

TOWN OF ST. GERMAIN

OFFICE OF THE CLERK
P.O. BOX 7

ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org

MINUTES SPECIAL TOWN BOARD MEETING: JULY 21, 2015

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 6:31 P.M.
2. **Pledge of Allegiance**
3. **Roll Call, Establish A Quorum:** Tom Christensen, Alan Albee, John Vojta, Jim Swenson, Marion Janssen, Town Treasurer, Tom Martens, Town Clerk. Marv Anderson was absent. There were also 3 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 20, 2015 before 4:00 P.M.
5. **Approval of the Agenda:** Motion Swenson seconded Albee that the agenda be approved in any order at the discretion of the chairman. By a voice vote Yes – 4, No – 0. Motion carried.
6. **Citizen's Comments:** There were none.
7. **Discussion /Action Items:**
 - a. **Accounting Procedures:** Rich Anderson from Anderson-Metz Accountants was present. Mr. Christensen stated that he had contacted Anderson-Metz several months ago concerning the possibility of having both the clerk and treasurer use the same accounting system. Mr. Martens said that his main concern was that a new system used the same codes that are used in the State's Form C Financial Statement. Mr. Martens also stated that he had stopped to see how the town clerk in Minocqua had her system set up. The codes seemed to match the codes in the Form C. The town of Minocqua also had a very impressive list of accounts. Mr. Christensen's concern is that both Ms. Janssen and Mr. Martens have internet providers that are fast enough to support the new system. Ms. Janssen might be OK, but Mr. Martens does not have very high speed internet available at his home. Mr. Anderson stated that there would be a third computer at the community center. Ms. Janssen and Mr. Martens would upload their data to that computer via a system called Team Viewer. The town board could also view the data as read only from that computer. The board could also print out reports. Mr. Anderson thought that a two-user system would cost \$550 and have to be updated every three years. A payroll package through Anderson-Metz would cost \$100 annually. A new computer for the computer should be around \$1,000. Mr. Anderson also thought that he could get the town up and running for around 20 hours @\$100/hr. The chart of accounts, 2015 balances, vendors, and 2016 budget would all be loaded onto the new computer before the end of the year. Mr. Christensen thought that the next move would be to make sure that the system will work for both Ms. Janssen's and Mr. Martens' internet services.
 - b. **Budget Update and Review:** Mr. Vojta stated that the lawn tractor at Vandervort Park no longer worked. The board decided that unless Mr. Vojta could find a tractor for \$500 to \$600, the town crew should continue taking the town mower to Vandervort Park for the remainder of this season. Mr. Christensen will discuss switching money in the fire department budget with the fire chief. The equipment maintenance account is over budget. Motion Albee seconded Christensen that the seasons pass account in the golf course budget be lowered from \$76,000 to \$66,000 and that the

greens fees account be raised from \$385,350 to \$395,350. By a voice vote: Yes-4; No – 0. Motion carried. Mr. Swenson asked the clerk what had been paid from the public works janitorial supplies account. Mr. Martens showed that three bills from CTL had been paid from the janitorial supplies account. Mr. Swenson and Mr. Vojta stated that Mr. Ebert did not know what had been paid from the various accounts. Mr. Martens said that other than what was on the budget report, he did not have a breakdown of what Mr. Ebert had expected to be paid from each account. The only items that have been paid from the community center account other than what Mr. Ebert has approved would be the utilities; heat, lights, and phone.

c. Payment of Bills: Motion Albee seconded Vojta that vouchers 23144-23153 be paid along with the list of bills from Mr. Becker for golf course maintenance except the bills to Hicks Oil. By a voice vote: Yes – 4; No – 0. Motion carried.

8. **Town Board Member Concerns:** There were no other town board member concerns.

9. **Next Regular Town Board Meeting Date:** The next regular town board meeting will be held on Monday, August 10, 2015 at 6:30 P.M. in meeting room #4 of the community center.

10. **Adjourn:** Motion Vojta seconded Albee that the meeting be adjourned. By a voice vote Yes -4, No -0. Motion carried. Meeting adjourned 8:40 P.M.

Town Clerk

Chairman

Supervisor

Supervisor

Supervisor

Supervisor