

PLAN COMMISSION
MEETING MINUTES
TOWN OF GRANT
March 15, 2017

PRESENT: Tom Reitter (Acting Chairman), Ron Becker, Nathan Wolosek (Committee Member), Kathleen Lee (Secretary), Jim Wendels (Chairman) (arrived at 7:27 pm) Marty Rutz (arrived at 8:00 pm)

EXCUSED: Sharon Schwab

GUEST: Kristin Johnson (Portage Co. P & Z)

CITIZENS: None

CALL TO ORDER

The meeting was called to order at 6:38 pm by Tom Reitter, Acting Chairman.

STATE OF PUBLIC NOTICE

It was stated that the agenda was posted at two posting stations (the Grant Town Hall and the Grant Transfer Station) and on the Town's website.

MINUTES

It was moved by R. Becker and seconded by N. Wolosek to approve the February 15, 2017 Plan Commission Meeting Minutes with suggested spelling corrections. The motion passed with unanimous ayes.

- It was questioned if the wind erosion and aerial spraying of manure paragraphs to be developed by S. Schwab are ready for review. They are not at the time of this meeting.
- The minutes mentioned the T. of Saratoga's Zoning Ordinance. It was questioned if we should mention cooperation with Saratoga in our discussion of governmental cooperation in Chapter 7.

CITIZEN INPUT - None

COMPREHENSIVE PLAN

Work resumed on page 65 of Chapter 6.

Section 6.5 Environmentally Contained Sites – There are currently two sites identified as open status on the Wisconsin DNR website. K. Johnson will follow up on CTH F /Birch Dr. site to determine if it is still active or if it can be closed. It was recommended to remove mention of the site from the Comp Plan. The other site is located at Stenzel's Auto. The soil at the site was never cleaned and the site was last addressed by the DNR over 20 years ago. More detail should be added to the text regarding that site. The alternative would be to determine if the site could be closed. K. Johnson will check.

Section 6.6: The section has been revised to list the economic development resources that are available. It includes the name of the programs and what they have to offer. Recommended revisions were approved.

Section 6.7 Issues –The second bullet point will be edited by removing the first half of the sentence which specifies agriculture operations or food processors. The second portion of the sentence about municipal wells or commercial water bottling will remain. No other issues were added.

Section 6.8:

A. Goals

- To Goal 1, add “, especially small businesses.”
- Reword Goal 2 to read “Promote the established development areas.”
- Add Goal 3. “Establish new areas for commercial development.”

B. Objectives

- Re-sequence the wording of #5 (placing “encourage” at the beginning). Add “conservational and recreational” to the types of activities in addition to agricultural activities.

C. Polices

- Remove #3.
- No additional polices were recommended.

Work continued with CHAPTER 7

A few corrections were made to the statute language. “Drainage districts” will be added following “school districts” in sentences 1 and 2. A new third sentence will inserted: “The element shall consider, to the greatest extent possible, the maps and plans of any military base or installation, with at least 200 assigned military personnel or that contains at least 2,000 acres, with which the local governmental unit shares common territory.” The rest of the statute language is correct.

Section 7.1 A. Adjacent Units of Government

1. Adjacent Communities: The information regarding the volunteer fire departments is accurate. The information about ambulance is not. United Emergency Medical Response is not a unit of government, it is a private service. It does contract with multiple towns. Those towns had been removed from the document when discussion of Higgins Ambulance was striked. A new sentence should read “The Town of Grant contracts with United Emergency Medical Response for ambulance service in conjunction with Wood County municipalities of the Village of Rudolph and Towns of Rudolph, Grand Rapids, Seneca, and Sigel.” All of these governmental units as a whole make it possible for this private agency to exist. The governmental units work together to create the demand for services.
- B. School Districts: It should be mentioned that the Wisconsin Rapids Public School District has an elementary (K-5) school located within the Town of Grant.
- C. County:
 1. Portage County Highway Department: Add that the Town purchases road material from Portage County.
 2. Ambulance had been removed from the title. It should be reinserted. Also from the title, the word “Police” will be changed to “Sheriff.” In the discussion, the litigation regarding ambulance service should be mentioned. S. Schwab will be asked how to word the comment.
 3. No additional edits to the recommended changes regarding Portage County Planning and Zoning Department.
 4. Add #4 Portage County Drainage District. The District establishes the corridor. One-half of the Town is within the drainage district. Wording about the Drainage District can be used from previous sections.

Section 7.2 – Issues

- The first sentence of this section should reflect that a specific conflict does exist. “The Town Plan Commission identifies specific conflicts with other governmental units. They did identify some issues that they feel need further attention.” The phrase “Commissioners state that” will be removed.
- Issues should include the ambulance service dispute and the need to coordinate with the drainage district.
 - “The Town of Grant has a conflict with Portage County for ambulance services.” S. Schwab can be contacted to see if she wants more detail.
 - “Improved coordination with Portage County Drainage District.” (The Portage County Drainage District needs to be contacted whenever road culverts are replaced within the drainage district. An unobstructed flow is required to avoid plugging of the culvert.)
 - Remove the word “They” from the existing issue about sheriff patrols.

7.3 Issue/Conclusions – No changes

7.4 Goals, Objectives, and Policies – No changes

ZONING ADMINISTRATOR REPORT

There were no permits issued, fees collected, or CUPs initiated in February.

ZONING ORDINANCE

The edits of Section VII. Zoning Administrator (ZA) drafted by T. Reitter was reviewed.

- No edits were made to paragraph 1.
- Paragraph 2 is one suggested by S. Schwab at the 02/15/2017 meeting.
 - M. Rutz agreed that the ZA should attend meetings related to the role. This would include Plan Commission when CUPs and ordinance revisions are on the agenda and Board of Adjustment Meetings.
 - A per diem has been historically paid to the ZA for Plan Commission and Board of Adjustment meeting attendance, but not Town Board Meetings or the Annual Meeting attendance.
- Paragraph 3 is in the current Zoning Ordinance as paragraph 3.
 - The bond does exist. It is no longer an individual bond. The town has a blanket bond that covers all Town employees who handle money. The amount of the bond is not known and will need to be verified.
 - Change wording to “The Zoning Administrator is covered under the Town of Grant’s blanket bond of Town employees.” or “The Zoning Administrator is an employee of the Town and is therefore covered by Town’s bond of its employees.”
- Paragraph 4 is in the current Zoning Ordinance as paragraph 2.
 - The “necessary ability to supervise the general construction of buildings” in the current ordinance was changed to the “necessary ability to assess and proclaim fitness against ordinances for the general construction of buildings.”
- Bullets were added to clarify the role. The following paragraphs expound upon the bullets.
- Paragraph 5 (current paragraph 4) had no changes.
- Paragraph 6 is a new paragraph regarding the ZA being the Town’s designate for outreach and assistance in completing building and driveway permits.
 - It was questioned if individuals in addition to the ZA could issue driveway permits.
- Paragraph 7 is a new paragraph regarding the ZA being the Town’s designate regarding Conditional Use Permits.
 - The proposed wording of “develop Conditional Use Permits” will be changed to “facilitate Conditional Use application.”
- Paragraph 8 is a new paragraph regarding the ZA coordinating with the Building Inspector and Town Property Assessor.
- Paragraph 9 is the current paragraph 5.
 - The ZA records are keep in a folder for each year. Copies are also provided to the Town Clerk, the assessor, and the citizen/applicant.
 - The phrase “indicating the kind of material used” will be removed. The word “records” will be made singular.
- Paragraph 10 is the current paragraph 6.
 - The current ordinance specifies “before the January Board Meeting” as being the date an annual report should be filed. In a previous meeting, S. Schwab had suggested the April Town meeting as the due date. The desirable due date needs to be clarified.
 - The phrase “in his office” was discussed. The office must be maintained within the Town of Grant. The wording of the paragraph was deemed appropriate.

- Paragraph 11 and 12 are the current paragraphs 7 and 8. No changes were recommended.

The Commission desired further discussion of the new paragraph 2.

- It was recommended to change “shall occasionally be requested” to “shall conform to the requirements listed in other sections of this document.” Section VI addresses those requirements.

Further discussion took place regarding the number of hours that are necessary to complete the job. M. Rutz has a list of tasks, but not the amount of time spent on each task.

- R. Becker and N. Wolosek expressed concern that the role has expanded without increasing compensation
- The Commission recommended keeping a spiral book to record tasks and the amount of time spent on those tasks for at least one month.
- Discussion will continue when more data is available.

It was suggested to add the ZA role regarding Certified Survey Maps to the job description.

MEETING ADJOURNMENT

T. Reitter moved and N. Wolosek seconded to adjourn the meeting. Meeting adjourned at 9:10 pm

Respectfully submitted,

Kathleen D. Lee

Plan Commission Secretary