

TOWN OF ST. GERMAIN

OFFICE OF THE CLERK

P.O. BOX 7

ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org

MINUTES SPECIAL TOWN BOARD MEETING: APRIL 21, 2015

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 7:31 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 28 other people in attendance.
4. **Open Meeting Verification:** Mr. Christensen noted that he had originally posted the meeting agenda at three locations in town on April 16, 2015 and then posted a revised agenda at 5:30 P.M. on April 20, 2015.
5. **Approval of the Agenda:** Motion Vojta seconded Albee 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. **Citizen's Comments:** Mike Price asked if the question of Zoning Commission vs. Planning & Zoning Commission would be on the agenda for a future meeting. Fire Chief Tim Clark voiced several concerns: with the new alarm system, residents of the housing authority should be given a maximum of three calls and then be fined; the water system at the fire station still needs service; the hydrant by Lost Creek on STH155 is out of reach. The DOT said the Town should do what needs to be done. Vilas County will be giving the Town a quote to haul in the gravel so the fire trucks can reach the hydrant. The town crew could haul the gravel also. In order to change the ISO rating for the Town, the department needs to purchase an additional \$10,000 worth of equipment. The department would pay \$5,000. Could the town contribute another \$5,000; Mr. Clark will be ordering tires and air tanks from his budget; The Firemen's Fish Fry will be this Sunday.
7. **Discussion /Action Items:**
 - a. **Public Works Department:** Motion Albee seconded Swenson that John Vojta be the town board representative for the public works department. By a voice vote Yes – 5, No – 0. Motion carried. Mr. Christensen thought that any supervisor could get word to Mr. Ebert for work to be put on the list. Tim Clark that any board member should go to Mr. Vojta first so that five different people aren't trying to give Mr. Ebert orders. Motion Albee seconded Vojta that the chairman and supervisors go to Mr. Vojta first with requests to be given to Mr. Ebert, except in the case of emergencies. By a voice vote Yes – 5, No – 0. Motion carried. Mr. Christensen noted that just because something is in the budget, it doesn't mean that the money should be spent. For purchases or routine tasks, Mr. Ebert should discuss those matters with Mr. Vojta so that they can work it out.
 - b. **Golf Course:** Motion Albee seconded Vojta that Mr. Christensen be the responsible board member for the golf course. By a voice vote Yes – 5, No – 0. Motion carried. Once a golf course committee is formed, the chairman of the committee will be the responsible board member. Until the committee is formed, Mr. Christensen will approve of the bills.

- c. Fire Department:** Mr. Anderson thought that there should also be a responsible board member for the fire department. Mr. Christensen stated that the town board didn't give any supervision or goals to the fire chief. He also thought that the town board knew nothing about firefighting. Mr. Anderson said that whether or not the board knows anything about firefighting, if there is a responsible board member for the golf course and for the public works committee, why shouldn't there be one for the fire department. Mr. Vojta also stated that it should not be necessary for agendas to be posted for fire department meetings. Those meetings are for the staff and not open to the public. Hearing no motions, Mr. Christensen moved on to the next item.
- d. Town Committees:** Mr. Christensen said that there would be three types of committees: Standing committees of the town board; Special committees of the board; and appointments of the town board. No committees were setup at this time. Ms. Janssen asked that there be a Personnel/Human Resource Committee. Ted Ritter agreed. Mr. Christensen asked that the rest of the board come up with suggestions for the number of people to be on the committees, the responsibilities of the committees, the terms of the members and how they are chosen, and how the chairman is to be picked. Mr. Vojta thought that Mr. Christensen should come back to the board with those suggestions. Mr. Albee thought that the rest of the board could bring back suggestions too. Mr. Vojta thought that current committee members should be notified about the new committees that will be setup. Mr. Anderson thought that the P & Z Committee should be continued in case that Mr. Ebert has questions that need to be answered. Mr. Christensen stated that he will answer any of Mr. Ebert's questions.
- e. Board Communications:** Mr. Anderson reminded the board about the discussion that had been had concerning employee peer education. He thought that there should be better public relations by possibly sending out a letter similar to the letter that is included with the tax bills in the middle of the year. He also thought that the town website should be updated. Judy Kohout asked if the fire department people were town employees.
- f. Golf Cart Battery Repairs:** Mr. Christensen stated that in March there had been a power surge at the cart barn and 96 batteries had been destroyed. A claim has been filed and the insurance is supposed to be paying for most of the costs. However, so far, the town has not received a check. Premier has given a quote of around \$24,000 to replace the batteries. The batteries have not been ordered yet. Last year Northern Battery gave the town a discounted price for batteries. Mr. Christensen thought that the labor could be done by the golf course employees. Aaron Becker, course superintendent, was against having Bob Stippich work on the batteries. Mr. Stippich has more than enough to do with getting the equipment ready for the upcoming season. Mr. Vojta thought that bidding should be added to the town's policies and procedures. Margo Rogers Anderson, course pro, said that Premier would have loaner carts to use while our carts were down. Motion Anderson seconded Albee that the town board authorizes Mr. Christensen and Ms. Rogers Anderson to get bids based on the specs to make the repairs from other vendors, with the cost of the batteries and the labor being kept separate. By a voice vote Yes – 5, No – 0. Motion carried. Mr. Albee thought that Premier should be notified that the town is now seeking bids. Mr. Vojta thought that someone needed to keep in touch with the insurance company. Mr. Anderson said that there needed to be a time limit for the bids. Mr. Christensen and Ms. Rogers Anderson will work out the details.
- g. Supervisors/Employee Responsibilities:** Mr. Christensen said Mr. Anderson had asked to the item to be placed on the agenda. Mr. Anderson said that the matter had already been discussed and that item 7g. should be skipped.
- h. New Ordinance for Board Policy and Procedures:** Mr. Christensen handed out a Town Board Meeting and Policy and Procedure Ordinance. The ordinance spells out procedures for posting

meeting notices; getting items on the agenda; calling a special meeting; the order and items on an agenda; the absence of the town clerk, treasurer, or chairman; and how the rules of conduct in the ordinance may be amended. The ordinance will be approved by the majority of the town board on a roll call vote and a later meeting.

- i. Town Loans:** The clerk had handed out sheets for each loan showing the terms, balances and payments for the town loans. Mr. Vojta said that he needed more. Motion Vojta seconded Swenson that a finance committee, a standing committee of the town board be formed consisting of Mr. Vojta, Mr. Albee, Ms. Janssen and Mr. Martens. By a voice vote Yes – 5, No – 0. Motion carried. Motion Vojta seconded Swenson that Mr. Albee be named as the chairman of the committee. By a voice vote Yes – 5, No – 0. Motion carried.
- j. Supervisors Working for the Town:** Mr. Christensen explained that he and Mr. Anderson had talked about board members working for the town. Mr. Anderson would like to be a starter at the golf course. Mr. Anderson said that the position is voluntary and that he would not accept the free golf that is offered to the starters. Mr. Anderson checked with the WTA and found that it would not be considered a conflict of interest. Mr. Christensen stated that he felt that it would be a problem for a boss (a town board member) working for an employee (Ms. Rogers Anderson). Mr. Albee asked how the board would draw the line if other situations came up. Mr. Anderson said that it is not necessary that he become a starter. He just wanted to help out when Ms. Rogers Anderson had asked him. Mr. Anderson wanted to know what the difference was with Mr. Vojta being a fireman and working under Tim Clark, the fire chief. Mr. Vojta argued that Tim Clark is not supervised by the town board. The town board only sets the budget. Mr. Anderson said that Mr. Vojta gets paid and the town board sets what he gets paid. Mr. Swenson agreed that it was not a good idea. Motion Christensen seconded Albee to give direction to town employees not to hire town supervisors at the golf course or the public works department for any type of job. By a voice vote Yes – 4, No – 1. Motion carried. Mr. Anderson thought that the matter should be discussed more.
- k. 2014 Carryover:** Ms. Janssen explained that there was \$2,408.87 left from the Integrys property loan and \$60,329.69 left from the 2014 fiscal carryover. She wanted to know what the town board would like to do with the money. Motion Vojta seconded Albee that the \$2,408.87 be used to pay down the principle of the Awassa loan. By a voice vote Yes – 5, No – 0. Motion carried. Motion Vojta that \$30,000 of the 2014 fiscal carryover be placed in the fire department equipment account and that the remaining balance be used to create a new public works equipment account. The motion died from lack of a second. Motion Albee seconded Vojta that the matter is tabled until after the finance committee meets prior to the next town board meeting. By a voice vote. Yes – 3, No-2. Motion carried.
- l. Approval of the 2015 Room Tax Budget:** Ms. Janssen had handed out the room tax budget that Mr. Martens has been using since the beginning of the year. Ms. Janssen asked that \$355 be added for supplies and \$140 for postage; Mr. Anderson asked that \$1700 be added for the Independence Day celebration; the amount to transfer to the community development fund at the end of the year would be lowered by \$2,195. Motion Anderson seconded Albee that the 2015 Room Tax Budget be approved as amended. By a voice vote Yes – 5, No – 0. Motion carried.
- m. Golf Course Gift Certificates:** The board decided that to end the confusion, gift certificates for Ms. Rogers Anderson merchandise and gift certificates for golf play should be kept under separate keys on the course computer. When the certificates are redeemed, the money should also be entered under the separate keys.

- n. **Review and Payment of Bills Since Last Meeting:** Motion Anderson seconded Albee that vouchers 420-448 and 22901-22910 be approved as presented. By a voice vote Yes – 5, No – 0. Motion carried.
 - o. **Procedure for Handling Town Mail:** There are currently five town mailboxes: the treasure P.O. Box 117; room tax P.O. Box 67; Fire Department P.O. Box 12; golf course P.O. Box 385; public works 561 STH155; and the town P.O. Box 7. Most of the bills are being mailed to the proper department. The clerk said that the only problem is mail that comes for the town board. The clerk will give a key for P.O. Box 7 to Mr. Christensen. Mr. Christensen can check the mailbox for any insurance items or other correspondence that is addressed to the town board.
 - p. **Disposal of Compost Ready for Use:** Mr. Anderson thought that the compost should be given back to the public. Mr. Christensen said that the board could put it out for bids to see if it could be sold. Motion Anderson seconded Albee to allow property owners and residents to take up three yards of the compost at no charge with the stipulation that they load it themselves. By a voice vote Yes – 5, No -0. Motion carried
 - q. **Golf Handicap Fees:** Mr. Christensen stated that over the years, the town has been paying handicap fees for members who have either died or moved away or just aren't members anymore. The system doesn't update itself. Ms. Rogers Anderson said that all handicap participants were canceled as of the end of 2014. Everyone will be starting over for 2015. People will be charged. If they don't pay, they will not be put into the system.
 - r. **Inflatable Contract for Independence Day Activities:** Motion Vojta seconded Anderson to authorize Mr. Christensen to sign the first page of the contract with ACA Jumps. The contract will be page one of page one. By a voice vote Yes -5, No – 0. Motion carried.
8. **Next Regular Town Board Meeting Date – May 11, 2015 at 6:30 P.M.** Some items that will be on the agenda for our May Meeting are: Red Brick School House and where do we go from here, cross country ski trails and snowshoe trails on Town property, accounting procedures, ordinance elimination/update, repairs to Bike/Hike Path, Fire Department members are they Town Employees, Cable TV, restrooms at the Community Building and Shelter Property and Town facilities/Road upgrades and maintenance.
9. **Adjourn:** Motion Albee seconded Vojta that the meeting be adjourned. By a voice vote Yes -5, No -0. Motion carried. Meeting adjourned 9:49 P.M.

Town Clerk

Chairman

Supervisor

Supervisor

Supervisor

Supervisor