

TOWN OF GRAND RAPIDS BOARD MEETING MINUTES

February 14, 2012

Meeting Place: Grand Rapids Municipal Building, 2410 48th Street South, Wisconsin Rapids, WI

Present: Supervisors Arne Nystrom, Jeanne Fehrman, Bill Clendenning, Kathy Alft, Clerk Judy McLellan and Treasurer Kris Ginter

Excused: Chairman Don Bohn

NOTE: (*) indicates agenda item of when Board member joined the meeting.

Notices of the meeting were legally posted at The Store in Kellner, the Grand Rapids Garage and the Grand Rapids Municipal Building, and sent to the Daily Tribune and The Voice.

The Meeting was called to order at 6:30 p.m. by Vice Chair Arne Nystrom

- 1. Approve minutes of January 10, January 14, January 16 and February 2, 2012 Town Board Meetings.** *Motion* (Clendenning/Alft) to approve the minutes of January 10, January 14, January 16 and February 2, 2012 as presented. *Motion carried.*
- 2. Resolution 2012-05 approval for Heath Hiles' request to rezone parcel #07-00658AF from Agricultural to Commercial.** *Motion* (Fehrman/Alft) to table resolution 2012-05 until more information can be obtained and Mr. Hiles receives any permitting or restrictions from the county or state on building in the flood plain. *Motion carried with Supervisor Clendenning voting no.*
- 3. Monthly reports from Departments:**
 - Fire Department:** Chief Bernette reported that the department currently has a few openings for EMS volunteers. The department responded to 33 calls for service consisting of : 15 EMS, 5 vehicle accidents, 5 PD assist (search & rescue), 2 MA structure fires (WR), 2 structure fires (chimney), 1 vehicle fire, 1 smoke investigation, 1 false alarm, and 1 RIT call (Nekoosa). Training: RIT will be held 2/21, EMS: department refresher, Fire: held on 2/15 & 2/17 on Pump Operations.
 - Safety Department:** Chief Bernette stated that no injuries have been reported. Safety meeting on Bloodborn Pathogens will be 2/16.
 - Police Department:** Chief Lewandowski reported the department handled 267 calls for service in the month of January. The Greg Senn missing person case has kept the department very busy this past month and Chief Lewandowski wanted to thank everyone for the support that the Police & Fire Department has received. The department is asking anyone that would have been in the Whitrock and 80th Street area on Saturday January 14th between 6:30 a.m. and 7:00 a.m. to call the department even if you did not see anything. They are working on a timeline and all information even that you did not see anything is helpful.
- 4. Resolution 2012-04 to approve new Certified Survey Map removing the road reservations for the extension of Country Lane and construction of Acacia Ave for Phil & Linda Casper.** *Motion* (Clendenning/Alft) to approve resolution 2012-04 approving the CSM removing the road reservations for the extension of Country Lane and construction of Acacia Ave for Phil & Linda Casper. *Motion carried.*
- 5. Resolution 2012-03 to amend the 2012 budget to include the \$36,913 Public Works expense for the tailgate spreader and tractor as a Capital Outlay expense.** *Motion* (Fehrman/Alft) to approve resolution 2012-03 amending the 2012 budget to include the \$36,913 Public Works expense for the tailgate spreader and tractor as a Capital Outlay expense. *Motion carried.*
- 6. Re-appointment of three members for three year term to the Board of Appeals.** Vice Chair Arne Nystrom stated that the Chairman has recommended the re-appointment of Gil Layton, Tom Heiser and Marc Thompson to the Board of Appeals. *Motion* (Fehrman/Clendenning) to approve the recommendations of the Chairman and re-appoint Gil Layton, Tom Heiser and Marc Thompson to the

Board of Appeals for a three year term with Marc Thompson being listed as #1 alternate. *Motion carried.*

7. **Appoint the Chair and Vice Chair for the Board of Appeals.** Vice Chair Arne Nystrom stated that the Chairman's recommendation was to appoint Gil Layton as Chair and Tom Heiser as Vice Chair. *Motion* (Clendenning/Alft) to approve the Chairman's recommendation to appoint Gil Layton as Chair and Tom Heiser as Vice Chair for the Board of Appeals for the year 2012. *Motion carried.*
8. **Discuss new credit card policy through Wood Trust Bank.** Clerk McLellan stated that the town currently has credit cards through Wood Trust Bank. Wood Trust changed the credit card plan last year in that only two of the cards are free and any additional cards would carry a \$25 yearly fee. Treasurer Ginter stated that she had checked with two other local banks and we would be able to get the cards all free but the Town has banked with Wood Trust since the 1970's and that they wave approximately \$1500 in fees for the town each year. Clerk McLellan stated that she felt that 3 or 4 additional cards would be needed in addition to the two free cards. Supervisor Fehrman said that she felt that each department head should have a card. Discussion took place on the needs of the cards. It was decided that in addition to Clerk McLellan and Chief Bernette additional cards would be beneficial for Chief Lewandowski, Administrative Assistant Jewell Ninneman and Public Works Leadman Rick Austin. *Motion* (Clendenning/Nystrom) to approve the additional credit cards from Wood Trust at the cost of \$25 yearly fee for Chief Lewandowski, Jewell Ninneman and Rick Austin. *Motion carried* with Supervisor Fehrman abstaining.
9. **Discuss the possibility of administrating an Aflac policy through the Town.** Clerk McLellan stated that Aflac representatives asked to present information on the Town offering a Aflac plan through the town. It would be an administrative plan only and all employees would have their own plans with the employees paying all of the premiums. Clerk McLellan stated that she had not gotten any additional information until receiving the approval of the board to pursue this further. *Motion* (Fehrman/Clendenning) to approve the Clerk looking into the possibility of the Town offering to administer an Aflac plan for interested employees. *Motion carried.*
10. **Approve new employee handbook and policies referenced within handbook.** *Motion* (Clendenning/Fehrman) to approve the new employee handbook as presented. *Motion carried.* *Motion* (Nystrom/Clendenning) to approve the policies on Computers, Drug Screening, Grievances, Job Performance Management and Discipline, Safety, Sexual and Other Unlawful Harassment, Telephones, Town Vehicles, Voicemail and Wisconsin & Federal Family & Medical Leave as presented. *Motion carried.*
11. **January disbursement vouchers.** Supervisor Fehrman questioned a payment to Golden Eagle Log Homes and Clerk McLellan stated that it was for restitution to them that was paid to the town due to a Police incident.
12. **Operators License Applications.** *Motion* (Alft/Fehrman) to approve the one year application for Jean Amon, Jammers, Scott Sullivan, Bud's Corner Mart, and Gina Tesnow, Bull's Eye Country Club. *Motion carried.*
13. **Monthly reports from committees:**
 - Public Works:** Supervisor Nystrom stated that due to a mild winter the roads are looking good and equipment has had very little maintenance needed. The mild winter has also allowed the crew to continue to do needed brushing around the town. The newly purchased tractor has arrived and is waiting for the spring/summer mowing season.
 - Plan Commission:** Supervisor Nystrom stated that the Plan Commission met last night and that a request for three dogs was granted and a conditional use permit for an off premises sign and a conditional use permit for a home occupation to sell firearms was referred to the town board.
 - Airport Commission:** Supervisor Alft reported that the Airport Commission met on February 2nd. A request to hold AG Day at the airport in mid April was granted. The Balloon Rally has been canceled due to no sponsor. The 2012 budget was discussed and a new line item will be added to account for the amount that will need to be used from the unrestricted general funds to balance the budget. Alft also reported 98 planes in the last month compared to 52 in January of last year.
 - Recycling and Solid Waste:** Supervisor Clendenning stated that the committee met on January 30th. Immanuel Lutheran School's sixth grade students held a classroom competition to develop a Choose-To-Reuse logo. The committee will meet to choose a final logo. Clendenning stated that Choose-To-

Reuse will be help on Saturday May 12th and August 25th. Municipalities of Rome, Grant and Nekoosa will also have their Choose-To-Reuse events on the same day.

Public Buildings: Supervisor Clendenning reported that the public buildings committee has not met recently.

14. **Reports from individual Town Board Members.** Supervisor Fehrman stated that the Area Water Quality Group is waiting on information from the State at this time.
15. **Other public input.** None
16. **The Grand Rapids Town Board will convene into closed session pursuant to Wis. Stats Section 19.85 (1) (c) “considering employment of any public employee over which the governmental body has jurisdiction or exercises responsibility”, to discuss the filling of the fourth police officer position.** *Motion* (Fehrman/Clendenning) to move into closed session. A roll call vote was taken and *unanimously carried*. In closed session 7:28 p.m.
17. **Movement into open session to take any necessary action.** *Motion* (Fehrman/Alft) to move into open session. A roll call vote was taken and *unanimously carried*. In open session 7:53 p.m. *Motion* (Nystrom/Fehrman) to approve Chief Lewandowski hiring a person to fill the fourth police officer position and have the Police & Fire Commission begin the process of creating a part-time eligibility list. *Motion* carried with Supervisor Clendenning voting no and Supervisor Alft abstaining.
18. **Adjourn** *Motion* (Alft/Fehrman) to adjourn. *Motion carried*. Meeting adjourned 7:54 p.m.

Minutes subject to board approval.

Respectfully submitted and approved

this _____ day of _____, 2012

Judy McLellan, Town Clerk