

# 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: FEBRUARY 13, 2017

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, Ted Ritter, John Vojta, Jim Swenson, Doug Olson Tom Martens, Town Clerk. Marion Janssen, Town Treasurer was absent There 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 February 11, 2017 before 5:00 P.M..
5. **Approval of the Agenda:** Motion Olson seconded Swenson 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 Ritter seconded Olson to dispense with the reading of the minutes and that the minutes of the January 9, 2017, January 24, 2017 and January 30, 2017 town board meetings be approved. By a voice vote: Yes – 5, No – 0. Motion carried.
7. **Citizen's Comments:** There were none.
8. **Town Chairman Report and Concerns:** Mr. Christensen noted that the Chamber of Commerce is moving forward with its new building plans. The town could lease the land to the chamber. If the town co-signs on the loan, the loan would become a commercial loan and the interest rate would be lower. Should the town continue to plow the snow, cut the grass and to the spring and fall cleanup. Funktion has not contacted Mr. Christensen regarding a time for the stakeholder meeting. Mr. Christensen is also waiting for answers from the culvert bonding company. A logger had contacted Mr. Christensen to use Half Mile Road to log the 50ft strip of town property for an ATV trail Mr. Christensen contacted the ATV club and was told that they were looking for quotes. No decisions have been made one way or the other. Mr. Christensen stated that no logging trucks are going to be using the newly blacktopped Half Mile Road.
9. **Town Supervisors' Reports and Concerns:** Mr. Ritter stated that he had not heard from either Ms. Janssen or Mr. Martens concerning meeting SonicNet at the Community Center. SonicNet is willing to try to fix the problems that there are, but they need cooperation from the town. Mr. Christensen will give SonicNet Tim Ebert's and Aaron Becker's phone numbers so that they can get into the Community Center and the golf course facilities. Mr. Vojta stated that the insurance company had conducted an audit and found that there was a trash bag hanging from an electric panel at the golf course and that there was a gas can near the electric panel at the fire department. The problems will be remedied. Mr. Vojta also stated that the company is looking for a written fleet safety program for all employee drivers.
10. **Town Clerk's Report and Concerns:** There were none.
11. **Town Treasurer's Report and Concerns:** Mr. Christensen read the treasurer's report. Balance General Account as of 01-31-2017: \$121,123.84; Room Tax Account \$56,559.42; Lakes Committee Account \$23,648.64; Lakes Committee CD\$15,640.86; Skateboard Park Fund \$2,844.67; Bike & Hike Trail \$24,436.61; First National Money Market \$2,038,428.22; Play Ground Equipment Fund \$3,048 53; Fire Department Restricted Acct \$6,467 43; Fireworks Donation Account \$6,195.82; Fire Dept; Community Development \$54,186.05; Golf Course Gen Acct \$137,006.16; Golf Course Money Market \$54,507.49; Awassa Trail Funds Savings \$11,464.25.
12. **Report of the Standing Committees:**
  - a. **Golf Course:** Mr. Christensen reported that the committee had met last Thursday. The Northwoods Association of Realtors will be holding its event at the St. Germain Golf Club this summer. Ms. Rogers has collected approximately \$12,000 in memberships. Mr. Becker has reported that the greens are in good shape. Mr. Stippich is working on the equipment. Horst found the problem with one of the fairway mowers. Mr. Stippich will be able to repair the second mower. Mr. Becker has completed an inventory of the course assets for the insurance company. Mr. Becker & Ms. Rogers are working on the short game facility. Mr. Becker would like to have a professional

tree service come in to trim trees on a regular basis so that the greens get sufficient light. Mr. Becker is also checking into the root problem on the cart path.

- b. **Public Works:** Mr. Vojta reported that both trucks are running. He also asked that any complaints concerning snowplowing need to give specifics such as where, what, and when.
- c. **Planning & Zoning:** Mr. Ritter stated the committee had not met.
- d. **Finance:** Mr. Vojta stated that the committee had met and that its recommendation was later in the agenda. He also said that the committee would be meeting again within 60 days.

**13. Report of the Special Town Committees:**

- a. **Lakes Committee:** Mr. Ritter noted there are now over 200 addresses on the lakes Constant Contact list. Mr. Christensen asked about the dredging proposal that had been sent out. Mr. Ritter stated that, if passes, the bill would allow lakeshore property owners to dredge up to 30 cubic yards of sediment from the lake in front of their property. .
- b. **Non-Motorized Trail Committee:** Mr. Swenson stated that over 100 people had attended the candlelight snowshoe/walk. There was a bonfire and hot chocolate. The committee is also studying the 50ft extension and Awassa Land for future plans.

**14. Report from Lake Districts and Other Organizations:** There were none.

**15. Discussion /Action Items:**

- a. **Payment of Bills:** Motion Vojta seconded Olson that golf course account checks 15368-15386, general account checks 24654-24713 with exception of check #24690 which is to be voided, and direct deposit checks DD110-DD122 be approved along with the following extra bills: Donna Lewis \$5.00—dog license refund; Jodi Jolicoeur \$10.00—dog license refund; NFFA \$445.00—fire department dues; Fire Safety USA \$796 fire department equipment maintenance; Carl Eliason & Co. \$21.44—fire department equipment maintenance; Advanced Communications \$524.00—fire department communication & maintenance; Lakeland Lawn & Garden \$268.11—fire department apparatus maintenance; Knitts Hardware \$271.13—fire department equipment and apparatus maintenance; Pomasl \$1,283.99—fire department apparatus maintenance By a voice vote Yes – 5, No – 0. Motion carried.
- b. **Policy concerning the use of the Firehouse for Non Fire Department Meetings.:** Fire Chief Tim Gebhardt stated that various groups have been using the fire house. Chief Gebhardt would like to implement a new plan whereby any group using the fire house would have to be accompanied by a member of the fire department or a member of the town board. The board asked Mr. Vojta to prepare a written policy. Mr. Vojta quoted the fire department by-laws. The by-laws state that no group can use the fire house unless it is accompanied by a member of the fire department. Mr. Vojta didn't want to write something that would contradict the by-laws. The fire department will draft a proposal to amend the fire department by-laws. The amendment will have to be approved by the town board.
- c. **Update Joint Library Agreement with the Walter E. Olson Memorial Library:** Nan Andrews and Mary Platner were present representing the Walter E. Olson Memorial Library. Ms. Andrews stated the Joint Library agreement had expired in 2010. Arbor Vitae has withdrawn from the Joint Library Agreement so the library board has been reduced from twelve members to nine. The agent for the library is the Town of Lincoln. Vilas County contributes \$2,800 annually to each member town. Arbor Vitae is now “unlibrarianed” and will be billed based on usage by its residents. The new agreement will be for a term of ten years. A line in the agreement that Ms. Andrews presented to the board had been stricken. Mr. Ritter thought that the board should be signing a clean copy. Mr. Ritter asked if St. Germain had been making the requested payments. Mr. Swenson asked if any other towns made payments to two libraries. St. Germain makes payments to both the Walter E. Olson Library and the Plum Lake Library. Motion Ritter seconded Olson that the Joint Library Agreement with the Walter E. Olson Library be approved but not signed pending receipt of the final copy. By a voice vote: Yes – 5; No – 0. Motion carried. Mr. Christensen will sign the agreement when he receives the final copy.
- d. **Budget Update with recommendations from the Finance Committee concerning Early Payments on loans:** Mr. Christensen noted that since the Finance Committee had met and made its recommendation on February 8, 2017, he had found out that extra payments can be made on the Awassa Land Loan, but that the scheduled payment has to be made on October 1, 2017. The recommendation from the Finance Committee was changed. Motion Christensen seconded Vojta

that the Baird Refinance Loan with mBank be paid off in the amount of \$233,757.69 and that the March 1, 2017 payment of \$33,898.08 on the Peoples State Bank fire truck loan be paid; and that \$70,000 be paid towards the principal on the Peoples State Bank Awassa Land Loan; and that \$60,266.25 be paid towards the Peoples State Bank town & golf course refinance loan, for a total payment of \$164,164.33. By a voice vote: Yes – 5; No – 0. Motion carried.

- e. **Review & Approve UDC Inspection Services Contract:** Mr. Christensen reported that Attorney Steve Garbowicz had added section 2f when he reviewed the agreement. Motion Christensen seconded Vojta that the Uniform Dwelling code Inspections Agreement between the Town of St. Germain and Baas Inspection Agency, LLC for a two-year term beginning on February 15, 2017 and ending on February 14, 2019 be approved. By a voice vote: Yes – 5; No – 0. Motion carried. Mr. Christensen wanted to clarify that the agreement pertained to building permits that are issued by Greg Baas and not to zoning permits that are issued by Tim Ebert.
- f. **Recommendation to upgrade the Town Shop Computer and Related Equipment:** Motion Ritter seconded Swenson that the town board accept proposal #122 dated February 7, 2017 from Computer Success for a new Dell Computer and HP Laser jet Printer for \$1,218.00 for the Zoning Administrator. By a voice vote: Yes – 5; No – 0. Motion carried.
- g. **Review & Approve Ordinances Forfeiture Schedule:** Mr. Ritter noted that the Vilas County Clerk of Circuit Courts would not accept the current forfeiture schedule that is in the town ordinances. The forfeitures have to be specific amounts and cannot be ranges of amounts. Mr. Ritter presented a schedule for 1<sup>st</sup> through 3<sup>rd</sup> offences for both the Dog Licensing & Control Ordinance and the ATV/UTV Ordinance. The total forfeiture for the Dog Licensing & Control Ordinance ranged from \$162.70 to \$263.50. The total forfeiture for the ATV/UTV Ordinance ranged from \$225.70 to \$389.50. Motion Ritter seconded Christensen that the Schedule of Citation Forfeitures dated January 2017 be approved as presented. By a voice vote: Yes – 5; No – 0. Motion carried.
- h. **Consider adopting proposed Citation Writing Policies & Procedures:** Mr. Ritter had drafted the Town of St. Germain Citation Writing Policies & Procedures. Mr. Ritter noted that the Vilas County Clerk of Circuit Courts had suggested that the town have a policy rather than a resolution. Mr. Ritter started out by stating that Dog Licensing & Control citations may be written by either the animal control officer or the town chairman. Citations for all other ordinances must be written by the town chairman. The number of the officer issuing the citation must appear on the citation. The court hears municipal cases on Mondays. A citation should be dated for a Monday court appearance, but the date could be set several weeks out. It would be better to try to set dates on Mondays when the State Patrol and Vilas County Sheriff's department are not scheduled. In many cases, the fines are paid prior to a court appearance. However, someone from the town needs to call the court on the Friday prior to a scheduled appearance to find if the fine has been paid. If it has been paid, the town doesn't need to take any other action. However, if the fine has not been paid, someone from the town needs to appear in court on Monday. If the party doesn't pay the fine and doesn't show up for the court appearance, the town representative can request a default order. At that time, the town attorney would get involved. Mr. Vojta stated that the current citation system being used by the animal control officer and the Vilas County Sheriff's Department isn't working. There are still over 80% of the dogs in St. Germain that are not licensed. Mr. Vojta also said that some of the other supervisors had complained to him after previous meetings about the town's ordinance enforcement problems. Mr. Vojta told the other supervisors to speak up now, or not complain to him anymore. Mr. Vojta wanted to know how much the board would have to spend to enforce its ordinances. Mr. Christensen noted that an extra \$7,500 had been added to this year's budget for legal expenses. He could put a new line item in the budget for Citation Expenses for \$7,500, if Mr. Vojta wanted him to do that. Motion Ritter seconded Swenson that Mr. Ritter's Town of St. Germain Citation Writing Policies & Procedures be approved as presented. By a voice vote: Yes – 3; No – 2. Motion carried.
- i. **Prioritize Next Three Town Ordinances to Review:** Mr. Christensen stated that he thought that the Room Tax Ordinance needed to be reviewed. He thought that a room tax commission was not necessary. Mr. Christensen noted that committee chairman Fred Radtke was resigning. A second ordinance that the board thought should be reviewed is the Boating and Inland Lakes Ordinance. Mr. Ritter explained that the ordinance has been revised several times and that it needs work. Mr. Ritter also thought that the Off-Premises Sign Ordinance should be discussed. Mr. Ritter said that a lot of people had put a lot of time into that ordinance and that it just seemed to die.

**16. What Items From This Meeting Need To Be On The Website?** Mr. Christensen stated that Mr. Ritter has been doing a good job of putting items on the website and that he could decide what to put on from the meeting.

**17. Next Regular Town Board Meeting Date – Monday, March 13, 2017, 6:30pm**

**18. Adjourn:** Motion Swenson seconded Olson that the meeting be adjourned. By a voice vote Yes – 5, No – 0. Motion carried. Meeting adjourned 9:20 P.M.

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Town Clerk

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Chairman                      Supervisor                      Supervisor

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Supervisor                      Supervisor