

**Town of Grant  
9011 County Road WW  
Monthly Board Meeting  
January 10, 2018**

Present: Schwab, Winkler, Yetter, Luecht and Zimmerman.  
Chairperson Schwab called meeting to order at 6:30pm.

**Announcements/Correspondence:**

- WTA-Town Advocacy Council formerly Urban Towns Committee sent letter & application for membership.
- General Transportation Aid for 2018: \$277,434.57.
- Portage County Planning & Zoning denied amendments to Portage County Zoning Ordinance in regards to Farmland Preservation Zoning Program.
- Jami Gebert, candidate for County Executive plans on attending Feb. meeting.
- Certificate of Insurance received for United Emergency Medical Response.
- Legislation looking @ ATV Routes on County Roads.
- Wisconsin Surplus Online Auction Settlement received for \$196.08.
- Town of Grant barricade returned by Chuck Neinfeldt that he found on his property.
- Primary Election on February 20, 2018 7:00am-8:00pm  
Justice of Supreme Court candidates: Rebecca Dallet, Michael Screnock,  
Tim Burns.  
Portage County Executive: Jami Gebert, Chris Holman, Matt Jacowski.

**Board of Adjustments Appointment:**

**Motion: (Schwab, Yetter) Move to appoint Kathy Rogers to fulfill Ben Bottensek term on Board of Adjustments commencing January 10, 2018 and ending May 31, 2019. Unanimous Ayes. Carried.**

**Open Records Law/Chapter 60-Delegation of Job:**

- Supervisor Winkler concerned about emails going out without sending to other Board Members.
- Chairperson Schwab brought copy of Open Records Law/Chapter 60 for Supervisor Winkler to look at.
- Supervisor Winkler wasn't interested in looking at Open Record Law, but indicated that if name is mentioned in email, must have copy of email.

**Minutes:**

- **Motion: (Schwab, Winkler) Move to approve Monthly Board Meeting minutes from December 13, 2017 as corrected. Unanimous Ayes. Carried.**
- **Motion: (Winkler, Yetter) Move to approve Closed Session Town Board Meeting minutes from December 13, 2017 as written. Unanimous Ayes. Carried.**

- **Motion: (Yetter, Winkler) Move to approve Closed Session Town Board Meeting minutes from January 2, 2018 as written. Unanimous Ayes. Carried.**

#### **Officers' Report:**

- 2020 Census address reviewers include: Chairperson Schwab, Treasurer Luecht, Kathy Lee, Dorothy Raasch, Zoning Administrator Rutz and Clerk Zimmerman liaison of records.
- Luecht: Dog License fees, WISLR/PASER completed, Property Bills
- Zimmerman: Preparing for Elections, Year End information for Review
- Yetter: Snowplowing/sanding roads
- Schwab: PASER, Broadband, Purchasing Policy, letters, 1<sup>st</sup> Responders SOP's

#### **Committee/Commission Minutes or Reports:**

- **Ambulance:** February 1<sup>st</sup> @ 7:00pm @ Grand Rapids Municipal Bldg., pros/cons for 5yr/10yr contract.
- **Fire:** No report
- **First Responders:** Training with Amber Osowski on Portage County medications protocol, supplies purchased with 2017 County Grant money, Donations received to date: \$115.00.
- **Green, Clean Action:** 1<sup>st</sup> Wednesday of Month, 4pm @ McMillan Library
- **Groundwater Citizens Advisory Committee:** No report
- **Historical Committee:** No report
- **Plan Commission:** Working on Comprehensive Plan with Kristin Johnson, Portage County, Town of Grant Zoning Ordinance. Tom Reitter & Nathan Wolosek attending meeting re: Expanding Broadband Width.
- Tom Reitter reported that Town has written letter of approval to Solarus for Broadband Expansion with Plover Zip Code addresses included. Grant money in amount of 7.5 million available for rural communities through 2018. Solarus looking at Town of Marshfield, Town of Plover where subdivision not served. Route includes Monroe-Buena Vista, Branch of Birch St. checking to see if Prairie/Angle Dr. included.
- Town of Plover Meeting January 11, 2018, 6pm-8pm @ Town Hall S. Hoover Ave. (STH 54/Hoover Ave.).
- **Website:** No report
- **Zoning:** ZA Marty Rutz reported that 3 permits were issued for the month of December 2017 for a total of \$540.00. Total for 2017 was \$4,105.00.

#### **Financial Report & Updates:**

- Treasurer Luecht presented Financial Report with deposits for the month of December 2017 totaling \$3,956.02. Total Cash on Hand: \$709,165.95, which includes Tax Collections from December.
- Treasurer Luecht and Clerk Zimmerman are in balance for months of November and December 2017.

- **Motion: (Schwab, Yetter) Move to place Financial Report for December 2017 on file for Review or Audit. Unanimous Ayes. Carried.**
- Clerk Zimmerman reported @ December meeting she received email from Renee Fredel, Horton Ins. that Town of Grant Auto Liability coverage is secondary for accidents involving member's personal vehicles (1<sup>st</sup> Responders). For Physical Damage on the vehicle, the policy covers their deductible up to \$1,000.00.
- Treasurer Luecht contacted Nathan Pezewski, Horton Ins. and also reported that Town Liability and Physical Damage on 1<sup>st</sup> Responders vehicles is secondary. Nathan Pezewski indicated that he could attend Town Board Meeting to answer questions on this matter.
- With the closing of Kellner Branch Bank December 31, 2017, concerns for changing banks. Treasurer Luecht called a number of Banks to see what was offered, which is basically the same as we have with Portage County Bank. Our loans are at Saratoga Branch, distances to new Bank would be same has going to Portage County Bank, Saratoga Branch, we still have roughly 1,000 checks left. After discussion it was decided to leave as is for now.
- Concerns about Zoning Administrator getting paid per diem for attending Plan Commission meetings. ZA is a salaried officers and per diem is not paid to salary positions to attend meetings which are part of their job. Plan Commission Members are only paid per Diem of \$45.00 to attend meetings.
- WTA indicated that Salary Positions do not get paid per diem to attend meetings that is included in Monthly Salary.

#### **Public Participation:**

- Marty Rutz questioned about Road Damage Invoices if 2<sup>nd</sup> Notice needs to be sent out. He had talked to Russ Brody and he said he didn't receive invoice.
- Clerk Zimmerman reported that invoices were sent out and that was first she was hearing they hadn't been received.
- Kitty Gross reminded Town Board Members that they need to vote on Review or Audit when they are signing Engagement Letter from Schenck.
- Wayne Brody would like to know when meeting will be to decide if ATV/UTV Routes will be reopened May 1<sup>st</sup>. Also, he reported that snowmobiles are speeding on 90<sup>th</sup> St.

#### **Purchasing Policy:**

- **Motion: (Schwab, Yetter) Move to accept Purchasing Procedures Policy with corrections. Unanimous Ayes. Carried.**

#### **Roads/Equipment/Garage:**

- Truck 22 crack in windshield, Truck 22 to Wood Cty front spring on wing, other 3 replaced.
- Need to get 2 boxes of bits for grader blades and 112 tines for tiller, postponed from 2017.
- **Motion: (Winkler, Yetter) Move to buy bits for grader and tines for tiller not to exceed \$1,500.00. Unanimous Ayes. Carried.**

- Annual Furnace check for garage & hall, call for appointment.
- Public Works Employee Marty Rutz reported that they installed ceiling fans in garage, changed lights to LED, picked up supplies, worked on Wis Surplus Online Auction, organized garage, clean hall, plow/sand roads, brushing and pick up trash on side of roads.
- January priorities: sand intersections adjacent to County Roads, trim trees/clearing brush.

**Standard Operating Procedures: First Responders**

- **Motion: (Schwab, Yetter) Approve 1<sup>st</sup> Responders Standard Operating Procedures (SOP's) as corrected. Unanimous Ayes. Carried.**

**Town Hall:** Furnace check at the same time garage furnace is looked at.

**Transfer Station:** NA

**Board/Employee training dates:** NA

**Upcoming meeting dates/topics:**

- Portage County EMS Survey January 31, 2018 @ 7pm
- Two Board of Adjustment requests, coordinate back to back Public Hearings.
- Monthly Board Meeting February 15, 2018, 2018 Road Work under Roads.

Monthly Board Meeting was adjourned @ 8:30pm.

Respectfully submitted by,

*Vicky Zimmerman*

Vicky Zimmerman, Town Clerk

Approved: February 15, 2018