

**Town of Grant
Monthly Board Meeting
January 13, 2016
6:30 PM**

Present: Schwab, Winkler, Yetter, Luecht and Lee

Chairperson Schwab called meeting to order at 6:30 pm.

Thank you to Kathy Lee for taking the minutes while Vicky Zimmerman is on medical leave. Prior to the meeting a celebration took place to recognize Betty Petrusky upon her retirement for the years of service given to the Town of Grant.

Statement of Public Notice It was stated the agenda was posted on January 11, 2016 at 3 posting sites, including the Grant Town Hall, the Grant Transfer Station, and the Town of Grant Website.

A review of bills took place. There were no citizen questions.

Changes to agenda – remove approval of minutes from March 25, April 8, October 7, and December 9 and discussion of Juniper Lane.

Announcements & Correspondence

- The Town had previously received a letter from Kalfka Land Clearing regarding performing free wood grinding services. This same service has been provided by Zblewski Brothers for the Town. They were contacted and plan to complete chipping at the Transfer Station in the next couple weeks.
- Newest recycling brochure, an up-date on ambulance issue, a list of zoning fees and a list of ordinances were included as inserts with the tax bills.
- Tom Prange of 3550 110th Street South, has been granted permission to display fireworks at 10341 Co Road WW. He is a certified shooter and has a Federal Explosive License/Permit. The dates of permitted use are December 1, 2015 to June 30, 2016. Restrictions include signing a Hold Harmless Agreement, and notifying the Town Chair, T. Grand Rapids Fire Department, and Portage Co. Sheriff's Dept. 48 hours prior to fireworks display.
- In 2016, the Town expects to receive General Transportation Aids in the amount of \$255,718.26.
- The Plan Commission sent letters regarding Assembly Bill 582 to Representatives Shankland and Krug. This bill would limit township autonomy. Copies of the letters are available on request.
- The Portage County Board approved the requested amendment to the Comprehensive Plan Future Land Use Map and rezoning from High Density Residential to Commercial parcel number 018-22-0730-12.25 owned by Gales on 12-17-2015.
- A letter was received from the DOT regarding the plan for J-turn at the intersection of County U and WIS 54. A short-term closure of County U of 3 weeks is required. The anticipated closure will occur in July or August 2016. There will not be an official detour during the closure.
- A copy of Official Publication of the Portage County Historical Society, "The Pinery" was received.
- The "Community Discussion on Portage County Agriculture and Food System" was held by the Portage County Farmland Preservation Ad Hoc Steering Committee on January 6, 2016. The County has a one-year extension to complete their plan. Because the T. of Grant has its own zoning, we are working on our own Farmland Preservation District policy. Our focus is on farmland including property currently zoned exclusive agriculture, property being converted to irrigated land, and cranberry land. Those property owners would then be able to participate in the state Farmland Preservation Program after submission of the plan to the State.

- A committee vote in the Wisconsin Senate is planned for 1-14-2016 on the Wisconsin's Managed Forest Law program (Senate Bill 434 and Assembly Bill 561). The proposed legislation would return all of the closed acreage fees to local government and eliminate the severance and yield tax.
- The Town Hall will be rented on Sunday, January 17, 2016.

Meeting Minutes:

- **Motion (Winkler/Yetter) Move to approve the Town Board Meeting minutes from December 22, 2015. Unanimous ayes. Motion carried.**
- **Motion (Yetter/Winkler) Move to approve the Town Board Meeting minutes from December 28, 2015. Unanimous ayes. Motion carried.**

Officers' Reports:

- Local Road Improvement Program: Schwab met with Steve Schlice regarding one secured and four potential projects. This includes Oak Street – starting at CTH U and proceeding 0.6 miles. We are receiving \$20,000 for this project via the Transportation Road Improvement (TRI) program. Further discussion occurs later in the meeting.
We are still seeking funding for the other four projects via the Transportation Road Improvement – Discretionary (TRID) program. The County prioritized the projects, but the funding decision comes from the State. The projects include:
 - a) Mill Road 100th Street South to CTH F
 - b) Buena Vista Creek crossing on 95th Street South and 100th Street South
 - c) Quarry Road from 90th Street South to 100th Street South
 - d) Mertz subdivision – The County intends to pull this submission because no resurfacing project has ever been funded under the program and it is not wide enough. We may be able to submit this project for a different program.
- Rabies Clinic: Luecht reported on the Rabies Clinic scheduled for February 13, 2016 from 9:00 am to noon. A veterinarian from Portage County Human Society will administer the vaccinations and insert microchips. A Thrivent grant of \$250 has been received for advertising and providing treats for humans and pets. Information regarding the clinic is available on the Town website. Three other townships have been invited in to the clinic.
- T. Plover ATV meeting: Schwab attended the Town of Plover ATV meeting on 1-11-2016. The T. of Plover would like to gain cooperation between townships that share Town Line Road. The Convention and Visitor's Bureau pointed out the miles of snowmobile trails while there is a lack of ATV routes. This has a potential negative impact on tourism dollars. The T. of Plover would like to use a ¼ mile section of CTH R as an ATV route. The Portage County Safety Committee and Portage County Corporate Counsel do not support allowing ATVs on county roads. The Portage County Highway Department has not taken a formal action on the T. of Plover's request. Portage County's willingness or lack of willingness to allow ATV travel on CTH R will likely impact what the T. of Grant may do in regards to ATVs. The Plan Commission is currently drafting an ATV ordinance. The proposed route is limited and does not include access to Kellner. The proposed route is Evergreen Avenue, from County Road U to 90th Street South; 90th Street South, from Evergreen Avenue to Mill Road; Mill Road, from 90th Street South to Town Line Road; and Town Line Road, from Mill Road to Griffith Avenue and from Buena Vista Road to one mile north. K. Lee summarized the work of the Plan Commission and announced the next meeting on this topic is scheduled for February 9, 2016. Citizen input is welcomed. Winkler expressed concerns about the proposed route and the impact on non-paved roads. Yetter noted that the T. of Saratoga does not use Mill Road and therefore it could not be used as the connection to that township. Citizen, Mary Kiedrowski stated continuous traffic could be bothersome and would not like ATVs on 90th Street. Yetter and Winkler expressed concerns regarding the hours during which travel is allowed. Schwab reminded everyone that the Town was requested to consider an ATV ordinance, but we are under

no obligation to have one. Lee stated seasonal road closures are proposed to be included in the ordinance.

- Ambulance – The case against Portage County is continuing. Judge Bult did not give the Town an injunction, but did not dismiss the case as requested by the County. A scheduling conference took place on 12-18-2015. July 28 and 29, 2016 have been set as court dates. Any amendments need to be filed by 2-29-2016 and responses to the amendments by 7-1-2016. The County asked for mediation. It is possible that the Town may enter into mediation by mid-February.

Committee/Commission Minutes or Reports:

- Ambulance: No report
- Fire: There were four calls made by the Grand Rapids Fire Department during the last quarter. This included a chimney fire, two vehicle fires, and a motor vehicle accident.
- First Responders: Yetter reported a need to purchase the tools of required for forcible entry. Batteries and pads have been ordered for four defibrillators, but we have not received the order. Follow-up on the order will need to take place.
- Green Clean Action: Schwab reported a meeting of Clean, Green Action –Wisconsin Rapids took place on January 6, 2016. This group works on sustainability projects. They meet the 1st Wednesday of the month. Projects for the year were selected at the last meeting. The list of current projects sent to Town Board members. Any interested citizen is encouraged to be involved in the work of Clean, Green Action.
- Greater Kellner Area Business Group: No report
- Groundwater Citizens Advisory Committee: Mary Kiedrowski provided a report. They are currently working on bylaws and the Groundwater Management Plan.
- Historical Committee: No report
- Plan Commission – Lee reported the Plan Commission is working on the ATV ordinance, rezoning of a parcel of land behind the Wild Horse Saloon from Low Density Residential to Commercial, the communication tower for emergency purposes (a possible site is on the Upper River Gun Club land), and updating the Comprehensive Plan with assistance from Portage County Planning and Zoning.
- Website: Lee reported updates are made on a regular basis. She would like to add a “Roads” tab to the site. Suggestions for the website are welcomed.
- Zoning: There were a 4 permits/fees issued in December for a total of \$190. Permits were for an addition, an address and 2 UAPs.

Public Participation

- Three complaints were received this morning regarding the slippery status of the CTH U and Lake Road junction. Yetter stated in the past we had a contract with Wood County to salt that intersection. He will contact them to determine if that practice can be resumed. Citizen, Sandy Wood stated changing weather conditions have made it difficult to keep the roads clear. Winkler explained that a hydraulic hose broke on one of the plows on December 28th. This slowed the process of clearing the roads on the snowiest day this season. Portage County also experienced equipment problems resulting a delay in clearing/treating CTH FF.
- Sandy Wood expressed a concern about ATVs in the town. Last summer, someone drove on her front yard. She recognizes there are many responsible individuals, but there are also irresponsible people. It is difficult to get law enforcement to a location in a timely manner for complaints about an ATV.
- Mary Kiedrowski stated she would not like ATVs on Evergreen Ave. It is too easy for people to “claim” they did not know they were on private property. She would prefer a straighter route through the town. Citizens were again encouraged by Schwab to attend the 2-9-2016 Plan Commission meeting.

Financial Report & Updates:

- Luecht provided a financial report. On 12-31-2015, there was a checking book balance of \$16,499.78. The Park Fund had \$11,526.97. The Building Fund had \$1,474.15. The Tax Account had \$86,121.92. A copy of the December Reconciliation was provided to the Board Members to show the Treasurer and Clerk were in balance. The total cash on hand is \$115,622.82. Luecht stated based on the Year-End Report balance, the Town could set up a reserve account, such as an equipment fund.
- **Motion (Schwab / Yetter) Move to place financial report on file for review. Unanimous ayes. Motion carried.**
- Status of invoice for ATV damage to 110th/Elm: As of this date, the invoice has not been mailed. V. Zimmerman needs to do this. This damage occurred on July 26, 2015. A process needs to occur to send out letters on a timelier basis. Zimmerman could work with clerk's network to determine how others handle damage to roads in a timely manner
- Status of reimbursement for Tower Road: A letter was sent December 16, 2015. A meeting also occurred to review all items between Jewell Associates Engineers and Portage County. At this time the reimbursement has not occurred. When Schwab met with Steve Schlice last week he said he had not submitted the paperwork to the Highway Committee yet, but would after LRIP work was done.
- Status of items required by Schenk Associates for Review of Town finances: A list of 23 items for the end of year audit has been requested by Stuart Randall of Schenk Associates. These items should be provided to Schenk Associates by the end of the month.
- Request to accept - Thrivent grant \$250 award for Rabies Clinic:
Motion (Schwab /Yetter) –Move to accept the Thrivent grant. Unanimous ayes. Motion carried.
- Transportation Alternatives Program: The program supports bicycle/pedestrian road improvements. Jim Wendels has done a cross section design for the Mertz subdivision located south of Grant Elementary School. He also corresponded with Nathan Check and Steve Schlice regarding the request. The Town has until January 29, 2016 to make an application.
- Website payment: The credit card information updated on 01-04-2016. The actual payment occurs as an auto-pay and is scheduled to occur later this week.

LRIP - TRI Project: Proposal from Quest Civil Engineers LLC for Oak Street pavement replacement. The Town will receive \$20,000 for the estimated \$85,000 project.

- Winkler expressed concerns regarding the farm traffic destroying the current pavement and limited number of homes that would benefit. There are 5 homes.
- Schwab stated to receive TRI project funding, a certified engineer must guarantee that the road will meet a 10 year minimum life span. We therefore need the engineering. The people in those homes deserve to regain a paved road as they had in the past.
- **Motion (Schwab/Yetter) Move to approve the cost proposal for the Design Project Development by Quest for \$6,825. Vote: 2 to 1. Motion carried.**

Roads/Equipment/Garage:

- Response to warranty work by Fahrner on 110th Street, Deer Rd and Griffith Ave: A letter is ready to be sent Kent Kutnink, President of Fahrner Asphalt Sealers. Copies were given to the Town Board members.
- Road work preparations
 - a) 110th Street (Quarry – CTH W) – nothing to report
 - b) 87th Street (Tower – Evergreen) – nothing to report
 - c) Evergreen Ave (Ten Mile crossing) culverts and road realignment – moving ahead with the design, working with Jewell, surveying to start next week

- Status of report to Sheriff's Dept regarding damaged road signs: The Town has not received a response from Portage County Sheriff's office. The signs have gone to the person who requested them for \$10 per sign.
- Request to sell damaged, extra, or unusable radios and signs on Wisconsin Surplus – Schwab and M. Rutz worked on developing a list of items including road weight limit signs, community watch signs, bent signs & old signs. A few signs will be saved to be used as replacement signs despite the fact they are not high reflective signs.
Motion: (Schwab/Winkler) Move to get rid of CB radios and signs. Unanimous ayes. Motion carried. Marty Rutz is to use his discretion to determine which items to get rid of first. A running list should be kept.
- Options to extend warranty on John Deere grader: Winkler reported it is too early to extend the warranty at this time. The extension should be made closer to the date the warranty expires. It is important to carefully select what to warranty because future warranties cannot add additional items to cover. Covered items can only be kept the same or decreased when a warranty extension is made.
- Public Works (December tasks completed) and Priority list for January
 - a) In December, snow removal and cutting trees took place.
 - b) In January, more tree work is anticipated.

Town Hall: The new ballot machine is scheduled to be set-up on Friday (01-15-2016) at 11 am. There is an election scheduled for February 19, 2016. It was suggested to try to sell old ballot machine on Wisconsin Surplus, but there may little to no interest in the machine. In Portage County there is only one township using that machine. V. Zimmerman will be asked to validate that it is allowable to sell a ballot machine.

Transfer Station: An injury report form has been designed. In addition to the Town's form, the Workers Compensation form (WKC-12-E) needs to be available. The forms should be available in the Town garage and the Transfer Station employee shed. The Clerk needs to have a file folder with Town form and the appropriate state forms for each site.

Betty Petrusky has retired. A new hire has occurred. Garry Saeger will begin working this month; his first full day will be with Greg Dahl on January 23rd. Citizen Eldred Getzloff asked whether town residency was required. Municipalities can not longer require town residency for non-emergency positions in Wisconsin. There were 13 applications given out; two individuals came for an interview, but one individual withdrew their application at the time.

Board/Employee Training dates/topics: None

Upcoming meeting dates/topics: The next Monthly Town Board Meeting is scheduled for February 10, 2016. No agenda items were suggested, but there will be a public hearing on rezoning land behind the Wild Horse Saloon.

Motion: (Winkler/Schwab) Move to adjourn @ 8:20 pm. Unanimous Ayes. Motion carried.

Respectfully submitted,

Kathleen D. Lee
Secretary Pro Tem

Approved February 10, 2016