropriate account as soon as the bill has been approved. To end the confusion over the fiscal year vs. the calendar year, Ms. Janssen suggested that she change the names on the report from "quarter" to "February settlement", "May settlement", etc. Ms. Janssen also asked the committee recommend to the town board that a portion of the room tax money be used to honor requests from the ball teams. In the past, the town board has contributed to the teams, but in recent years they have not. The committee discussed the bike & hike trail grants. Other than the advance, we haven't received any money from the two Stewardship Grants. Mr. Martens stated that he had filed the paperwork, but that more information is needed. Ms. Janssen thought that \$10,000 could be allocated from the Room Tax Account for the next few years to cover the shortfall from phase II of the trail.

6. Set Date and Time of Next Meeting: The next finance committee meeting will be held on Thursday, August 30, 2012 at 7:00 P.M. in meeting room #4 of the community center.

7. Adjournment: Meeting adjourned 7:13 P.M.

Town Clerk

Chairman

Vice Chair

Member

Member

Member