

**TOWN OF ST. GERMAIN  
OFFICE OF THE CLERK  
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[www.townofstgermain.org](http://www.townofstgermain.org)**

**MINUTES REGULAR TOWN BOARD MEETING: October 11, 2021**

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 6:30 pm
2. **Pledge of Allegiance**
3. **Roll Call, Establish a Quorum:** Kalisa Mortag, Ted Ritter, Tom Christensen, Brian Cooper, Jim Swenson along with Jeanna Vogel town treasurer and June Vogel town clerk are in Community Center room 4 with 5 community members. 4 community members attending via Zoom.us.
4. **Open Meeting Verification:** Mr Christensen noted that he had posted the meeting agenda at three locations in town on Friday, October 8, 2021 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.** Jim Swenson – Board given copies of October 2021 Silent Sport magazine citing article 'St Germain Has It All', written by Jimmy and Jeanna Vogel, as a way of promoting silent sports in St Germain. Construction for trail building at Fern Ridge has started.
6. **Cemetery Sexton's Report** Again no update from Greg Maines on estimate for survey/markers. There has been 1 cremation, 1 full burial and have sold 8 full size plots. No amount to transfer for the month at this time, have to refigure fees as DPW is using rentals for opening and closing and current fees include town equipment.
7. **Discussion/Action Items:**
  - a. **Payment of the bills.** Motion by Cooper to approve bills as presented; second Swenson. Discussion none. By voice vote; all in favor.
  - b. **Approval of past meeting minutes.** Motion by Cooper to approve minutes of September 23, 2021 as presented; second Swenson. Discussion none. By voice vote; all in favor.
  - c. **Approval of the Town Fleet Management Program as requested by the Town's Insurance carrier.** Discussion by board. Motion by Cooper to adopt the Town Fleet Safety Program as presented with the change to the footer as noted; second Mortag. Discussion: One vehicle at the golf course has to comply with this as do all the drivers. By voice vote; all in favor.
  - d. **Amend crew and superintendent position descriptions to include, "acknowledging receipt of the DPW employee handbook."** Change to acknowledgment of receipt of the DPW handbook, other minor changes and accept position description. Motion by Cooper to adopt the crew member position and superintendent position as presented; second Mortag. Discussion: All DPW employees will sign. By voice vote; all in favor.
  - e. **Approve agenda for October 20, 2021, electors meeting.** Discussion by the board. Can verbiage be added to resolution to help protect taxpayers. Separate resolution for a bailout program in the event of a major disaster, with the board able to it back to electors to sell. Would not be binding in the future, but board would be held accountable. Ted will help with verbiage. Discussion if the option of how to vote needs to be on the agenda. Will work to obtain listed of registered residents to validate voters night of meeting.
  - f. **Discuss whether or not to develop a Golf Course Employee Handbook.** Discussion by board. Jim offered to spearhead this with Margo and Aaron.
  - g. **Consider approving use of online services/apps to collect donations to town committees.** Jeanna explained this is another way to potentially collect donations as people do not always have cash on them to drop in a donation box, but they do have a phone. Jeanna will get more information and present more specifics at a future date.
  - h. **Approval for the Chairman to sign DOT permit to close Hwy 70 for the Holiday Parade.** Chamber of Commerce has requested chairman to sign DOT permit for the holiday parade closing off Hwy 70. Motion by Cooper to allow chairman to sign DOT permit to close Hwy 70 for holiday parade November 27, 2021 from 4:45 to 6:00 pm; second Swenson. Discussion none. By voice vote; all in favor.
  - i. **Appointment to Zoning Board of Appeals – Terms ending September 30, 2021, for Tom Christensen and Jim Swenson, also replacement for Jim Vogel vacancy for the remainder of his term.** Motion by Cooper to reappoint Jim Swenson and Tom Christensen to the zoning board of appeals for a 3-year term expiring September 2024; second Mortag. Discussion none. By voice vote; all in favor.
  - j. **Set meeting time with MSA to work on Road Management and Facility plan.** October 26, 2021 at 6:30.

- k. **Consider if Public Hearings should be Zoom Meetings.** \* Discussion by board. Tom will check if posted as a zoom meeting and there are technical difficulties or capacity issues, what regulations need to be followed.
- l. **Review and approve changes to the Code of Ordinances Chapter 29 – Town procedures for property tax collection.** \* Jeanna presented changes to the ordinance. Discussion by the board. Motion by Ritter to adopt the Code of Ordinances Chapter 29 Receipt of Real and Property tax payments as presented with changes; second Mortag. Discussion none. By voice vote; all in favor.
- m. **Consider changes to the Code of Ordinances – Chapter 17 Community Parks and Buildings usage, Appendix (A).** \* Brian presented changes to the ordinance. Ted to make changes and present to Thursday, October 14, 2021. Anything already booked to be grandfathered in, going forward charges to take effect with new rentals. Discussion on handling fees. Motion by Christensen to approve with changes in cost to \$5 table with 6 chairs; second Cooper. Discussion none. By voice vote; 4 in favor, 1 opposed.
- n. **Consider moving Town bank accounts over to US Bank from Nicolet Bank.** Consider changing to US Bank as the Nicolet National Bank branch is leaving St Germain midDecember. Concern is if US Bank is in it for the long haul. Discussion by board. Motion by Mortag to keep accounts at Nicolet Bank and reevaluate moving accounts to another institution after February 1, 2022; second Ritter. Discussion none. By voice vote; all in favor.
- o. **Approve Radar Run for dates in February 2022.** Motion by Christensen to table to another meeting; second Ritter. Discussion none. By voice vote; all in favor.
- p. **Amend employee handbook to include, “no personal use of Town equipment or buildings”.** Discussion on adding this to the handbook. Will verify what the state statute states about employees using town equipment for personal use. Motion by Christensen to table until a later meeting; second Cooper. Discussion none. By voice vote; all in favor.
- q. **Trimming of trees in area of old pavilion and community center.** Independence Day Committee is asking for trees to be trimmed for the day’s event. Asking DPW to do this as they have time and utilize yard waste facility for branches. Kalisa will coordinate with Tom Stoltman.
- r. **Approve fireworks contract for the next 3 years, 2022, 2023 and 2024.** Jim reached out to Chrome and Krueger Fireworks. Initially Chrome and Krueger thought our event was the last Sunday in June, it is July 3, 2022. The same show would be an approximate \$2000 increase or it can be kept at same dollar amount and it would be a shorter show. Motion by Ritter that the fireworks contract for 2022 be on Sunday, July 3; second Cooper. Discussion none. By voice vote; all in favor. Room tax has been putting \$15,000 toward fireworks the last few years. Motion by Christensen that the cost of the display be set at \$19,000 with \$17,000 coming from room tax; second Cooper. Discussion none. By voice vote; 4 in favor, 1 oppose.
- s. **Review structures to display banners on Hwy 155 & Hwy 70.** Looking at cedar post frame, \$2465.00 for 2 structures; onsite installation by Lakeland Sign and Graphics. One located in front of Community Center on Hwy 155 and one in front of old pavilion on Hwy 70. Motion by Cooper to approve Lakeland Sign and Graphics for \$2465 coming out of Community Development; second Mortag. Discussion none. By voice vote; all in favor.
- t. **Consider Zoning Committee clarification of when zoning permit fees are not assessed.** Discussion by board on permits needed on town land. Recommendation of zoning committee, if on town land, permit fee should be waived with permit being issued. Motion by Christensen that the zoning ordinance reflects that zoning permits are essentially land use permits and that all permitted projects on town property should be exempt of the permit fee regardless of who applies for the permit, as long as the permittee is using their own funds for the project; second Cooper. Discussion none. By voice vote; all in favor.

- 8. **Department of Public Works – The Board will hear a report from Brian Cooper, the assigned to oversee the Public Works Department, that may include current projects, proposed new projects, daily workload, purchasing of equipment, concerns about present equipment and future equipment needs.** Crew removed dead tree in front of fire department. Will be arranging yard waste grinding to happen in November. Yard waste site will stay open until grinding happens. Fern Ridge porta potty will stay out year round.

#### 9. Report of the Standing Committees

- a. **Independence Day Celebration Committee** Met and discussed budget for 2022. Next meeting November 2, 2021.
- b. **Lakes Committee** No report
- c. **Non-Motorized Recreational Trails Committee** Trails are still being used. Leaves are being blown. Mountain bike trails being put in at Fern Ridge. Next meeting October 25, 2021. Getting ready for upcoming events.
- d. **Parks and Recreation Committee** Next meeting October 12. Working on an event with yard waste facility/fire department and nonmotorized recreational trails committee.
- e. **Zoning Committee** No report.
- f. **Sexually Oriented Business Committee** No report.

- 10. **Reports from Lake Districts and Other Organizations** No report

**11. Adjourn:** Mr Christensen adjourned the meeting at 9:06 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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