

TOWN OF ST. GERMAIN
P.O. BOX 7
OFFICE OF THE CLERK
ST. GERMAIN, WISCONSIN 54558
www.townofstgermain.org

MINUTES TOWN BOARD MEETING: MAY 13, 2013

- 1. Call to Order:** The chairman noted that this was a duly called meeting in accordance with the Wisconsin Open Meeting Law. The meeting was called to order at 6:00 P.M.
- 2. Roll Call:** Walter Camp, Marv Anderson, Alan Albee, William Bates, Tom Christensen, Marion Janssen, Town Treasurer, Tom Martens, Town Clerk. There were also 15 other people in attendance.
- 3. Approval of Agenda at the Chair's Discretion:** Motion Anderson seconded Albee that the agenda be approved in any order at the discretion of the chairman. Approved.
- 4. Approval of Minutes:** Motion Bates seconded Christensen that the minutes of the April 16, 2013, May 8, 2013 and May 9, 2013 town board meetings be approved as written. Approved.
- 5. Financial Report:** Balance town general account as of 04-30-2013: \$43,929.57 room tax account \$36,496.60; lakes CD account \$15,538.41; lakes account \$9,126.41; skateboard park fund \$4,156.06; bike & hike trail account \$11,021.17; money market account \$244,768.49; playground equipment account \$4,390.11; debt reserve account \$334,820.75; fire department \$5,837.44; fireworks donation account \$4,043.71; community development account \$15,455.94; golf course general account \$9,126.41; golf course money market \$4,071.07; Road Improvement Fund \$27,697.50; Loan Reserve Fund \$57,643.17. Ms. Janssen stated that she would get the information to Tim Ebert and to the golf course for certificates of insurance and 1099 reporting forms for the various contractors.
- 6. Payment of Vouchers, Town, Fire Department, Golf Course:** Mr. Christensen questioned check #21128 to Timber Restaurants LLC. He thought that since the contract was with Jeff & Joy Sievert, the check should be made out to them. Mr. Martens stated that Tim Clark had questioned check #21132 to Cintas. Ms. Janssen will hold the check until she hears from Mr. Clark. Motion Anderson seconded Albee that vouchers 431-512, and 21122-21165, except voucher #21146 along with an extra bill to North Star Emergency Vehicle Service for \$330.00 for fire dept. tanker repair be approved. Approved. Motion Camp seconded Anderson to pay voucher #21146 to Eagle Waste. Approved. Mr. Albee abstained.
- 7. Chairman's Report:** Mr. Camp read a letter of apology from Bryce Meyers for the break-ins during 2011. Bruce LaRose from Northwoods Restorative Justice spoke regarding the program that Bryce Meyers had gone through. Mr. Christensen noted that he had questioned the agenda for the May 8th special town board meeting. The statute number for the closed session was not on the agenda. Mr. Camp explained that he was out of town and that Mr. Bates had posted the agenda and didn't know about the statute number. The agenda was corrected and posted with a 15 minute later starting time. Mr. Christensen contacted the WTA and was told that emergency meetings can be called with a 24-hour notice, but that in a pressing emergency a

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2-hour notice could be given. The board was wrong to meet with only a 15-minute notice. Mr. Camp stated that the meeting had been posted. It was not the intent of the board to deceive anyone. Mr. Camp noted that the WISLR report needed to be completed. He also had a septic tank inspection notice from the county. The license for the yard facility is up for renewal. SonicNet had 43 customers in March. Motion Christensen seconded Camp that a discussion item be placed on the June agenda concerning an equitable way for all citizens to receive agenda of board and committee meetings. Approved.

Mr. Camp sadly noted that Steve Spears, golf course superintendent for the past 18 years, had an untimely death last Monday. He treated the course like it was his own. Mr. Camp asked for a moment of silence for Mr. Spears.

8. Town Committee Reports/Comments:

A. Fire Department: Tim Clark stated that there had been 15 calls in April. Mr. Clark asked that a representative from the insurance company talk to the fire department concerning workmen's compensation. Pierce Engine #1 has received a recall notice for problems with the doors. The engine is under warrantee. Inspections are in progress. There are issues at the Red Brick Schoolhouse that need to be taken care of. Mr. Clark asked if the town crew had looked at the leak in the fire dept. roof. He also said that he would try to find LED bulbs to replace the lights over the garage doors. John Vojta and the dept. set up a new evacuation plan for the elementary school. The dept. is applying for a 50-50 grant from the DNR for new equipment. A resident of Sayner was so impressed with the service from St. Germain's dept. that they donated \$1500 to the dept. Mr. Christensen stated that the meeting with the fire department was helpful and enlightening. Motion Christensen seconded Albee to add a discussion item concerning the sale of the old brush truck to the June agenda. Approved. Mr. Anderson was against.

B. Public Works: Mr. Camp stated that the crew has swept about half of the roads. The crew has worked at the golf course all this week. The bike path has been swept and the park should be open this week or next week. Northland Pines High School volunteers raked the grounds on Earth Day. The town purchased soda for them. The clerk is to write a letter of thanks. The Fire Department Association has donated red granite for the vender area. Pitlik & Wick will spread it. Mr. Camp suggested that the town crew could help with some clearing if the Fire Department Association would want to extend the Flea Market behind the new soccer fields. The Bo-Boen Snowmobile Club will be paying \$150 towards the damage to the soccer fields that was caused during the Vintage Snowmobile Races two years ago.

C. Golf Course: Mr. Bates stated that Todd Renk has been hired as interim Golf Course Superintendent for the remainder of this season. A crew of inmates from McNaughton has been brushing at the course. There is some winterkill on two of the greens, but most courses in the area are in much worse shape. Mr. Anderson acknowledged all of the work that Mr. Camp, Mr. Bates and Ms. Rogers-Anderson have done at the golf course this week since the untimely death

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of Steve Spears. Mr. Bates reported that the range opened on May 5th; the front nine on May 11th; and the back nine will open on May 18th.

D. Lakes: Mr. Bates reported that the committee would meet this week.

E. Planning & Zoning: Mr. Anderson stated that a draft of a Nuisance Ordinance would be ready before the June town board meeting. Mr. Anderson also noted that he had found the 2005 amendments that had been recorded with the county concerning snowmobiles being exempt from the travelway ordinance. Mr. Christensen asked if the amendments to ordinances were added on at the end of the ordinance on the town's website or if the ordinance was rewritten with the amendment included. Mr. Anderson stated that Mary Platner was working with the lady who was retyping the ordinances.

F. Bike & Hike: There was no report.

G. Senior Housing: Mr. Anderson once again stated that Francine Byrns would come to a town board meeting to give an overview of the Housing Authority. There will be a meeting tomorrow.

H. Emergency Planning: There was no report.

I. Room Tax: Fred Radtke noted that the members of the room tax commission are appointed in June.

J. Yardwaste Committee: Mr. Anderson noted that the yard waste facility would be open for four consecutive Saturdays beginning on May 18th. The hours will be from 8:00 A.M. until 4:00 P.M. The cost will be \$2.00 per load.

Mr. Anderson also noted that the planning session agenda would be out this week. The various organizations and committees in town will be asked their priorities and objectives sometime in June.

9. Citizens Comments on Agenda Items: There were none.

10. Action Items (Approve, Disapprove, Table)

A. Closed Landfill Monitoring Contract with MSA for 2013-2014: Mr. Albee stated that he had talked to MSA Engineering. They are going to try to have the DNR allow the town to do an annual monitoring of the wells at the old dump site rather than the current semi-annual monitoring. And, two private wells that are down-flow from the dump wells would be monitored. The cost of the monitoring would be \$3,870. There would be a \$2,750 charge to submit the request to the DNR and the DNR would charge a fee of around \$1,250. Mr. Albee had checked with other companies. The charge was similar. Motion Albee seconded Anderson

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to sign the contract with MSA Engineering contingent upon being successful in getting annual inspections. Approved. If not successful, the town could look at other companies. Mr. Anderson asked if we could ever stop monitoring the wells. Tom Christensen said that there wouldn't be budgeting problem unless the town had to pay for filing the request, the request is denied, and the town has to pay for a second monitoring this year.

B. *Dismantle the Public Works Committee and that the Town Board Take Over the Supervision of the Public Works Committee:* Mr. Christensen stated that he wanted to discuss the dismantling of the committee because it is an awkward situation when a supervisor who is not on the committee but is in attendance at a committee meeting can't express his opinion on a matter. Then, Mr. Christensen also stated that he found out that the town board can't discuss the committee reports unless the things to be discussed are placed on the agenda. Mr. Christensen suggested a six-month trial period. Mr. Christensen said that fixtures at the bathroom at the golf course are already out, as far as he knows, there is no site plan or building plan for the bathroom. Why was the public works crew at the golf course when the town roads haven't been swept? Mr. Camp stated that the committees are to make recommendations to the board. The agendas are posted and nothing is done without board approval. The bathroom was discussed at the public works committee meetings. Mr. Anderson thought that the town board would be overburdened with decision making. The committee structure can make decisions to seek board action and provide advice and counsel to the employees. Mr. Albee asked at what point the town board has to get involved in decision making. Motion Christensen seconded Albee that the public works committee and the golf course committee be dismantled and that the town board take over the business of the golf course and public works committee and that the town board have a second meeting each month. By a roll call vote: Mr. Christensen – yes; Mr. Bates – no; Mr. Albee – yes; Mr. Camp – no; Mr. Anderson – no. Motion failed.

C. *Dismantle the Golf Course Committee and that the Town Board take over the Supervision of the Golf Course:* Combined with item "B".

D. *Discuss the Possibility of Having a Second Monthly Town Board Meeting:*
Combined with item "B".

E. *Review of Proper Procedure for Withdrawal of Funds from Town Accounts:* Mr. Camp explained that he needed to withdraw \$300 from the golf course account for the cash drawer. Mr. Martens was out of town so a check couldn't be written. Mr. Martens had called First National Bank. Mr. Camp withdrew the money using a debit memo. Ms. Janssen stated that the chairman, treasurer and clerk, or a designee need to sign for any withdrawals. Ms. Janssen also said that it was illegal for the town to use the three-signature stamp for signing checks. The chairman, clerk and treasurer could each have their own signature stamp, but not all three on one. Mr. Martens stated that when the town first decided to use the three-signature stamp he had called the WTA. He was told that it was not the preferred method, but if the town board approved, it could be used. The consensus of the board was that the town should stop using the stamp and that the chairman, clerk and treasurer should each get a stamp.

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F. Treasurer Request for Funds to Provide Telephone for Use by Town Treasurer:
Motion Camp seconded Anderson that the town provide cellphone service and a phone for the town treasurer. Approved.

G. Discuss Proper Procedure for Signing Town Checks: Combined with item "E".

H. Select Contractor to Crush Gravel (bids Solicited and Received by Town Foreman):
Mr. Camp stated that he had received bids from Pitlik & Wick for \$26,250 and from Meverden of Antigo for \$24,250. Motion Albee seconded Anderson to accept the bid from Meverden of Antigo for ¾ in. road base (gravel), 5,000 cu. Yd. @\$3.85/cu. Yd. and ¼ in. minus run (sand) \$2.00/cu. Yd. the amount of sand to be determined. Approved.

I. Select Contractor to Replace Restroom at Golf Course near 4th Green (bids, solicited and received by town foreman): Mr. Camp noted that he had instructed the town crew to take everything usable out of the washroom. Mr. Bates and Fred Radtke knew about that decision. The first thought was that the town crew could build the restroom. Mr. Spears was concerned about safety issues if the washroom was moved. The other plan is to remove the buried stumps, fill the hole and build the washroom on the same footprint. The plan was to have the washroom completed by Angel On My Shoulder. Jim Harman and Roger Wudi bid on the excavation. Both bids depended on the size of the hole after the stumps are removed. J & K Improvement bid \$5,850; Dennis bid \$7,250; and Wirth Builders bid \$7,400 for labor to build the washroom. The materials would be purchased directly by the town. Advanced Disposal, Northern Waste and Eagle Waste and Recycling bid on the cost of a dumpster. The best price was \$600 for a 50 cu. Yd. Dumpster. There would also be the cost of the concrete slab. Scott Howard would rough in the plumbing trading labor for free golf. Mr. Christensen questioned whether or not there were plans and whether or not the facility would be handicapped accessible. Mr. Christensen handed out a revised golf course budget that he had worked up. It appeared that the cost of the washroom might just be covered. The golf pro is very much against using portable toilets this summer. Mr. Christensen suggested a trailer that could be moved in. Motion Christensen seconded by Camp to approve the quote from Eagle Waste for a dumpster. Motion carried. Mr. Albee abstained. Motion Albee seconded Anderson to accept the quote from Jim Harman for \$3,000 as per the proposal for the excavating. Approved. The excavation would include the building and a portion of the cart path. Mr. Camp will notify the rest of the board when work can be started.

J. Committee Members for 2013: Fred Radtke noted that the room tax commission members would be appointed in June. Mr. Christensen asked why he was appointed to be chairman of the Emergency Preparedness committee when there had to be other people in the community much more qualified than he is. Motion Anderson seconded Bates to accept the committee appointments as presented. Approved. Mr. Christensen and Mr. Albee voted no.

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11. Adjourn into Closed Session Pursuant to Section 19.85 (1)(e): Motion Anderson seconded Bates that the meeting be adjourned into closed session 11:07 P.M. By a roll call vote: Mr. Christensen – yes; Mr. Bates – yes; Mr. Albee – yes; Mr. Camp – yes; Mr. Anderson – yes. Motion carried.

Motion Bates seconded Anderson to reconvene into open session 11:32 P.M. By a roll call vote: Mr. Christensen – yes; Mr. Bates – yes; Mr. Albee – yes; Mr. Camp – yes; Mr. Anderson – yes. Motion carried.

There was no action from the closed session.

The clerk noted that Paul Carlson suggested Wednesday, September 11, 2013 at 10:00 A.M. for the Board of Review. The Board of Review needs to be opened at the June town board meeting for the purpose of adjourning to a time such as the assessor has completed the assessment roll for 2013. There are two upcoming variance requests. The chairman of the Board of Appeals needs to schedule both hearings. The town has been reimbursed for the Knox check.

12. Set Time and Date for Next Meeting: The next regular monthly town board meeting will be held on Monday, June 10, 2013 at 6:30 P.M. in meeting room #4 of the Community Center.

17. Adjournment: The meeting was adjourned 11:35 P.M.

Town Clerk

Chairman

Supervisor #1

Supervisor #2

Supervisor #3

Supervisor #4