

TOWN OF ST. GERMAIN

OFFICE OF THE CLERK
P.O. BOX 7

ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org

MINUTES TOWN BOARD MEETING: July 13, 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 13 other people in attendance.
4. **Open Meeting Verification:** Mr. Christensen noted that he had posted the meeting agenda at three locations in town on July 11, 2015 by 5:00 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 Albee seconded Vojta to dispense with the reading of the minutes and that the minutes of the June 8, 2015 & June 23, 2015 town board meetings are approved as written. By a voice vote: Yes – 5, No – 0. Motion carried.
7. **Citizen's Comments:** Tim Clark asked to be able to talk about items 15d and 15e on the agenda. He also said that the roof boards on the south side of the pavilion are beginning to rot. Phil Monday stated that he didn't think that it was proper for someone not employed by the town should be using town equipment. On June 13, 2015, Jim from the 19th Hole used the new \$60,000 golf course sprayer.
8. **Town Chairman Report and Concerns:** Mr. Christensen stated that he had not placed the Planning Committee/Commission on the agenda. He had talked to attorney Steve Garbowicz. Mr. Garbowicz asked Mr. Christensen if he wanted the expensive or the cheaper answer. Mr. Garbowicz directed Mr. Christensen to a model ordinance for a Planning Commission. Once Mr. Christensen has the ordinance written, Mr. Garbowicz will give recommendations and check the ordinance. Mr. Christensen thought that he might have time to work on the ordinance in August. Mr. Christensen also noted that he had been contacted by the Town of Crivitz. Crivitz had purchased the town's old fire truck about three years ago. They are still waiting for the title. The man said that if he doesn't get the title, Crivitz will return the truck and want its money back. Fire Chief Tim Clark stated that he had checked with the DOT and found out that the truck had never been registered in the State of Wisconsin. The last time that it was registered was in the State of New York. Mr. Clark stated that there was a process by which a new title could be issued. Mr. Christensen thought that since the town had a bill of sale, Mr. Clark should be able to get a title.
9. **Town Supervisors' Reports and Concerns:** Mr. Anderson thanked Penny Wiesmann, Judy Jurries, Bruce Weber, Jim Anderson, Rod Ingram, Doug Knapp, Sally Rueling, Tim Faesi, Tim Clark Milt Klingsporn, and Lois Ruediger for working on the Independence Day Celebration. All of the details worked out well. Mr. Vojta asked if the town board wanted to review the committee minutes before they were finally approved. Mr. Christensen thought that getting a report from the committee would be enough. Mr. Anderson asked if Mr. Christensen had written the notice requesting volunteers for a Red Brick Schoolhouse committee. Mr. Christensen said that he had not prepared the notice yet.
10. **Town Clerk's Report and Concerns:** Mr. Martens stated that he had shown an email that he had received from Marilyn Bhend to Mr. Christensen. The email had a list of all of the town clerks in Wisconsin who are using WISTAR-WIN for their accounting system. Ms. Bhend had worked with Professor John Schmidt to develop the system for town clerks through the Wisconsin Towns Association. The system is aligned with the Wisconsin Department of Revenue's Form C Financial Statement which the town clerks have to prepare at the end of each year.
11. **Town Treasurer's Report and Concerns:** Balance General Account as of 6-30-2015 \$26,122.83; Room Tax Account \$10,417.01; Lakes Committee Account \$25,543.47; Lakes Committee CD \$15,603.15; Skateboard Park Fund \$2,842.40; Loan Reserve Fund \$38,293.89; Bike & Hike Trail \$25,466.54; First National Money Market \$295,366.49; Play Ground Equipment Fund \$4,394.87; Debt Reserve Account \$39,751.11; Fire Department Restricted Acct \$11,733.28; Fireworks Donation Account \$5,052.03; Fire Dept. Vehicle/Equipment \$138,176.28; Community Development Acct \$36,801.08; Golf Course Gen Acct \$153,861.28; Golf Course Money Market \$54,430.30. Tim Clark

asked if the total in the fire department vehicle/equipment account was the total for the year. Ms. Janssen stated that there would be another \$20,000 put into the account in August when she receives the tax settlement from Vilas County.

12. Fire Chief's Report and Concerns: Tim Clark reported that there had been 31 calls last month. He has been in contact with people concerning a tanker truck. Mr. Anderson asked if Mr. Clark could provide the town board with an average call response time for the various calls. Mr. Clark stated that the Sheriff's department keeps track of the response times. Mr. Clark stated that they are usually on the road within five minutes of a call.

13. Report of the Standing Committees:

- a. **Golf Course:** Mr. Christensen stated that the committee had met on July 8, 2015. The committee went over the bills that were to be presented for tonight. The hot dog machine and ice machine at the concession stand are not working correctly. The committee is going to look into a new sand point well for the cart barn so that the water can be treated. The water being used for cleaning the carts comes from the irrigation system. It leaves spots on the carts. The course is up about \$3,000 over last year through June. Aaron Becker has top dressed the greens three times this season. The greens get rolled twice a week. Seven holes have been aeriaded. The bunkers get raked five to seven days a week. Mr. Becker has asked for some budget changes. The grass nursery has been expanded to 2,500 sq. ft. The new seed has sprouted. The cart path is being edged for the first time in very many years.
- b. **Public Works:** Mr. Vojta stated that the water system repairs at the fire department have been completed. The new defibrillator has been installed at the community center. The right field lights at the ball park should be repaired this week. The mower at Vandervort Park needs to be replaced. Six trees will be cut along Melody Lane to make room for the snowplow this winter. Mr. Ebert might have found a piece of equipment that will take care of the roots on the bike & hike trail. The committee is deciding how to best use the \$60,000 in the budget for crack filling, overlaying, reconstruction and 3 culvert projects on the town roads. The money for the water system at the fire department is to come from the 2014 carry over money.
- c. **Finance:** Mr. Albee stated that the finance committee recommendations are on the budget later in the meeting.

14. Report of the Special Town Committees:

- a. **Lakes Committee:** Mr. Christensen noted that the committee has not met.

15. Discussion /Action Items:

- a. **New Section of Bike Trail Crossing Hwy 70 Connecting to the Community Area:** Ann Small stated that the trail committee would like to have a bike & hike trail crossing over Hwy. 70 to the town park. Ms. Small has contacted the DOT and will complete a connection application. Motion Vojta seconded Albee that Mr. Christensen be authorized to sign the connection application. By a voice vote: Yes – 5; No – 0. Motion carried.
- b. **Payment of Bills:** There was a lengthy discussion concerning the MSA and DNR bills for the well monitoring at the old landfill site. MSA had proceeded with the work without town board approval. Mr. Anderson thought that MSA should have some responsibility for the bill. Mr. Albee stated that he thought that MSA had done the work in good faith. MSA had to meet DNR deadlines or the town would have had to have two inspections. The board agreed to pay the DNR bill and the MSA plan modification request from 2014. Motion Anderson seconded Vojta that vouchers 608-686 & 700-740 & 23051-23072 (with #23071 & #23132 being voided) be approved and that the following extra bills be paid: Marion Janssen \$6.25—reim. Room Tax mailings; Dept. of Justice \$700.00—background checks; Dean Distributing \$675.40—correction to voucher #23071; Chicagoland Turf \$8,321.30—correction to voucher #23132. By a voice vote: Yes – 5; No – 0. Motion carried.
- c. **Highway 155 –Special Letter to Senator Tom Tiffany and Representative Rob Swearingen:** Mr. Christensen noted that Walt Camp had not sent a letter concerning the condition of STH155 last winter. Mr. Anderson thought that the board should wait until next winter, when the road starts to break up again, to write a letter. He also thought that it might be a good idea to send a copy to Mr. Petrowski, the chairman of the Joint Committee on Transportation. The board agreed.
- d. **Unemployment Insurance at the Fire Department—This is a follow up from a meeting in the past:** Mr. Christensen noted that he had contacted the Department of Workforce Development. He

was told that it was possible that the volunteer firemen would fall under the 5% rule. If the volunteer fireman earns less than 5% of his normal earnings from the Town of St. Germain, the town would not be liable for any unemployment for that employee. Mr. Christensen was also told that the best way to avoid any problems would be for the employee to notify Workforce Development that he/she is a volunteer fireman when they file for unemployment. A second way would be for the town clerk to notify Workforce Development when he receives the separation notice for an employee that the employee is a volunteer fireman. Mr. Christensen added that volunteer fireman also do not fall under the 30-day rule. The only requirement is that a volunteer fireman be paid on a regular basis. So, the town may continue paying the volunteer firemen on a quarterly basis. The town clerk is to include this information with the next pay stub for each volunteer fireman.

- e. **Wisconsin Retirement System—What are the qualifiers to participate in the program? What town employees qualify for the program?** Mr. Christensen noted that Mr. Martens had asked three questions of the Wisconsin Retirement System. The first question was whether or not John Vojta and Tim Ebert were being handled correctly since they were town employees other than volunteer firemen. The response was that Mr. Vojta's and Mr. Ebert's earnings as volunteer firemen should be included under their earnings as town supervisor and public works foreman, respectively. What the town is doing is correct. The second question was whether or not the town should enroll two other firemen who were enrolled under the WRS for their regular employment. The response was that the two firemen would need to meet the 1200 hour rule in order for the town to enroll them in the WRS. The two firemen also could not just contribute additional funds under the town account without being enrolled. The third question was whether or not the town board could just decide that the elected officials didn't meet the hourly requirement and remove the elected officials from the WRS. The response was that the town board is responsible for determining whether or not an elected official meets the requirements. If the official was elected prior to June of 2011, the requirement would be 600 hours per year. After that the requirement is 1200 hours per year. Tim Clark stated that the problem is that he and several of the other firemen do the same work as Mr. Vojta and Mr. Ebert do, but they are not receiving the same benefits. The town is paying the town's share of the WRS contribution above Mr. Vojta's and Mr. Ebert's salaries. Mr. Clark thought that the volunteer firemen should receive that extra money also. Mr. Vojta suggested that the elected officials pay both their share and the town's share of the WRS contribution so that the elected officials would not be receiving anything extra. Mr. Martens is to check with WRS to see if something like that is even possible.
- f. **Disposal of Red One Ton Truck from the Golf Course—Revise the motion to sell it on Craig's list and adjust the price:** Motion Anderson seconded Albee to authorize Aaron Becker to find an appropriate method of selling the Red One-Ton Truck from the Golf Course at the best possible price. By a voice vote: Yes – 5, No – 0. Motion carried.
- g. **Understanding the St. Germain Housing Authority—Update Mr. Anderson:** Mr. Anderson gave a brief history of the Housing Authority. He noted that a group of citizens started the discussion in 1982. He had a copy of the by-laws. He attached a copy of the agenda from the last Housing Authority meeting and a copy of the latest financial report. The Housing Authority commissioners are appointed by the town board for staggered five-year terms. There will need to be one reappointment on September 1, 2015. Mr. Anderson also noted that Jerry Eliason had resigned from the Housing Authority. Francine Byrns has shown an interest in serving as a commissioner. The commission will need to appoint a new chairman from their group. Mr. Vojta and Mr. Christensen still were concerned about just what is the town board's responsibility with the Housing Authority. There is still a question as to who holds the title to the property and who is responsible for insuring the property.
- h. **Appointment to the St Germain Housing Authority:** The board decided to table the appointment at this time. Mr. Christensen wanted to check on the procedure for making the appointment.
- i. **Loan Refinance Recommendation from the Finance Committee:** Motion Albee seconded Vojta that the remaining balance of \$39,751.11 in the debt reserve account and the remaining balance of \$38,293.89 in the loan reserve account be used to pay down on the Baird Loan and that the remaining balance of the Baird Loan be refinanced at First National Bank of Eagle River for two years at an annual interest rate of 1.95%. By a voice vote: Yes – 5; No – 0. Motion carried. Mr. Albee noted that the refinancing of the loan would save the town approximately \$20,000 in interest. Motion Albee seconded Swenson that the payments for the remaining golf course and town loans be made as soon as possible as the money is available rather than waiting for the payment due date. By a voice vote: Yes – 5; No – 0. Motion carried.
- j. **Change Budget Categories for the Golf Course:** Motion Christensen seconded Anderson that the top dressing and sand & gravel accounts in the golf course budget be combined into the Sand & Gravel Account and that the Tree Care and Contract Labor accounts of the golf course budget be combined into the Outside Labor account and that the Education and Membership accounts of the

golf course budget be combined into the membership account. By a voice vote: Yes – 5; No – 0.
Motion carried.

k. Insurance Bid Update: Mr. Vojta stated that he has been working on compiling a list of the town buildings and vehicles. He has been finding equipment that the town no longer owns and also equipment that isn't insured. Mr. Vojta would also like to get forms to each department head to be completed by all new employees so that they are listed on the town insurance policies.

l. Update On Accounting Procedures: Mr. Christensen noted that he had talked to Anderson-Metz. He was told that several towns, Minocqua being of them, that have separate clerks and treasurers that are using one copy of Quick Books for both the clerk and treasurer. It would take about two months to set up the system. It appears that there would be one computer at the community center and that the clerk and treasurer could enter their data from anywhere. Either the clerk or treasurer would be locked out of the system if the other one is using it. There will be a special meeting on Tuesday, July 21, 2015 at 6:30 P.M. to discuss the budget and a new accounting system. Mr. Christensen will invite someone from Anderson-Metz to be at the meeting. Mr. Christensen stated that no decision has been made to change accounting systems at this time.

16. Next Regular Town Board Meeting Date – August 10, 2015 at 6:30 P.M. There will be a special town board meeting on Tuesday, July 21, 2015 at 6:30 P.M.

17. Adjourn: Motion Albee seconded Vojta that the meeting be adjourned. By a voice vote Yes -5, No -0. Motion carried. Meeting adjourned 8:40 P.M.

Town Clerk

Chairman

Supervisor

Supervisor

Supervisor

Supervisor