

TOWN OF ST. GERMAIN
OFFICE OF THE CLERK
P.O. BOX 7
ST. GERMAIN, WISCONSIN 54558
www.townofstgermain.org

MINUTES REGULAR TOWN BOARD MEETING: November 18, 2021

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 6:33 pm
2. **Pledge of Allegiance**
3. **Roll Call, Establish a Quorum:** 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 20 community members. Kalisa Mortag joined via Zoom along with 15 community members.
4. **Open Meeting Verification:** Mr Christensen noted that he had posted the meeting agenda at three locations in town on Saturday, November 17, 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.**

Carolyn Ritter – Hwy Dept meeting held earlier this week. ATV/UTV criteria, off highway vehicles. Committee approved ATV/UTV Criteria-2. With regard to local ordinance and county ordinance - County will be working on a defined definition. Any thoughts in terms of townships and how they are reflected in this criteria are asked that they share with Troy Schalinske or Willie Otterpohl. Carolyn commended town board in efforts to open Hwy 70 in a manner that is safe for ATV/UTV; working with DOT and bringing speed down.

6. **Cemetery Sexton's Report** No plots sold and no burials in October. Did sell back one full size plot. There is a cremation next week. Worked with DPW for digging in November. April 30, 2021 balance of \$76,871.51, October 31, 2021 balance \$78,785.45. Fall cleanup was asked for on September 15, 2021 and still has not been completed.
7. **Discussion /Action Items:**
 - a. **Attorney Zachery Bemis's letter, Godfrey & Kahn, S.C., on behalf of the St. Germain Chamber of Commerce.** This will be discussion by board only, no comments from audience. Seeking approval to send letter to Attorney Bemis. No claim being made or action in court at this time. Going forward all correspondence will be with Attorney Bemis and not with the Chamber. Meeting scheduled for November 30, 2021 at 7:00 pm for board to have a work session (closed session) to negotiate room tax agreement with the Chamber. Motion by Christensen to respond to Attorney Bemis' letter in the manner discussed with supervisor Ritter reviewing the correspondence before it is sent for content and accuracy; second Ritter. Discussion: Mortag asking for letter to be shared with all board members prior to being sent out. Motion does not state that. Roll call: Christensen - yes, Cooper – No, Ritter – Yes, Mortag – no, Swenson – yes.
 - b. **Payment of the bills.** Motion by Swenson to approve the bills as presented; second Cooper. Discussion none. Roll call vote: Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes.
 - c. **Approval of past meeting minutes.** Motion by Ritter to approve the minutes as presented for 11/08/2021 am and 11/08/2021 pm meetings; second Swenson. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - abstain.
 - d. **Fire Chief Report.** No report.
 - e. **Approve annual town newsletter.** Discussion by board. Jeanna thanked for putting this together. Motion by Ritter to approve with changes as discussed; second Cooper. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes.
 - f. **Utilize picnic tables at Fern Ridge parking lot area.** With winter season upon us and utilization of trails would like some picnic tables out at Fern Ridge. Town has approximately 62 picnic tables. Looking to put 4 tables out at Fern Ridge.
 - g. **Replacement of the chairs in rooms 4& 5.** Discussion to replace 30 chairs in room 4 and 6 conference table chairs, 3 desk chairs and 3 reception chairs in room 5. Motion by Cooper to purchase chairs as discussed from Uline for \$5100.00 plus shipping out of 2021 budget;

second Cooper. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes.

- h. Approve collection of online donations.** Jeanna discussed online donations. Nonmotorized is interested in this. Comfortable from a secure perspective. Can have administrative and editor responsibilities. Can set up to send out thank you with each donation. Each ‘campaign’ can be tied to a specific account. Motion by Swenson to authorize the treasurer set up with Givebutter.com to allow any town committee for online donations; second Cooper. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes.
- i. Consider a safety plan for the Non-Motorized Committee to work with the Fire Department for Fern Ridge and Awassa properties.** Fire Department is in and out of these properties; need appropriate signage and mapping of trails. Have an informative/training session with Fire Department.
- j. Update concerning the property tax collection process.** Jeanna discussed the changes this year. Bond process currently taking place. Software is loaded on laptop. Nicolet Bank ordered a check scanner. No fees associated for the first year of use. Several payment options available; online option, accepting checks through mail, will have four scheduled half days for citizens to stop by. Nicolet has offered to accept tax payments, with driving to Eagle River for this may not be as timely, have not committed to that at this time.
- k. Consider possible violations of Town Ordinances concerning dog breeding at parcel 24-2281-01.** Don Baumann gave a history. Property owned by Mike and Kathy Bartaszewicz. 3 dogs registered with town. Last time he was at property there were 14 dogs on property; they are running a dog breeding business. From a zoning perspective, zoned Lakeshore residential, cannot have a business there. May be helpful to make Public Health Department aware of this. Motion by Cooper for Ritter to write a letter to property owners concerning violations of town ordinances for board consideration and notifies county health department to consider a site visit; second Swenson. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes
- l. Review and approve contract with the St. Germain Chamber for management of the rental and usage for Town facilities and parks.** Discussion on whether to attach or reference ordinances in facility rental contract. Board prefers to reference them as they change often, attorney wants them attached in contract. Motion by Mortag to approve the draft of the contract between the town of St Germain and the St Germain Chamber for rental of town facilities with reference to ordinances, no attachments of ordinances; second Ritter. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes
- m. Review proposal documents for new banking partnership.** Jeanna sent document out outlining request for proposal (RFP) to evaluate a new banking partnership. Discussion by board. Motion by Cooper to allow Treasurer to send out RFP to financial institutes that are in St Germain, in Eagle River and in both Minocqua and Eagle River; second Ritter. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes
- n. Develop a formula to determine the Golf Course’s 5% contribution to the Town’s annual budget.** Discussion by board as to clarification of what expenses are going to come out of golf course profit. Yearly recurring expenses should be listed and subtracted from the profit vs not to include other expenses that provide golf course to function. Endless discussion, consider on an annual basis and not be a standing budget line. Motion by Christensen that the net income figure for the calculation of the 5% profit shared to the town be paid to the town on an annual basis in the month of August be from the total gross less total expenses golf course incurs in that year; motion failed no second. Motion to table by Cooper; second Mortag. Discussion none. Ritter – no, Christensen – no, Cooper – yes, Swenson – no, Mortag – yes. More discussion by the board. Motion by Cooper that the golf course account 6201 be analyzed every September for the amount to be transferred from golf course budget to town budget; second Mortag. Discussion: Should not be a date vs when budget review occurs. Christensen – no, Ritter – no, Cooper – yes, Swenson – yes, Mortag – yes.
- o. Second meeting date for December is the 23rd, will we reschedule the meeting or cancel it?** Changed to December 27, 2021 at 6:30.
- p. Discussion concerning blocked emails to our new Town email addresses.** June shared that in the last 30 days that emails with stg.town domain had 970 incoming emails with 166 of those blocked. June can review the emails, only able to go back 30 days. Process includes seeing who emails are from and opening them, prefers to not do this. June will call Barracuda and ask them to turn the security level down a bit in hopes this helps emails go through. Could it also be a domain issue as unable to send emails to DNR and NPSD, stating email is invalid.
- q. Adjust Room Tax Budget for outstanding items.**

- r. **Review and adopt Part Time DPW Employee Handbook.** Discussion by board. Motion by Swenson to adopt the Town of St Germain Part Time DPW employee handbook with modifications as discussed; second Cooper. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes
- s. **Approve change order for mountain bike trails at Fern Ridge.** Travis Bellman change order for 200’ at a cost of \$2.70 a foot, total \$540.00. Motion by Cooper to approve change order from \$540.00 from funds raised for mountain bike trail; second Swenson. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes

8. **Department of Public Works – The Board will hear a report from Brian Cooper concerning the department.**

9. **Report of the Standing Committees**
- a. **Independence Day Celebration Committee**
 - b. **Lakes Committee**
 - c. **Non-Motorized Recreational Trails Committee**
 - d. **Parks and Recreation Committee**
 - e. **Zoning Committee**
 - f. **Sexually Oriented Business Committee**

10. **Reports from Lake Districts and Other Organizations**
Motion by Christensen to table items 7q, 8, 9 and 10; second Ritter. Discussion none. Ritter – yes, Christensen – yes, Cooper – yes, Swenson – yes, Mortag - yes

11. **Adjourn:** Mr Christensen adjourned the meeting at 9:30 pm

		_____ Town Clerk
_____ Chairman	_____ Supervisor	_____ Supervisor
_____ Supervisor	_____ Supervisor	