

# TOWN OF ST. GERMAIN

OFFICE OF THE CLERK  
P.O. BOX 7

ST. GERMAIN, WISCONSIN 54558

[www.townofstgermain.org](http://www.townofstgermain.org)

## MINUTES TOWN BOARD MEETING: MAY 11, 2015

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 6:30 P.M.
2. **Pledge of Allegiance**
3. **Roll Call, Establish A Quorum:** Tom Christensen, Marv Anderson, Alan Albee, John Vojta, Jim Swenson, Marion Janssen, Town Treasurer, Tom Martens, Town Clerk. There were also 18 other people in attendance.
4. **Open Meeting Verification:** Mr. Christensen noted that he had posted the meeting agenda at three locations in town on May 9, 2015 by 5:30 P.M.
5. **Approval of the Agenda:** Motion Albee seconded Vojta that the agenda be approved in any order at the discretion of the chairman. By a voice vote Yes – 5, No – 0. Motion carried.
6. **Read and Approve Minutes of Past Meetings:** Motion Vojta seconded Swenson that the minutes of the April 11, 2015, April 21, 2015, April 28, 2015 and April 30, 2015 town board meetings be approved as written. By a voice vote: Yes – 5, No – 0. Motion carried.
7. **Citizen's Comments:** Fred Radtke stated that he saw that the Red Brick Schoolhouse was on the agenda. He added that he had served on several Red Brick Committees. He gave pictures of the school to Mr. Christensen. Marion Janssen asked that money for trail signs in the Awassa property be placed on the agenda for the next meeting.
8. **Report of the Standing Committees:**
  - a. **Finance:** Mr. Albee noted that the next meeting would be on Tuesday, May 19, 2015 at 7:00 P.M. in the community center. The remainder of the 2014 carryover balance, town loans, and a review of the checking account would be on the agenda.
9. **Public Works Report by John Vojta:** Mr. Vojta read a report from Tim Ebert. In part, it said that stumps are being cut along some of the town roads, the flags should be up by Memorial Day, sweeping of the town road intersections is completed, the mowers are ready, a group of high school students will be raking on May 13<sup>th</sup> as part of Earth Day, the Vandervort pier will be put in, the report on the salt shed came back in good shape, the crew is doing some patching, grading, and shoulder work. Truck #2 is being worked on. The pavilion bathrooms should be open by May 18<sup>th</sup>. There are issues with the overhead door #3 on the north side.
10. **Discussion /Action Items:**
  - a. **Convene Board of Review:** Motion Christensen seconded Albee that the board of review be convened to meet the statutory requirement. By a voice vote Yes – 5, No – 0. Motion carried
  - b. **Request from the Chamber of Commerce for Extended Hours at this Year's Pig in the Pines:** Mr. Christensen stated that the Chamber of Commerce has requested that the park hours be extended to midnight for the Pig In the Pines this summer. Chapter 15 of the town ordinances states that any

town park shall be closed between the hours of 10:00 P.M. and 5:00 A.M. Mr. Vojta added that a security person stays at the park all night checking to make sure that the generators for the food are running. Some of the vendors also stay at the park all night. Motion Anderson seconded Albee that the hours of operation of the town park be waived during the Pig In the Pines Chamber event, July 30, 31 and August 1, 2015 for the security personnel and appropriate vendors. By a voice vote: Yes – 5, No – 0. Motion carried.

- c. **Payment of Bills:** Motion Vojta seconded Albee that vouchers 420 – 462, 500-514, and 22901-22981 be paid along with an extra bill to Alladin Fire Protection for \$5,616.54—12 air cylinders. By a voice vote: Yes – 5, No -0. Motion carried.
- d. **Tabled Item from the April 21, 2015 Special Meeting:** Mr. Christensen noted that the remainder of the 2014 carryover balance had been tabled at the April 21, 2015 town board meeting. The finance committee will be looking at the balance at its next meeting. The committee will make recommendations to the town board.
- e. **Method of Creating Standing Committees:**  
Mr. Christensen presented Exhibit A, a method of creating Standing Committees:

#### **Regular Board Meeting May 11, 2015 Exhibit A.**

##### **1. Golf Course Committee**

- a. The membership of the Golf Course Committee will consist of two Town Board Members, the Golf Pro/Director of Golf Operations (Pro) and the Golf Course Superintendent (Super).
- b. The two Town Board Members on the committee will be recommended by the Town Chairman in the form of a motion stating the Chairman and the member of the committee from the Board. In the event the motion does not receive a second or it fails by a majority vote of the Board present, a second motion may be made by any Town Board Member recommending the two Town Board Members to serve as Chairman and Committee Member. A majority vote of the Board Members present decides the chairmanship and member person on the committee. Only the Town Board may remove a Board Member from the committee by a majority vote at any Town Board Meeting. Vacancies are filled by using the same method as stated above.
- c. The committee will assist the Pro and Super by reviewing the budget for compliance during the year; assist the Pro and Super in creating their budgets for the next year; assist the Pro and Super in solicitation of bids as need for the Course; reviewing the capital equipment needs of the Course; reviewing the customer satisfaction information when available; reviewing any contracts for goods and services needed by the Course before presentation to the Town Board; and provide recommendations from/to the Town Board as necessary.
- d. The terms of the Committee Members that are approved by the Board shall expire each year on the third Monday of the month of April at 11:59 pm.
- e. Agendas for Committee Meetings must be posted in accordance with Wisconsin Open Meeting Laws and the minutes of any meeting must be turned into the Clerk after they are approved by the Committee.

##### **2. Public Works Committee**

- a. The membership of the Public Works Committee shall consist of two Town Board Members and the Town Shop Foreman (Foreman).
- b. The two Town Board Members on the committee will be recommended by the Town Chairman in the form of a motion stating the Chairman and the member of the committee from the Board. In the event the motion does not receive a second or it fails by a majority vote of the Board present, a second motion may be made by any Town Board Member recommending the two Town Board Members to serve as Chairman and Committee Member. A majority vote of the Board Members present decides the chairmanship and member person on the committee. Only the Town Board may

remove a Board Member from the committee by a majority vote at any Town Board Meeting. Vacancies are filled by using the same method as stated above.

- c. The committee will assist the Foreman by reviewing the budget for compliance during the year; assist the Foreman in creating the budget for the next year; assist the Foreman in solicitation of bids as needed for the Department; reviewing the capital equipment needs of the Public Works Department; reviewing any contracts for goods and services needed by the Public works department before presentation to the Town Board; and provide recommendations from/to the Town Board as necessary.
- d. The terms of the Committee Members that are approved by the Board shall expire each year on the third Monday of the month of April at 11:59 pm.
- e. Agendas for Committee Meetings must be posted in accordance with Wisconsin Open Meeting Laws and the minutes of any meeting must be turned into the Clerk after they are approved by the Committee.

### **3. Finance Committee**

- a. The membership of the Finance Committee shall consist of two Town Board Members, the Town Treasurer and Town Clerk.
- b. The two Town Board Members on the committee will be recommended by the Town Chairman in the form of a motion stating the Chairman and the member of the committee from the Board. In the event the motion does not receive a second or it fails by a majority vote of the Board present, a second motion may be made by any Town Board Member recommending the two Town Board Members to serve as Chairman and Committee Member. A majority vote of the Board Members present decides the chairmanship and member person on the committee. Only the Town Board may remove a Board Member from the committee by a majority vote at any Town Board Meeting. Vacancies are filled by using the same method as stated above.
- c. The committee will review all financial aspects of the Town Government; make recommendations to the Town Board as necessary; solicit bids for financial services as needed.
- d. The terms of the Committee Members that are approved by the Board shall expire each year on the third Monday of the month of April at 11:59 pm.
- e. Agendas for Committee Meetings must be posted in accordance with Wisconsin Open Meeting Laws and the minutes of any meeting must be turned into the Clerk after they are approved by the Committee.

Mr. Anderson asked if there were going to be citizen members on the standing committees. Mr. Christensen stated that he had checked with Mr. Ebert, Ms. Rogers Anderson and Mr. Becker. They all agreed that they already had five bosses and didn't need any more. Motion Christensen seconded Vojta that the document labeled "Regular Town Board Meeting May 11, 2015 Exhibit A" be approved and all prior actions by any Town board or Town Chairman before April 21, 2015 are null and void concerning Golf Course, Public Works and Finance Committees structure and appointments. By a voice vote: Yes – 5, No – 0. Motion carried.

**f. Creation of Standing Committees:** Motion Christensen seconded Vojta that Mr. Christensen be appointed chairman of the golf course committee and that Mr. Albee be the other town board member on the committee. By a voice vote: Yes – 5, No – 0. Motion carried. Motion Christensen seconded Albee that Mr. Vojta be appointed chairman of the public works committee and that Mr. Swenson be the other town board member on the committee. By a voice vote: Yes – 5, No – 0. Motion carried.

**g. Public Works Committee:** Mr. Christensen stated that three items needed to be addressed right away. They are the water treatment system in the fire department building; the concrete floor at Vandervort Park shelter; and the tree roots that are causing bumps in the older section of the Bike & Hike Trail. Motion Christensen seconded Albee that the public works committee seek bids for the

repair or replacement of the water treatment system in the fire department building; seek bids for the repair or replacement of the floor at the Vandervort Park shelter and present them for approval at the regular town board meeting in June of 2015. By a voice vote: Yes – 5, No – 0. Motion carried. Motion Christensen seconded Albee that the public works committee present a method to solve the problem of the growing roots under the older section of the bike trail and detail of whether the town crew will be doing the project or produce bids for the project at the regular town board meeting in June of 2015. By a voice vote: Yes – 5, No – 0. Motion carried. Mr. Vojta added that since none of the items were in the current budget, the budget would have to be looked at to see how the repairs or replacements will be paid for. Mr. Anderson thought that the tree roots along the golf cart paths should be considered. Mr. Vojta suggested that Mr. Becker attend the next public works committee meeting to discuss the cart paths.

- h. Method of Creating Special Committees of Town:** Mr. Christensen presented Exhibit C, a method of creating special town committees:

### **Regular Board Meeting May 11, 2015 Exhibit C**

#### **Creation of Special Town Committees:**

1. The membership of Special Town Committees may be made up of at least one Town Board Member and the rest of the members will be chosen by the Chairman of the committee or be volunteers.
2. The Town Chairman will recommend to the Board, in the form of a motion, the Committee Chairman and any Town Board Member(s) assigned to the Committee. The Chairman and a Town Board Member can be the same person. The Chairman does not have to be a member of the Town Board. In the event the motion does not receive a second or it fails by a majority vote of the Board present, a second motion may be made by any Town Board Member recommending the Chairman and any Board Member(s) to serve on the committee. A majority vote of the Board Members decides the Chairmanship and member person(s) on the committee. Only the Town Board may remove a Board Member from the committee by a majority vote at any Town Board Meeting. Vacancies are filled by using the same method as stated above.
3. The committee will have a specific purpose and that purpose will be such as to require it to meet on an ongoing basis.
4. The terms of the Committee Members that are approved by the Board shall expire each year on the third Monday of April at 11:59 pm.
5. Agendas for Committee Meetings must be posted in accordance with Wisconsin Open Meeting Laws and the minutes of any meeting must be turned into the Clerk after they are approved by the Committee.

Mr. Vojta noted that town board members being appointed to the various lakes Rehab & Protection Districts should be included in the June town board meeting agenda. Motion Christensen seconded Vojta that the document labeled “Regular Town Board Meeting May 11, 2015 Exhibit C” be approved. By a voice vote: Yes – 5, No – 0. Motion carried.

- i. Creation of the Lakes Committee and Appointments:** Mr. Christensen listed the lakes committee objectives: (1) to bring lake organizations within a community together to enable them to accomplish collectively, for the good of all, what none would likely accomplish individually; (2) to engage town governments in protecting and preserving lakes and lakefront properties; (3) developing a unified effort in preventing the spread and treatment of AIS; (4) conduct activities to educate the general public and lake users in particular as to identification and prevention of AIS; (5) accepting and evaluating individual lake district/association requests for funding assistance in treating AIS and dispersing funds accordingly; (6) conducting and/or sponsoring lake studies for the purpose of developing grant applications for prevention/treatment of AIS.

Volunteer members of the Lakes Committee are: Alma/Moon Lake: Milt Klingsborn, Dave Zielinski; Big St. Germain Lake: Don Baumann, Jim Harold, Mark Rogacki (alt); Found Lake: Chuck Their, Bob Schell, Donna Rollman (alt), Kay Schultz (alt); Little St. Germain Lake: Lou Mirek, Ted Schwartz, Barb Steinhilber (alt); Lost Lake: Gary Heeler, Jack Peil, Linda Peil (alt), Jim Ulett (alt). Motion Christensen seconded Albee that Chuck Their be appointed chairman of the Lakes Committee and that Mr. Christensen be appointed Vice Chairman. By a voice vote: Yes – 5, No – 0. Motion carried.

- j. Method of Creating Ad Hoc Committees:** Mr. Christensen presented Exhibit D, a method for creating Ad Hoc committees. Mr. Martens thought that section #1 and section #2 didn't make any sense. The chairman of the committee is to choose the remaining committee members. Whomever the town board picked to be on the committee would have to be the chairman since without the chairman, there could be no other committee members. Mr. Christensen will look the sections over for a possible rewrite. Ted Ritter thought that the town board was setting itself up for problems if a town board member was chosen as the chairman of the Red Brick Schoolhouse committee. That town board member could be accused of being prejudice either way.
- k. Planning & Zoning Committee:** Mr. Christensen noted that he would be seeking approval from the town board to contact an attorney to determine if the town needs a zoning committee, a planning and zoning committee or a planning and zoning commission. Mr. Anderson thought that the board could use the WTA attorney rather than hire another attorney. Mr. Christensen thought that it was beyond the WTA attorney. It is possible that the board would need to have an ordinance drawn up. Motion Christensen seconded Albee to authorize the town chairman to seek legal advice from Attorney Steve Garbowicz concerning the question of whether the town needs a zoning committee, a planning and zoning committee or a planning and zoning commission. Mr. Vojta thought that the cost should either come out of the planning and zoning budget or the legal fees category of the budget. Mr. Anderson questioned whether or not Mr. Garbowicz is versed in municipal law. Mr. Anderson said that John Danner in Minocqua was a municipal law attorney and that it might be a good idea to get two opinions. Mr. Albee thought that advice from one attorney would be enough. Mr. Anderson added that the town has a land use plan in place which might influence the attorney's opinion. Mr. Christensen called for the question. By a voice vote: Yes – 5, No – 0. Motion carried.
- l. Beer and Wine License Approval:** Motion Christensen seconded Vojta that a Class B Retail license and a Class C Wine license be issued to Lynn Ann Campground, Heather Davidson, agent, subject to the personal property taxes being paid. By a voice vote Yes – 5, No – 0. Motion carried.
- m. Approval of Adjustments to the Golf Course Budget:** Mr. Christensen presented exhibit B, golf course budget adjustment:

Regular Board Meeting May 11, 2015 Exhibit B

#### Golf Course Budget Adjustments

1. Increase "Season Passes" to \$76,000.00, recommendation from Margo to increase as her analysis shows that the outstanding members from last year have not come back to the area.
2. Increase "Miscellaneous" to \$17,000.00, reflects the insurance check coming in for the repairs caused by the electrical surge.
3. Create a new Income category "Carryover from 2014" and enter in the amount of \$107,443.00.
4. Increase Concessions "Repair/Maintenance" \$3,000.00 for the replacement of the bathroom door.
5. Decrease Concessions "Ice Machine Repairs" to \$500.00, not needed.
6. Decrease Concessions "Commercial Appliances" to zero as the refrigerator is not being replaced.
7. Move \$36.00 in Concessions, Actual 2015 "Commercial Appliances" down to Miscellaneous Expenses.

8. Increase Debt retirement "Golf Course Winter Fund" to \$136,092.00 to reflect the Budget changes.
9. Increase Golf Expenses "Wages-Others" to \$60,000.00 at the recommendation of the Aaron.
10. Combine Golf Expenses "Fertilizers" and "Chemicals" into one category "Fertilizers/Chemicals" and adjust Budget 2015 column to \$35,700.00 which is \$1,800 less than the combined value because of savings using the new sprayer, Actual 2014 column to \$35,483.96 and Actual 2015 column to \$7,145.65.
11. Increase Golf Expenses "Sand & Gravel" to \$4,000.00 at the recommendation of Aaron to reflect additional sand needed for the bunkers that are being rebuilt.
12. Increase Golf Expenses "Bldg. Repair & Maintenance" to \$1000.00 at the recommendation of Aaron adding storage for equipment and the overhead door needs some repairs.
13. Increase Golf Expenses "Supplies" to \$3,500.00 at the recommendation of Aaron because all of the flag sticks on the greens were replaced.
14. Increase Golf Expenses "Equipment Replacement" to \$50,000.00 to reflect the purchase of the Sprayer and leave \$5,100 in the account in case something small breaks and needs replacement.
15. Increase Pro Shop "Cart Repairs" to \$30,000.00 to reflect the amount we have already spent, plus the insurance claim repairs and roughly 50% of the anticipated battery replacement on the other carts in the fleet.

In addition to the above changes to the golf course budget for 2015, the unemployment category be changed to \$20,000.00. The payroll tax category needed to be increased by \$383 to cover the wage increase of \$5,000.00. The golf course winter fund will be \$123,709. Motion Albee seconded Vojta that the document labeled "Regular Town Board Meeting May 11, 2015 Exhibit B" be approved along with the changes made tonight and the adjustments be made to the 2015 Golf Course Budget. By a voice vote: Yes – 5, No – 0. Motion carried.

- n. **Red Brick Schoolhouse:** Judy Kohout stated that at a previous meeting, the town's people voted not to spend any money on the Red Brick Schoolhouse. Mr. Christensen stated that the town board needs to decide to spend money to repair the building, or let it crumble and then spend money to remove it. Mr. Vojta reminded the board that the question of removing town property still needs to go back to the electors. A man in the back row thought that the town was opening itself up for liability since there are soffit boards that are falling down. Mr. Christensen will see if there is anything that the town crew can clean up.
- o. **Website Update:** Mr. Christensen asked how the town's website could be updated and improved to better serve the town. As it is now, items for the website are sent to Mr. Martens. He then sends them to Interpace to be placed on the website. Ted Ritter thought that someone local should be hired to design the website. Other towns have a much better website than ours. Mr. Ritter suggested Kathy Benecke. Ms. Benecke designed the website for the Chamber of Commerce. Mr. Anderson suggested Ann Small. Ms. Small designed the website for the Fish & Wildlife Club. Ted Ritter thought that the board should review what if anything should be added to the website after each town board meeting. Mr. Vojta thought that the board should go through the website to see if there are things that should be removed.
- p. **Bill Payment Deadline:** Mr. Vojta stated that Mr. Martens had asked for the Wednesday prior to the town board meeting to be the deadline for receiving bills to be approved at that meeting. Mr. Christensen asked that if there are bills that come in on Friday prior to the meeting that they also be paid. Mr. Martens stated that Mr. Vojta had asked to be able to review the bills prior to the town board meeting. If he didn't receive the bills until the Friday prior to the meeting, Mr. Martens stated that it would be difficult to get the checks and vouchers prepared in time for the board to review them prior to the meeting. In an emergency, the bills would be paid as extra bills at the town board meeting.

- q. **Cable TV:** Mr. Christensen stated that contract with Lakeland Cablevision had expired years ago. Mr. Vojta stated that cable companies can no longer have contracts. Mr. Swenson agreed to look into the status of cable TV companies in the area. He would try to have something for the board by July or August.
- r. **Room Tax Commission:** Motion Christensen seconded Albee that Paul Bohnen be appointed to the Room Tax Commission. By a voice vote Yes -5, No - 0. Motion carried.
- s. **Housing Authority:** Mr. Anderson agreed to research how the Housing Authority was created; what the roll of the town board is concerning the operation of the Housing Authority; how members of the commission are appointed and their terms; and review historical documents.
- t. **Annual Beaver Program:** Motion Albee seconded Vojta that the Town of St. Germain participate in the annual beaver program offered by the Vilas County Highway Department for the control of our beaver population at an annual expense of \$400. By a voice vote: Yes - 5, No - 0. Motion carried. Ted Ritter noted that the Little St. Germain Lake District is being proactive by hiring a firm to take care of the problem before it becomes a problem.
- u. **Update on Highway 70 Project:** Mr. Christensen reported that the downtown area is ready to be paved. Depending on the weather, it should be finished by this weekend. The finish up work might not be completed until after Memorial Day, however. The work at the Little St. Germain River culvert should begin on Monday. Mr. Christensen said that he was very pleased with the work that was being done and how well Pitlik & Wick has worked around the businesses in town.
- v. **Review of the State Statutes Concerning Public Contracts and Bidding:** WisStat. 60.47 Public contracts and competitive bidding: (1) Definitions: In this section: (a) "Public contract" means a contract for the construction, execution, repair, remodeling or improvement of any public work or building or for the furnishing of materials or supplies, with an estimated cost greater than \$5,000. (b) "Responsible bidder" means a person who, in the judgment of the town board, is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the public contract. (2) Notice: Advertisement for bids: Except as provided in subs. (4) and (5): (a) No town may enter into a public contract with an estimated cost of more than \$5,000 but not more than \$25,000 unless the town board, or a town official or employee designated by the town board, gives a class 1 notice under Ch. 985 before execution of that public contract. (b) No town may enter into a public contract with a value of more than \$25,000 unless the town board, or a town official or employee designated by the town board, advertises for proposals to perform the terms of the public contract by publishing a class 2 notice under Ch. 985. The town board may provide for additional means of advertising for bids. (3) Contracts to lowest responsible bidder. The town board shall let a public contract for which advertising for proposals is required under sub. (2)(b) to the lowest responsible bidder. Section 66.0901 applies to public contracts let under sub. (2)(b). Mr. Christensen stated that with the recent insurance claim at the golf course, the insurance company might not require bidding, the State Statutes do require it. Motion Anderson seconded Albee that the town stay with the Statutes for bidding, and not become more stringent, but if a project comes in under \$5,000, the town board could seek bids even though that Statutes do not require them. By a voice vote: Yes - 5, No - 0. Motion carried.
- w. **Report by Mr. Anderson on our Circuit Court Handling our Town Ordinance Compliance compared to a Municipal Judge:** Mr. Anderson stated that he would have a written report for the next meeting. He had talked to the town clerk and municipal judge in Presque Isle. The municipal court has worked well for them. The municipal judge from Presque Isle could possibly come to a town board meeting to talk with the town board. Mr. Anderson will also compare the enforcement

of town ordinances by a municipal court as compared to the circuit court. Mr. Vojta asked that any information be sent to the board members prior to the next meeting so that they can look it over.

- x. **Adjourn the Board of Review until such time as the assessor has the assessment roll completed:** Motion Vojta seconded Albee that the board of review be adjourned until such time as the assessor has completed the assessment roll. By a roll call vote: Mr. Swenson – yes; Mr. Vojta – yes; Mr. Albee – yes; Mr. Anderson – yes; Mr. Christensen – yes. Motion carried.

11. **Next Regular Town Board Meeting Date – June 8, 2015 at 6:30 P.M.** Some items that will be on future agendas: cross country ski trails and snowshoe trails on town property, accounting procedures, ordinance elimination/update, repairs to bike/hike path, fire department members are they town employees, restrooms at the community building and shelter property and town facilities/road upgrades and maintenance.

12. **Adjourn:** Motion Vojta seconded Albee that the meeting be adjourned. By a voice vote Yes -5, No -0. Motion carried. Meeting adjourned 8:45 P.M.

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Town Clerk

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Chairman

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Supervisor

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Supervisor

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Supervisor

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Supervisor