

**TOWN OF GRAND RAPIDS
PUBLIC POLICY AND PROCEDURE
MANUAL**

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TOWN OF GRAND RAPIDS POLICY AND PROCEDURE

SMOKE-FREE ENVIROMENT

No smoking will not be allowed in any Grand Rapids Town buildings or vehicles per Wis. Statue § 101.123

Smoking is defined by Wis. Statue §101.123 (1)(h) "Smoking" means carrying a lighted cigar, cigarette, pipe or any other lighted smoking equipment.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS

POLICY & PROCEDURE TITLE:	<i>Town Vehicles</i>
EFFECTIVE DATE:	<i>October 1, 2009</i>
DATE REVIEWED/REVISED:	<i>September 22, 2009</i> <i>February 14, 2012</i>
APPROVED BY:	<i>Grand Rapids Town Board</i>

POLICY STATEMENT: This policy serves to state the position of the Town of Grand Rapids relative to use of Town owned vehicles.

APPLICATION: This policy applies to all employees, elected and appointed officials.

PROCEDURE: Only Town employees and officials are allowed in Town vehicles; unless within the scope of professional responsibilities or in compliance with the Police Department Policy and Procedure.

- Family members are not authorized to be riding in Town vehicles unless the vehicle is being used as transportation to a function in which the Town employee is acting in an official capacity.
- Non employees are allowed in Police and Fire vehicles only in the course of duty or as a ride along participant in which the procedure outlined in the departments' Policy and Procedure manual has been followed.

RESPONSIBILITY: Any employee, supervisor, or manager who becomes aware of possible violation of the Town Vehicles policy must advise the Personnel Committee Chairman or any Town Board member so it can be investigated timely.

TOWN OF GRAND RAPIDS POLICY AND PROCEDURE

LAW ENFORCEMENT

The primary functions of the Town of Grand Rapids Police Department is the preservation of the public peace and order, the prevention and detection of crime, the apprehension of offenders, the protection of persons and property, and the enforcement of the laws of the State of Wisconsin and the Ordinances of the Town of Grand Rapids.

In order to perform their duties properly, it is essential that officers and department employees have a thorough understanding of, and compliance with, all the rules, regulation, department policies, and procedures pertaining to their respective positions.

The Grand Rapids Police Department Policies and Procedure Manual (available with the Police Chief) is intended to acquaint officers and employees with the many requirements and functions of a police department in general and a police officer in particular. This manual is not intended to cover every situation that may arise; much must be left to the intelligence and discretion of the individual officer or department employee. Officers and department employees are encouraged to familiarize themselves with its contents and keep the handbook readily available for reference.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS

POLICY & PROCEDURE TITLE:	<i>Safety</i>
EFFECTIVE DATE:	<i>October 1, 2009</i>
DATE REVIEWED/REVISED:	<i>September 22, 2009</i> <i>February 14, 2012</i>
APPROVED BY:	<i>Grand Rapids Town Board</i>

POLICY STATEMENT: The Town of Grand Rapids recognizes its responsibility in providing the safest working conditions possible for its employees.

APPLICATION: This policy applies to all employees. Our expectation is that employees be aware of conditions in all work areas that can produce injuries. Employee cooperation in detecting and reporting hazards is necessary. Employees should inform supervisors or the Safety Director immediately of any situation beyond the employee's ability or authority to correct.

PROCEDURE: The Town of Grand Rapids establishes the following overall policy statement.

- That the Town of Grand Rapids intends to comply with all safety regulation (federal and state).
- That the safety of employees and the public are of greatest importance.
- That every attempt will be made to reduce the possibility of accident recurrence.
- That all employees follow established rules of safety and use safety equipment and PPE provided to them.

RESPONSIBILITY: The Town Employee Safety Manual (given to employees at time of hire) is intended to provide employees with a general understanding of the following safety policies:

- General safety rules and responsibilities
- Reporting workplace injuries/illness
- Returning to work
- Emergency preparedness
- Work place violence
- Asbestos safety
- Fire prevention
- Office safety
- Blood-borne pathogens
- Personal Protective Equipment
- Chain Saw safety
- Lock-out / Tag-out
- Hazards communication
- Hearing protection

Employees are encouraged to familiarize themselves with its contents and keep the manual readily available for reference.

TOWN OF GRAND RAPIDS POLICY AND PROCEDURE

OFFICE EQUIPMENT

Personal use of the copy machine is \$0.10 per copy for employees of the Town and \$0.25 per copy for the general public.

Personal use of the fax machine is \$0.10 per copy for incoming fax. There is no cost related to local out-going personal faxes; however they should be sent during the employee's break. Personal outgoing long distance faxes shall be \$ 0.25 per page.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS POLICY AND PROCEDURE

EMPLOYEE RESIDENCY

It is the policy of the Town to hire the best qualified applicant for an open position. The hiring bodies of the Town of Grand Rapids understand that the maintenance of its ways and properties and enforcement of law is best provided by persons having a close relationship to the Town as a resident and tax payer, but residency within the Town will not be a mandatory requirement of employment. Reasonable residency requirements that will best serve the interests of the Town and its residents will be negotiated with the applicant at time of hire.

Any individual departments' policies will supersede the Town policy.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS

POLICY AND PROCEDURE

BOARD MEETINGS

All matters which necessitate action/approval by the Town Board at a Town Board meeting will be channeled through the Town Clerk to be included on the meeting agenda.

All Town Board and Committee meetings will commence at 6:00 p.m.; unless properly notified differently at which time the meeting will commence as stated on the meeting notice.

In the event that three (3) or more members intend to be absent from a Town Board meeting, the meeting shall be canceled. If one (1) or more members intend to be absent from a subcommittee meeting, the meeting shall be canceled.

If a board or committee member cannot be present at any meeting, or anticipates arriving late, it will be the responsibility of that member to contact the Town Board Chairperson or Committee Chairperson of their intended absence. The Chairperson will then be responsible for notifying the Town Clerk if the meeting will be canceled. If the appropriate Chairperson cannot be contacted, the Town Clerk should be contacted directly by the person intending to be absent or late and it will then be the Clerk's responsibility for contacting the Chairperson and/or canceling the meeting.

Elected Town Officials may be removed from office for inefficiency, neglect of duty, official misconduct, or malfeasance in office according to Chapter 17 of the Wisconsin Statutes.

Minutes of meetings shall be properly prepared, circulated to Town Board members, and filed with supporting documentation in a binder.

As of November 20, 1979, the press (representatives from radio and newspaper) must either read the minutes or listen to the tape recordings of any meeting proceedings if they wish to secure specific information on meetings. Committee and department heads may use their own discretion as to what information they wish to release on items of interest. This policy pertains only to meetings which involve the Town Board.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS

POLICY & PROCEDURE TITLE:	<i>Per Diem Compensation</i>
EFFECTIVE DATE:	<i>October 1, 2009</i>
DATE REVIEWED/REVISED:	<i>August 26, 2014</i>
AUTHORIZED BY:	<i>Town Board of Supervisors</i>

POLICY STATEMENT: The objective of this policy is to establish a procedure on per diems claimed for attendance at meetings and seminars.

APPLICATION: This policy applies to all elected Town Board members.

PROCEDURE: All meetings and seminars must be reported on the Town of Grand Rapids voucher report (can be obtained from the clerk) and submitted to the Town Clerk's office.

Town Board members are responsible for education through meetings and seminars in order to be better informed to fulfill the duties as set forth in the Wisconsin Statutes. All meetings which necessitate attendance by a Town Official will be channeled through the Town Chairman first; with exception to the following regularly scheduled meetings that do not need prior approval:

- Town Board meetings
- Town Board Committee meetings (**NOTE:** When representing a Town Board Committee at any meeting or function, only the Committee Chair or designee will be compensated for attendance)
- Wisconsin Towns Association meetings and seminars
- Urban Towns seminars

Town Board members will be compensated for attendance at meetings and seminars at a per diem rate set by the Town Electorate.

- A per diem may be claimed for each day of a meeting or seminar.
- More than one per diem may be claimed in one day if the official attends different meetings that are not held consecutively, with a maximum of two per diems claimed.
 - Consecutive is defined as a meeting called to order within one hour of adjournment to another.
 - *Exception:* an additional per diem may be claimed for meetings that are held consecutively if the actual combined duration of the meetings exceeds three hours in length.
- Expenses for mileage, meals, and lodging while attending a meeting or seminar will be reimbursed as per the Travel and Reimbursement policy.

RESPONSIBILITY: As a recipient of tax dollars and Federal funds, the Town of Grand Rapids is responsible for assuring that all per diems claimed are reasonable and prudent.

TOWN OF GRAND RAPIDS POLICY AND PROCEDURE

VILLAGE POWERS

Village Powers were created at the April 3, 1956 Annual Town Meeting.

Motion by Mrs. Irving Huber, seconded by Paul Thalacher, be it resolved that the Town Board of the Town of Grand Rapids be directed to exercise all powers relating to Villages and conferred on Village Boards by Chapter 61 of the Wisconsin Statutes, except such which would conflict with the Statues relating to Towns and Town Boards. Motion carried.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS

POLICY AND PROCEDURE

SNOW AND ICE CONTROL

The Town of Grand Rapids' roads are subject to freezing rain, ice, snow and snow drifting any time during fall, winter, and spring months. Normally winter storms can be expected during the months of November through April. The responsibility for keeping vehicular traffic moving on Grand Rapids' nearly 100 miles of roads and streets, following the snow and ice storms, lies with the Town's Public Works Crew Leader under the direction of the Town Board Chairperson and Supervisors.

The Town is currently responsible for the maintenance of 100 miles of roads. Approximately 37.25 miles of the 100 miles are classified into priority winter maintenance practices. The balance of roads and streets will be plowed and sanded if there is more than 3" to 4" of snow on the roads and streets.

The Town goal is to maintain the roads in as good winter driving conditions as weather, equipment, and budget restraints allow.

Planning and preparing for snow and ice removal is difficult due to the uniqueness of each storm. No two storms are ever identical. The interrelationship of factors such as rate of snowfall, moisture content, accumulation, temperature, time of day, and wind velocity determines the uniqueness of each storm. The Town operations must be flexible enough to combat the unique aspect of each storm.

The amount of snow accumulation and time of day at which the storm occurs has a significant effect. High wind conditions may cause roads to quickly fill in again with drifted snow. The temperature at the time of the storms will also affect conditions. Snow falling on warm pavement will clear off easily. However, a moderate storm, coupled with a prolonged subfreezing period will greatly increase the removal effort. Light, dry snows handle easier than heavy wet snow.

During snow and ice storms, the Town Public Works Crew will respond to emergency conditions to the extent practicable. The Town will not respond to unverified emergency requests direct from the public. The request must come from the appropriate emergency response agency (i.e. fire, law enforcement, ambulance). The Town Public Works Crew will not plow or sand on private

property without authorization from the Town Board Chairperson. The Town will not take any responsibility for removal of snow that is plowed into private driveways from the road clearing operation. Driveway maintenance is the property owner's responsibility.

CIRCUMSTANCES OR EXCEPTIONS TO THIS POLICY

This policy will be adjusted to meet specific storm circumstances. Listed below are several special conditions:

- Plowing of snow will be limited in storms early in the fall and late spring only on gravel surface roads, due to the lack of frost to support the snow plows. Plowing gravel off the road creates a hazard and is very expensive to the taxpayer.
- Plowing may be limited on paved roads during spring break up.
- Operations may be suspended or reduced if fuel is not available due to lack of electricity at the Town Garage, qualified operators are not available, and/or equipment breakdowns occur.
- The Town Board Chairperson has the authority to suspend snow and ice control operations. This may be done in severe storm conditions when there is danger to equipment operators or it is not practical or cost effective to continue.

The State of Wisconsin Statutes 81.15 states that a municipality has three (3) weeks to plow snow off roads, however, it is the Town's policy to plow as soon as possible.

WHERE AND WHO TO CALL FOR INFORMATION AND COMPLAINTS

Information about road conditions and operations can be obtained from the Grand Rapids Municipal Building at 424-1821 during regular working hours. After hours, residents can call the Town Board Chairperson or Town Board Supervisors at their respective residences.

Complaints on practices and procedures should be directed to the Public Works Crew Leader. Each complaint will be investigated. The Leader may make a decision on the complaint and if necessary the complaint will be discussed with the Town Board. Final action on complaints rests with the Town Board.

Complaints given to family members of town employees or elected officials in a respectful manner will be relayed to proper town personnel. Town Board members, town employees, spouses and family members will not take any action to rude or belligerent complaints.

Complaints regarding individual operators must be submitted in writing, signed and filed at the Municipal Building during office hours. The complaint will be reviewed by the Public Works Leader and if necessary, will be referred to the Town Board at their next regularly scheduled Town Board meeting. All persons involved will have the opportunity to be present at that time.

MAILBOXES

While plow equipment operators are advised to be cautious near mailboxes, on occasion mailboxes are struck. A properly installed mailbox will permit a snowplow to clear the snow near it. Operators must report these occurrences to their Crew Leader. The Crew Leader must also realize that mailboxes can be knocked over without the driver being aware of the fact. It is important to investigate each and every occurrence.

Reports on mailbox damage may come from citizens rather than an equipment operator. If this occurs, the Crew Leader will investigate the incident as soon as possible. If it is clear that the damage was done by town equipment striking a mailbox, the Crew Leader will determine if it is possible to repair the damage using road maintenance personnel. The Crew Leader will document each time damage is investigated.

It is the Town's policy to pay for a replacement when a mailbox has been struck by town equipment. Replacement of mailboxes and/or mailbox posts by the Town of Grand Rapids shall be limited to \$25.00 per mail box. Special decorative mailboxes and/or posts will not be provided. If the owner wishes to install a decorative mailbox and/or post to meet a subdivision's standards, it shall be at the owner's expense. The Town will reinstall a standard mailbox on a 4"X4" post to replace those damaged. However, if the damage was done by the weight of the snow being pushed to the curb or shoulder, the Town will not honor such a 'claim. Be sure to keep this in mind during the investigation.

The Town will do mailbox repair work after snow plowing operation of the current storm is completed. This will be completed to the best of our ability. The Town assumes no liability for mailbox damage or losses.

LAWN DAMAGE

Most lawn damage will occur because a truck with the plow blades rides over the shoulder and rips up the sod adjacent to the shoulder. This occurs more often in early or late snow storms when there is little or no frost in the ground. The Town will not repair the lawns that are in the right-of-way of a Town road. The Town assumes no liability for lawn damage or losses.

VEHICULAR DAMAGE

Anytime a Town vehicle is involved in an accident with another vehicle, the appropriate law enforcement officials will be notified to investigate at the scene. It is important that all crashes are reported no matter how minor. It is a violation of the law if such accidents are not reported to the proper authorities immediately. The Crew Leader should also try and go to the scene and perform his own investigation. It is important to have a written police report on file for any future claims against the Town which may be initiated.

Drivers must also report any damage to the vehicle they have been driving when it occurs. The Crew Leader should be consulted as to whether it is necessary for the vehicle to be brought into the garage immediately or if the damage can be inspected at the end of the operation.

If there is an injury at a crash, the driver of the Town vehicle will take a drug test. The drug test will be done as soon as humanly possible after the accident. We will also ask the Wood County Sheriffs Department to do the investigation of an accident and give us a written report of the accident.

DRIVEWAYS

The Town does not have any obligation nor will we clean the snow out of any driveways. Considering the large number of driveways in the Town, it would be too costly and not practical to use Town personnel and equipment to clean private driveways.

Pushing or blowing snow or other materials onto or across highways from private driveways can cause accidents and death, and is prohibited by Wisconsin State Statutes 86.01, 86.07, 346.94 and 941.30, and by Town Ordinance No. 4. Violations of the Statute or Ordinance will be referred to the proper law enforcement agency.

Temporary snow marker guides placed along the roadway, if placed following the guidelines set forth by the Town Board, shall be permitted.

Guidelines are as follows:

- Only approved breakaway markers that are purchased through the Town of Grand Rapids will be permitted.
- Markers must not be placed closer than three (3) feet to the edge of the blacktop.
- Markers must not be placed closer than ten (10) feet from each other.

Any markers not following the above guidelines are subject to removal by the Town of Grand Rapids and/or possible forfeiture as per Road Ordinance No. 19 and Schedule of Fees and Forfeitures Ordinance No. 39.

In the use of the temporary snow markers, the residents understand that the Town of Grand Rapids will not be liable for any breakage or replacement of said markers.

OVERTIME POLICY

The determination of when to use over-time in the removal of snow or ice shall be made by the Public Works Crew Leader or Town Board Chairman. The need for over-time shall be established from the severity of a storm or emergency condition.

ROUTES

The crew will plow priority roads first and salt. Then if time permits, they will plow other streets and sand the curves, intersections and hills.

During a light to moderate (less than 3") snowstorm, just the priority roads will be plowed and salted; and the curves, intersections and hills will be sanded. If time permits and if it is determined the secondary roads need to be done, all other roads *will be plowed* at regular times without working over-time. This may take 3-4 days to go over all of those roads.

When there is more than 4 inches of snow, the Town Crew will plow all the roads.

The snow and ice map is located at the Municipal Building and can be seen during regular working hours.

When there is more than 6 inches of snow and/or drifting, this is a severe storm and the priority roads may be plowed more than once before the balance of roads are done. It will be the Town's policy to plow all subdivision roads before re-plowing any first-plowed subdivision roads. When the snow storm stops, all roads will be plowed, salted and sanded as time permits.

The preceding policy is only a guideline and can be changed at the discretion of the Crew Leader or Town Board Chairperson at any time as deemed necessary.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS POLICY AND PROCEDURE

TOWN PROPERTY CLEAN UP PLAN

It shall be the policy of the Town of Grand Rapids to make every effort possible to keep the 40 acres of the town's property located off of 48th Street from accumulating large unmanageable piles of various materials.

Procedures to be followed:

- **ASPHALT AND CONCRETE:** Remove all asphalt and concrete, Chairman will find most advantageous means of removal.
- **FILL:** Sell fill material for 25 cents (\$0.25) per yard if possible. If not, fill will be removed from town property by contractor/private resident at no cost to the town.
- **STUMPS:** Stump piles will be sorted to separate fill from stump material by the Town's Public Works Crew when work load permits with remains to be disposed of as stated.
- **TOPSOIL:** Topsoil piles will be screened when we have a need for topsoil.
- **STUMPS AND BRUSH:** Piles will be sorted as clean as possible, and will be disposed in the most advantageous manner.
- **TREES:** Trees needing to be removed or dead trees will be salvaged by allowing Wood County Emergency Government to harvest the wood in return for work on other projects throughout the year.

ADOPTED BY TOWN BOARD ON: December 11, 2012.

EFFECTIVE DATE: December 11, 2012.

TOWN OF GRAND RAPIDS

POLICY AND PROCEDURE

PURCHASING PROCEDURES

All purchases will be authorized before payment of claims by the Clerk. Invoices and statements will be reviewed by appropriate department heads. If approved for payment, they will be initialed and included a brief description or code that identifies appropriate department to charge for the expense. The Clerk will process payment of claims only after the bill has been duly authorized by the proper official, department head, board or commission.

With exception to ordinary maintenance (under \$500) and supply purchases, all items costing \$200.00 or more must be approved by either the Town Board or two Town Board members. Whether the purchase is an item that needs approval will be determined by the appropriate department head.

Upon determination that an item needs approval, the department head will make a written request to the appropriate Town Board Committee Chairperson using a requisition form. If the Chairperson is unavailable, the alternate member may be contacted. Included in the request will be the company/vendor to purchase from, description of the item, and amount. If approved, the Town Board member will respond with signature and date. A second signature from a Town Board member is required. The Supervisor will determine if the item needs approval by the full Town Board.

The completed requisition form must be submitted to the Clerk for payment of the bill. Requisition forms may be obtained from an office secretary or the Clerk.

Major equipment items that have been budgeted as Capital Outlay (cost greater than \$1,000) and approved by the Town Board in the fall must be approved again by the Board or a Supervisor during the budget year.

Purchases using Town issued credit cards are to follow the same procedure as outlined above.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS POLICY AND PROCEDURE

MARK UP ON MATERIALS SOLD

All items or materials purchased by individuals or businesses through the Town of Grand Rapids on an invoice basis will be charged as follows:

Cost of item or material will be marked up 5%.

One (1) hour of Administrative cost (Current clerk's hourly rate plus 50% for fringe benefit costs)

Current sales tax rate will be applied.

This policy does not apply to the cost associated with the development and construction of subdivisions or roadways in subdivisions. These items will not be charged the 5% markup, but other costs will apply.

This policy applies to materials and items such as Salt/Sand, Stop Signs, Speed Limit Signs and Posts and Gravel. This list is not meant to be all inclusive and may include other items not identified at this time.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

TOWN OF GRAND RAPIDS POLICY AND PROCEDURE

DOG EXEMPTION PERMIT

The Town of Grand Rapids as per Ordinance # 8 – Regulating Dogs allows only two (2) dogs per household. Owners wishing more than two dogs must obtain an exemption permit from the Town. The following is the procedure in which an Exemption Permit will be issued and renewed:

- Owner must complete a “Dog Exemption Permit Request Application Form” available at the Municipal Building or at the Town of Grand Rapids website.
- Completed form will be submitted to the Town with a first time fee of \$75.00.
- The Town will fax the completed form to the South Wood County Humane Society, which will conduct an inspection of the property where the dogs are to be kept.
- South Wood County Humane Society Officer will conduct an inspection of the property and complete the portion of the form pertaining to the inspection. The form will then be returned to the Town with approved or denied indicated.
- The Town will then schedule the request to be included on a Plan Commission’s agenda. When the date of the Plan Commission’s meeting is known the Town will send letters, stating the request, to all property owners within a 500’ radius of the requester’s property.
- At the Plan Commission meeting the statements of the property owners within the 500’ radius and the requesters will be heard. The Plan Commission will make the final decision in granting the Exemption Permit. The decision will be recorded on the application form and signed by Plan Commission Chairman.
- Exemption Permits will apply only to the specific dogs and property listed on application form. In the event of changes to the specific dogs or the property where the dogs are kept, a new application form and another \$75.00 fee will be required. The application will be handled as a new application.
- All approved permits will expire on March 31st. A renewal permit must be obtained for the cost of \$20 per residence per year in all subsequent years.

- In October of each year, a list of the active permits will be given to the Police Department to review as to whether there have been any complaints on record for the previous year.
- At a meeting of the Plan Commission held after the Police Department has completed its review of the active permits and prior to November 30th, the Plan Commission shall review all existing dog exemption permits for compliance, eligibility, and violations. The Plan Commission may request an inspection be made by Humane Society if deemed necessary. All permits that are compliant will be eligible for renewal. If eligible for renewal the Town will send letters to the owners reminding them of the renewal fee due by March 31st. If renewal permit is denied or not paid by March 31st the owners will be required to reduce the number of dogs, or a citation may be issued for each day owners are not in compliance with Ordinance #8. Citations will be based on Ordinance 39 - Schedule of Fees and Forfeitures.
- Upon revocation and/or denial, the Zoning Official shall immediately notify the Grand Rapids Police Department.
- A letter of revocation/denial, over the Police Chief's signature, shall be immediately sent to the Owner, requesting compliance and noting that the property will be checked for compliance 30 days from date of mailing.
- After 30 days from receipt of the letter, if non-compliance has been determined, the Grand Rapids Police Department may issue citations for each day of non-compliance retroactive to the date of receipt of the letter, in accordance with Ordinance 39- Schedule of Fees and Forfeitures. In the meantime, if a complaint is received and a violation is verified, a citation may be issued.

ADOPTED BY TOWN BOARD ON: September 22, 2009.

EFFECTIVE DATE: October 1, 2009.

AMENDED DATE: April 8, 2014

AMENDED DATE: April 14, 2015