

**Town of Grant  
Town Board Meeting  
March 30, 2016**

Present: Chairperson Schwab, Yetter, Luecht, Zimmerman. Supervisor Winkler excused.  
1<sup>st</sup> Responders: Jerry Reinwand, Jim Yetter, Lisa Ross, Robert Mateer, Robin Mateer

Chairperson Schwab called meeting to order @ 7:00 pm.

**First Responders:**

- Clerk Zimmerman and Treasurer Luecht went through forms and procedures that 1<sup>st</sup> Responders need to follow along with updating Roster with corrected addresses, phone #'s, email addresses as needed.
- Purchase Orders and Reimbursement forms need to be filled out before invoices can be paid.
- All payment requests need to be turned in by Friday before 2<sup>nd</sup> Wednesday of each month in order for checks to be approved at Monthly Board Meeting.
- Run Reports need to be included with Bi Annual Reimbursement forms in order to be paid.
- Clerk needs to be informed within 24 hours of injury and injury form must be filled out and turned in within 24 hours of injury.
- Checks will be sent in mail and need to be cashed in a timely matter. Checks are only valid for 90 days and will not be reissued.
- Treasurer Luecht will deposit checks made out to 1<sup>st</sup> Responders account and then email Lisa Ross the dollar amount of check and date deposited for her records.
- Ambulance service and 1<sup>st</sup> Responders grant money was discussed. United Emergency Medical Respense (UEMR) has covered all of Town of Grant since 2014.

**Financial Updates:**

- Copies of January & February Reconciliations and updated Budget Sheet were given to Board Members.
- Clerk Zimmerman received journal entries from Schenck & Associates on March 27<sup>th</sup>. Zimmerman will contact them about Form C progress.

**Meeting Minutes:** Postponed

First Responders were dismissed before Closed Session.

**Motion: (Schwab, Yetter) Move to go into closed session @ 8:45pm under authority of Wisconsin Statutes 19.85(1)(c) considering employment or compensation of any public employee over which the government body exercises responsibility and Wisconsin Statutes 19.85(1)(f) considering medical data of specific person. Unanimous Ayes. Motion carried.**

The doors at the town hall were posted with Closed Session signs.

**Motion: (Schwab, Yetter) Move to come out of closed session @ 9:00pm. Unanimous Ayes. Motion carried**

Closed Session signs were removed from town hall doors.

After reviewing draft of employment agreements, changes were noted to be corrected.

**Motion: (Yetter, Schwab) Move to adjourn at 9:05pm. Unanimous Ayes. Motion Carried.**

Respectfully submitted by,

*Vicky Zimmerman*

Vicky Zimmerman, Town Clerk

Approved: 04-13-2016