

# TOWN OF ST. GERMAIN

OFFICE OF THE CLERK

P.O. BOX 7

ST. GERMAIN, WISCONSIN 54558

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

## MINUTES SPECIAL TOWN BOARD MEETING: DECEMBER 19, 2018

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 6:05 P.M.
2. **Pledge of Allegiance**
3. **Roll Call, Establish a Quorum:** Tom Christensen, Doug Olson, Ted Ritter, Jim Swenson, Brian Cooper, Tom Martens, town clerk. There were also two other people in attendance.
4. **Open Meeting Verification:** Mr. Christensen noted that he had posted the meeting agenda at three locations in town on December 18, 2018 before 6:00 P.M.
5. **Discussion /Action Items:**
  - a. **Continuing work on updating the Public Works Employee Handbook and Job Description:**

The board read through the list of public works employee duties. A change to bullet point number two was to say fireworks that had not gone off. Bullet point number one would have the mowing of the area near Hearthside start sooner. Mr. Christensen would have a booklet made with the signature pages separate. Another bullet point was changed to include maintenance of the yard waste area. Mr. Ritter thought that there should be a resolution to adopt the handbook so that there would be an official record of it being adopted. Motion Cooper seconded Swenson that the public works employee handbook and list of duties be approved with the minor changes that were made tonight. By a voice vote: Yes – 5, No – 0. Motion carried unanimously.
  - b. **Financial Audit of the Town for 2016, 2017 and 2018:** Mr. Christensen will check with Anderson/Metz in Minocqua and Schenke from Wausau to find out the scope and cost of an audit.
  - c. **Wisconsin Retirement System Administration for Town Employees:** Mr. Martens is to check with the WRS to see if new town board members must be enrolled. He is also to find out if the present town board members should remain enrolled since the minimum hour requirement has increased to 1200 hours. Mr. Martens is also to find out how long it takes for an employee to become vested.
  - d. **Approval of Beer license for the Prime Timers Snowflake Dance:** Motion Swenson seconded Olson to approve a Special Picnic Beer License for the Prime Timers' Snowflake Dance on January 19, 2019. By a voice vote: Yes – 5, No – 0. Motion carried unanimously.
6. **Adjourn:** Motion Cooper seconded Olson that the meeting be adjourned. By a voice vote: Yes – 5, No – 0. Motion carried unanimously. Meeting adjourned 7:07 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