

**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: August 14, 2023**

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 6:30 pm
2. **Pledge of Allegiance**
3. **Roll Call to Establish a Quorum:** Jim Swenson, Brian Cooper, Tom Christensen, Ted Ritter and Kalisa Mortag along with Jeanna Vogel town treasurer, Jenn Jones deputy clerk/treasurer and June Vogel town clerk are in Community Center in room 5 with 17 community members. 10 community members were present via Zoom.us. Christensen introduced Jenn Jones as Deputy Clerk/Treasurer.
4. **Open Meeting Verification:** Mr Christensen noted that he had posted the meeting agenda at three locations in town on Saturday, May 6, 2023 before 6:30 pm.
5. **Citizen's Comments – Citizens are encouraged to share their concerns and ideas with the Board. Please limit your comments to five minutes or less.**

Susan Swenson – Co-owner of property at 2396 Lost Lake West, 24-428. Concern over portion of Lost Lake West Drive that has not been maintained by the town. Research the resident has done believes this is a public road, not private road. To be added to town board meeting agenda on August 24, 2023.

6. **Fire Department Report** Fire Chief not present.
7. **Cemetery Sexton's Report** July there were 3 cremation burials and 1 full size burial. Topsoil, seed and seed mulch were purchased to help with grass growing due to drought. August already completed 1 cremation and 2 full size completed with one more scheduled. DPW new tractor is being used for closing graves.
8. **Discussion/Action Items:**
  - a. **Website demo from Munibut.com** Website demo by Ree Schilling, account manager at Munibut. Reviewed pricing and what that includes; no additional startup costs.
  - b. **Town fireworks damage to the roof of the St Germain Elementary School** Damage to roof has been repaired at the cost of \$1636.00 by the school. Discussion by the board. Communication between school and town on how to prevent this in the future. Motion by Mortag to not approve payment of the Custof foam inspection and proposed repairs to the St Germain Elementary School roof allegedly damaged by town fireworks; second Cooper. Discussion: None. The motion passed by voice vote unanimously.
  - c. **St Germain Chamber of Commerce Room Tax Report** Chamber has turned second quarter annual budget report as required. Discussion by the board.
  - d. **Approval of payment of the bills.** Motion by Cooper to approve bills as presented; second Mortag. Discussion none. The motion passed by voice vote unanimously.
  - e. **Approval of past meeting minutes.** Motion by Christensen to approve July 27, 2023 minutes as presented; second Cooper. Discussion none. The motion passed by voice vote with three votes in the affirmative and two abstentions by Mortag and Swenson. Motion by Christensen to approve August 8, 2023 minutes as presented; second Cooper. Discussion none. The motion passed by voice vote with four votes in the affirmative and one abstention by Mortag.
  - f. **Projects Update**
    1. **Peterson Road** No update
    2. **Sixteen Road** Mr Garbowicz has weighed in. Unless declared a town road by prior board and good reasons for it becoming a town road, his opinion is that only .3 of a mile of Sixteen Road is town road based on gas tax maps, research of title company and conversations with Christensen. DOT is putting together history of Sixteen Road for Jamie Fath. He will present that information when he gets it.
    3. **Fiber Optic** State in charge of grant and decides how much is paid back by ChoiceTel.
    4. **Road maintenance Program** No update

5. **Fire Department High Volume Well** USDA grant approved and obligated for \$34,000.00. Christensen has already reached out to MSA for bid specs.
  6. **WIFI in Town Community Park Area** No update.
  7. **Streetlights at intersections Town Roads/State and County Highways** Subcontractor put wire in ground in wrong area. WPS waiting for that to be fixed so they can install pole and light.
  8. **International Truck Replacement** No update
  9. **Vandervort Park Pavilion Replacement** No update
  10. **Fern Ridge New Pavilion** No update.
  11. **Location change for Yard Waste facility** No update
  12. **Restoration of Chief St Germain** Mortag has asked to step down as committee chairman. Fundraise with initial funds to chief St Germain and additional funds can go for beautification of corner repairing flagpole base, landscaping, new Christmas tree, sprinklers. Jack Peil has been doing leg work on identifying the steps that need to be taken with restoration. Will take to committee to finish estimate of chief and then add additional projects to corner so fundraising can begin. Motion by Christensen to replace Kalisa Mortag as committee chairman of Chief St Germain committee with Tom Christensen; second Mortag. Discussion: None. The motion passed by voice vote unanimously.
- g. **Offer by Scott Will of Jamie’s Java to blacktop part of Straight-A-Way Road with recycled asphalt.** Scott Will would like to get a load of recycled asphalt to go down Straight A Way Road from Hwy 70 to their driveway in order to keep gravel and sand from washing into the property of Jamie’s Java. Discussion by the board. Could be opportunity to experiment with recycled asphalt. Motion by Cooper to not allow Jamie’s Java to pave with recycled asphalt the at the beginning of Straight-A-Way road; second Mortag. Discussion: None. The motion passed by voice vote unanimously.
  - h. **Is Board approval needed to proceed with citation if approval has been given to send a violation letter.** Discussion by the board. Board already approves next step of citation by approving violation letter. Clerk to proceed with citation if not resolved by date stated. Request can come back to the town board if chairman is uncomfortable signing a citation.
  - i. **Distribution of Town bank accounts interest earnings.** Discussion by the board. Motion by Ritter that the bank interest distribution plan presented this evening be made retroactive to January 1, 2023; second Cooper. Discussion: Reiterated that restricted funds cannot have interest moved to a different account. The motion passed by voice vote unanimously.
  - j. **Approval of alcohol related license(s).** Motion by Mortag to approve alcohol related license as presented; second Swenson. Discussion none. The motion passed by voice vote unanimously.
  - k. **Consider draft letter(s) concerning alleged Chapter 1 – Zoning violation** Motion by Cooper to approve chairman to sign letter regarding zoning violation; second Mortag. Discussion: None. The motion passed by voice vote unanimously.
  - l. **Consider draft letter(s) concerning alleged chapter 1 – camping violation** Motion by Cooper to approve chairman to sign letter to Cira’s Holdings LLC regarding camping violation up to and including a citation being written; second Mortag. Discussion: None. The motion passed by voice vote unanimously.
  - m. **Consider draft letter(s) concerning alleged chapter 1 – expired zoning permit (issued for June 2022-June 2023), construction started July 2023** Mr Ohde came in and paid for the extension, prior to the town board meeting.

9. **Adjourn** Mr Christensen adjourned the meeting at 8:46 pm

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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