

**TOWN OF GRAND RAPIDS  
ANNUAL TOWN MEETING  
April 16, 2019 – 6:00 p.m.  
Municipal Building, 2410 48<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494**

**PROPOSED AGENDA**

1. Approve minutes of Public Budget Hearing and Special Town Meeting of *November 15, 2018*.
2. Review of 2018 Financial Statement.
3. Reports by:
  - Treasurer, Amy Cook
  - Robert Piatt, Fire Chief
  - Mel Pedersen, Chief of Police
  - Patty Lumby, Building/Zoning
  - Patty Lumby, Plan Commission
  - Bill Clendenning, Chairman Recycling & Solid Waste Committee
  - Judge Dave Grace, Municipal Court
  - Gil Layton, Board of Appeals
  - Gil Layton, Sanitary District
4. Set compensation for all elective Town officers in office in April 2021 under Wis. Stats. 60.32.
5. Transact business authorized under sec. 60.10 Wis. Stats.

Lisa Dotter  
Town Clerk

# TOWN OF GRAND RAPIDS PUBLIC HEARINGS

November 15, 2018

**Meeting Place:** Grand Rapids Municipal Building, 2410 48<sup>th</sup> Street South, Wisconsin Rapids, WI  
**Present:** Chairman Arne Nystrom; Supervisors Bill Clendenning, Patty Lumby, Dan Paulsen, Andrew Simon; Clerk Lisa Dotter; Treasurer Amy Cook.

*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 Daily Tribune, River Cities Community Access, and Wisconsin Rapids City Times.*

- 1. Call to Order by Chairman Arne Nystrom.** Chairman Arne Nystrom called the meeting to order at 6:00 p.m.
- 2. Proposed budget is presented to electors by Chairman Nystrom and Town Board.** Chairman Nystrom explained the proposed budget is within the packets handed out and that questions will be answered after allowing a few minutes to review the packets.
- 3. Electors may speak on the proposed budget by addressing the Chairman.** Resident Ron Hett asked to confirm that the total Police Department budget amount is \$662,666, which was correct, which also includes a squad that is in Capital Outlay. Resident Shirley Klapperich asked what the loan amount for 2019 will be. Clerk Dotter responded that will be \$308,715. Resident John Fawley asked if the Town gets a break from the airport on flowage fees. Chairman responded no, the airport retains those for capital expenditures.
- 4. Following public input, the Town Board shall make a motion to adjourn.** *Motion* (Clendenning/Simon) to adjourn. *Motion carried.*

The public hearing was closed at 6:05 p.m.

Minutes subject to approval at Annual Town Meeting.

Respectfully submitted and approved,

this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Lisa Dotter, Town Clerk

**TOWN OF GRAND RAPIDS  
SPECIAL TOWN MEETING**

November 15, 2018

**Meeting Place:** Grand Rapids Municipal Building, 2410 48<sup>th</sup> Street South, Wisconsin Rapids, WI  
**Present:** Chairman Arne Nystrom; Supervisors Bill Clendenning, Patty Lumby, Dan Paulsen, Andrew Simon; Clerk Lisa Dotter; Treasurer Amy Cook. Including the Board members and Clerk Dotter, there were 31 residents present that were able to vote.

*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, River City Community Access, and Wisconsin Rapids City Times.*

1. **Call to Order by Chairman Arne Nystrom.** Chairman Arne Nystrom called the meeting to order at 6:05 p.m.
2. **Motion by electors to approve minutes of the November 16, 2017 Public Hearing and Special Town Meeting, and the April 17, 2018 Annual Meeting.** *Motion* (Shirley Klapperich/Patty Lumby) to approve minutes as presented. *Motion carried*, 31-yes and 0-no.
3. **Clerk reads estimated tax rate information, including proposed Town tax rate.** Clerk Dotter read the estimated tax rate information, including proposed Town tax rate.
4. **Motion by electors to set Town tax rate or tax dollar amount.** **The proposed tax rate is \$3.05 per \$1000 of assessed value. The proposed tax dollar amount is \$1,468,309.** *Motion* (Mark Rusch/Ron Hett) to set the Town tax rate at \$3.05 per \$1000 of assessed value. *Motion carried*, 30-yes and 1-no.
5. **Motion by electors to establish the hourly wage to be paid to town employees who are also elected officials.** *Motion* (Mark Rusch/John Fawley) for elected town officials to be paid the same as what the current part-time employees are paid at the time of work being performed - \$16.00/hr. *Motion carried*, 30-yes and 1-no.
6. **Chairman Nystrom to announce that the 2019 Annual Town meeting will be held the third Tuesday of April, which is April 16, 2019.**
7. **Motion by electors to adjourn.** *Motion* (Patty Lumby/Butch Fencil) to adjourn. *Motion carried*, 31-yes, 0-no. Meeting adjourned at 6:12 p.m.

Minutes subject to approval at Annual Town Meeting.

Respectfully submitted and approved,

this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Lisa Dotter, Town Clerk

**2018 Financial Summary for April Annual Town Meeting**

The books were reviewed by Schenck, S.C., in Jan. of 2019. The Annual Financial Statement with account's review report is attached.

**The general fund balance on January 1, 2018:** **\$572,420**

The <b><u>BUDGETED</u></b> amounts for 2018 were:	<b>Revenue</b>	\$2,752,215
	<b>Expenditures</b>	<u>\$2,999,557</u>
	<b>Deficit</b>	(\$247,342)

To balance the \$247,342 deficit, the following was budgeted:		
	Loan	\$175,000
	Take from General Fund	<u>\$72,342</u>
		\$247,342

The <b><u>ACTUAL</u></b> amounts for 2018 were:	<b>Revenue</b>	\$2,736,021
	<b>Expenditures</b>	<u>\$2,939,476</u>
	<b>Deficit</b>	(\$203,455)

To balance the \$203,455 deficit, the following was done:		
	Loan amount taken	\$172,000
	Taken from general fund	(\$31,455)

		\$572,420
		(\$31,455)
<b>The general fund balance on December 31, 2018:</b>		<b>\$540,965</b>

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**Legal Margin for New Debt**

The Town's legal margin for creation of additional general obligation debt on December 31, 2018 was \$26,215,347 as follows:

Equalized valuation of the Town	\$531,859,300
Statutory limitation percentage	(x) 5%
General obligation debt limitation, per Section 67.03 of the Wisconsin Statutes	<u>\$26,592,965</u>
Total outstanding general obligation debt applicable to debt limitation	<u>\$377,818</u>
Legal Margin of New Debt	<b>\$26,215,347</b>

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**Fund Balances**  
December 31, 2018

<b>RESERVE funds, designated for:</b>		
Crime Prevention	\$	718
Capital Purchases	\$	82,349
Fire Equipment	\$	2,837
Contingencies	\$	<u>10,470</u>
Total	\$	<b>96,174</b> (This money IS included in the general fund balance above.)
 <b>FIRE DEPARTMENT Funds:</b>	\$	<b>98,510</b> (This money is NOT included in the general fund balance above.)

Submitted by: Lisa Dotter, Clerk

Town of Grand Rapids  
Wood County, Wisconsin

**ANNUAL FINANCIAL REPORT**

December 31, 2018

DRAFT

# Town of Grand Rapids Wood County, Wisconsin

DECEMBER 31, 2018

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## INDEPENDENT AUDITORS' REPORT

To the Town Board  
Town of Grand Rapids, Wisconsin

### REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying modified cash basis financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Town of Grand Rapids, Wood County, Wisconsin (the "Town"), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### AUDITORS' RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## OPINIONS

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Town as of December 31, 2018, and the respective changes in modified cash basis financial position and the budgetary comparison for the General Fund thereof for the year then ended in accordance with the modified cash basis accounting as described in Note 1.C.

## BASIS OF ACCOUNTING

We draw attention to Note 1.C of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

## OTHER MATTERS

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the schedules relating to pensions on page 21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

## OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated \_\_\_\_\_, 2019, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town's internal control over financial reporting and compliance.

**CliftonLarsonAllen LLP**

Wausau, Wisconsin

\_\_\_\_\_, 2019

## BASIC FINANCIAL STATEMENTS

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# Town of Grand Rapids Wood County, Wisconsin

## STATEMENT OF NET POSITION - MODIFIED CASH BASIS DECEMBER 31, 2018

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	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and investments	<u>\$ 5,796,708</u>
<b>LIABILITIES</b>	
Accrued and other current liabilities	6,901
Due to other governments	4,455,077
Property taxes collected for subsequent year	<u>695,255</u>
Total liabilities	<u>5,157,233</u>
<b>NET POSITION</b>	
Unrestricted	<u>\$ 639,475</u>

*The notes to the basic financial statements are an integral part of this statement.*

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# Town of Grand Rapids Wood County, Wisconsin

## STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS FOR THE YEAR ENDED DECEMBER 31, 2018

Functions/Programs	Expenditures	Program Revenues		Net (Expenditures) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
<b>GOVERNMENTAL ACTIVITIES</b>				
General government	\$ 443,019	\$ 37,529	\$ -	\$ (405,490)
Public safety	1,100,001	270,961	25,097	(803,943)
Public works	1,131,959	436,312	249,670	(445,977)
Health and human services	10,000	900	-	(9,100)
Culture and recreation	2,474	-	-	(2,474)
Conservation and development	12,406	6,649	-	(5,757)
Principal and interest on long-term debt	300,685	-	-	(300,685)
<b>Total governmental activities</b>	<u>\$ 3,000,544</u>	<u>\$ 752,351</u>	<u>\$ 274,767</u>	<u>(1,973,426)</u>
General revenues				
Taxes				
Property taxes				1,461,523
Other taxes				14,331
Federal and state grants and other contributions not restricted to specific functions				241,481
Interest and investment earnings				4,927
Miscellaneous				61,501
Proceeds from sale of asset				191
Proceeds from long-term debt				172,000
<b>Total general revenues</b>				<u>1,955,954</u>
<b>Change in net position</b>				(17,472)
<b>Net position - January 1</b>				<u>656,947</u>
<b>Net position - December 31</b>				<u>\$ 639,475</u>

- 98,510 FD's  
540,965

The notes to the basic financial statements are an integral part of this statement.

# Town of Grand Rapids Wood County, Wisconsin

## STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES GOVERNMENTAL FUNDS - MODIFIED CASH BASIS DECEMBER 31, 2018

	General	Non-major Fire Department Donations	Total
<b>ASSETS</b>			
Cash and investments	\$ 5,698,198	\$ 98,510	\$ 5,796,708
<b>LIABILITIES AND FUND BALANCES</b>			
<b>Liabilities</b>			
Accrued and other current liabilities	\$ 6,901	\$ -	\$ 6,901
Due to other governments	4,455,077	-	4,455,077
Property taxes collected for subsequent year	695,255	-	695,255
<b>Total liabilities</b>	<b>5,157,233</b>	<b>-</b>	<b>5,157,233</b>
<b>Fund balances</b>			
Assigned	261,757	98,510	360,267
Unassigned	279,208	-	279,208
<b>Total fund balances</b>	<b>540,965</b>	<b>98,510</b>	<b>639,475</b>
<b>Total liabilities and fund balances</b>	<b>\$ 5,698,198</b>	<b>\$ 98,510</b>	<b>\$ 5,796,708</b>

*The notes to the basic financial statements are an integral part of this statement.*

# Town of Grand Rapids Wood County, Wisconsin

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS - MODIFIED CASH BASIS FOR THE YEAR ENDED DECEMBER 31, 2018

	General	Non-major Fire Department Donations	Total
<b>REVENUES</b>			
Taxes	\$ 1,475,854	\$ -	\$ 1,475,854
Intergovernmental	495,425	23,419	518,844
Licenses and permits	65,508	-	65,508
Fines and forfeits	60,152	-	60,152
Public charges for services	445,167	-	445,167
Intergovernmental charges for services	170,178	8,750	178,928
Donations	-	40,870	40,870
Miscellaneous	23,737	2,012	25,749
<b>Total revenues</b>	<b>2,736,021</b>	<b>75,051</b>	<b>2,811,072</b>
<b>EXPENDITURES</b>			
Current			
General government	425,635	-	425,635
Public safety	988,702	61,068	1,049,770
Public works	1,128,466	-	1,128,466
Health and human services	10,000	-	10,000
Culture and recreation	2,474	-	2,474
Conservation and development	12,406	-	12,406
Debt service			
Principal	286,998	-	286,998
Interest and fiscal charges	13,687	-	13,687
Capital outlay	71,108	-	71,108
<b>Total expenditures</b>	<b>2,939,476</b>	<b>61,068</b>	<b>3,000,544</b>
Excess of revenues over (under) expenditures	(203,455)	13,983	(189,472)
<b>OTHER FINANCING SOURCES</b>			
Long-term debt issued	172,000	-	172,000
<b>Net change in fund balances</b>	<b>(31,455)</b>	<b>13,983</b>	<b>(17,472)</b>
<b>Fund balances - January 1</b>	<b>572,420</b>	<b>84,527</b>	<b>656,947</b>
<b>Fund balances - December 31</b>	<b>\$ 540,965</b>	<b>\$ 98,510</b>	<b>\$ 639,475</b>

*The notes to the basic financial statements are an integral part of this statement.*

# Town of Grand Rapids Wood County, Wisconsin

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL - GENERAL FUND - MODIFIED CASH BASIS FOR THE YEAR ENDED DECEMBER 31, 2018

	Budget		Actual	Variance Final Budget - Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Taxes	\$ 1,470,203	\$ 1,470,203	\$ 1,475,854	\$ 5,651
Intergovernmental	526,882	526,882	495,425	(31,457)
Licenses and permits	58,995	58,995	65,508	6,513
Fines and forfeits	60,100	60,100	60,152	52
Public charges for services	439,722	439,722	445,167	5,445
Intergovernmental charges for services	179,984	179,984	170,178	(9,806)
Miscellaneous	16,329	16,329	23,737	7,408
<b>Total revenues</b>	<b>2,752,215</b>	<b>2,752,215</b>	<b>2,736,021</b>	<b>(16,194)</b>
<b>EXPENDITURES</b>				
Current				
General government	431,137	431,137	425,635	5,502
Public safety	1,082,978	1,082,978	988,702	94,276
Public works	1,087,034	1,087,034	1,128,466	(41,432)
Health and human services	10,000	10,000	10,000	-
Culture and recreation	3,000	3,000	2,474	526
Conservation and development	13,149	13,149	12,406	743
Debt service				
Principal	286,998	286,998	286,998	-
Interest and fiscal charges	13,695	13,695	13,687	8
Capital outlay	71,566	71,566	71,108	458
<b>Total expenditures</b>	<b>2,999,557</b>	<b>2,999,557</b>	<b>2,939,476</b>	<b>60,081</b>
Excess of revenues over (under) expenditures	(247,342)	(247,342)	(203,455)	43,887
<b>OTHER FINANCING SOURCES</b>				
Long-term debt issued	175,000	175,000	172,000	(3,000)
<b>Net change in fund balance</b>	<b>(72,342)</b>	<b>(72,342)</b>	<b>(31,455)</b>	<b>40,887</b>
Fund balance - January 1	572,420	572,420	572,420	-
Fund balance - December 31	\$ 500,078	\$ 500,078	\$ 540,965	\$ 40,887

The notes to the basic financial statements are an integral part of this statement.

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

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### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Town of Grand Rapids, Wood County, Wisconsin (the "Town"), have been prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP).

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Town are described below:

#### A. REPORTING ENTITY

The Town is a municipal corporation governed by an elected five member board. In accordance with GAAP, the basic financial statements are required to include the Town and any separate component units that have a significant operational or financial relationship with the Town. The Town has not identified any component units that are required to be included in the basic financial statements in accordance with standards established in GASB Statement No. 61.

#### B. JOINT VENTURE

Alexander Field, South Wood County Airport, is a joint venture between the Town, City of Wisconsin Rapids, and the Village of Port Edwards. The Board consists of representatives of each municipality. Operating subsidies are based on the ratio of equalized value.

#### C. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services. The Town has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Governmental funds include general and special revenue funds. The Town has no proprietary funds. The major individual governmental fund is reported as a separate column in the fund financial statements.

The Town reports the following major governmental fund:

#### General Fund

This is the Town's primary operating fund. It accounts for all financial resources of the Town.

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

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### D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The government-wide and governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified cash basis of accounting*. The modified cash basis recognizes assets, liabilities, net position/fund balance, revenues, and expenditures when they result from cash transactions. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Under the modified cash basis of accounting, the Town recognizes revenues when received. As a result, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) *are not recorded* in the Town's basic financial statements. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues when received if all eligibility requirements imposed by the provider have been met. Property taxes and grants received in advance of being earned or meeting eligibility requirements are reported as liabilities. Debt proceeds are recognized as other financing sources and general revenue when received. Additionally, capital assets such as property, equipment, and infrastructure are not capitalized or reported in the government-wide financial statements.

Under the modified cash basis of accounting, the Town generally records expenditures when paid, except for certain payroll withholdings. As a result, certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) *are not recorded* in the Town's basic financial statements. Additionally, long-term liabilities such as debt payable and compensated absences are not reported. Additional information on outstanding long-term debt is shown in Note 3.B.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources, as they are needed.

### E. ASSETS, LIABILITIES, AND NET POSITION OR FUND BALANCE

#### 1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

#### 2. Property Taxes and Special Charges/Receivable

Property taxes and special charges consist of taxes on real estate and personal property and user charges assessed against Town properties. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes and special charges are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement. Delinquent personal property taxes remain the collection responsibility of the Town. Special charges not paid by January 31 are held in trust by the County and remitted to the Town, including interest, when collected by the County.

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

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The Town bills and collects its own property taxes and also levies and collects taxes for the Wisconsin Rapids School District, Wood County and Mid-State Technical College. Property taxes and special charges collected on behalf of other taxing entities as of December 31, 2018 are reported as liabilities and paid in the subsequent year as part of the January tax settlement.

### 3. Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### 4. Fund Equity

#### *Governmental Fund Financial Statements*

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- ▶ **Nonspendable fund balance.** Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- ▶ **Restricted fund balance.** Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.
- ▶ **Committed fund balance.** Amounts that are constrained for specific purposes by action of the Town Board. These constraints can only be removed or changed by the Town Board using the same action that was used to create them.
- ▶ **Assigned fund balance.** Amounts that are constrained for specific purposes by action of Town management. The Town Board has authorized the Town Finance Director to assign fund balance. Residual amounts in any governmental fund, other than the General Fund, are also reported as assigned.
- ▶ **Unassigned fund balance.** Amounts that are available for any purpose. Positive unassigned amounts are only reported in the General Fund.

The Town has not adopted a fund balance spend-down policy regarding the order in which fund balance will be utilized. When a policy does not specify the spend-down policy, GASB Statement No. 54 indicates that restricted funds would be spent first, followed by committed funds, and then assigned funds. Unassigned funds would be spent last.

#### *Government-Wide Statements*

Equity is classified as net position and displayed in two components:

- ▶ **Restricted net position.** Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- ▶ **Unrestricted net position.** Net position that is not classified as restricted.

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

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### NOTE 2: STEWARDSHIP AND COMPLIANCE

#### A. BUDGETS AND BUDGETARY ACCOUNTING

The Town follows these procedures in establishing the budgetary data reflected in the basic financial statements:

1. During October, Town management submits to the Town Board a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Town Board action.
2. Budgets are adopted on the modified cash basis of accounting principles for all governmental funds. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
3. During the year, formal budgetary integration is employed as a management control device for the governmental funds adopting a budget.
4. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity of the Town. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Town Board.
5. Encumbrance accounting is not used by the Town to record commitments related to unperformed contracts for goods or services.

The Town did not have any material violation of legal or contractual provisions for the fiscal year ended December 31, 2018.

#### B. PROPERTY TAX LEVY LIMIT

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2018 and 2019 budget years, Wisconsin Statutes limit the increase in the maximum allowable tax levy to the change in the Town's January 1 equalized value as a result of net new construction. The actual limit for the Town for the 2018 budget was 0.71%. The actual limit for the Town for the 2019 budget was 1.33%. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

### NOTE 3: DETAILED NOTES ON ALL FUNDS

#### A. CASH AND INVESTMENTS

The Town maintains various cash and investment accounts, including pooled funds that are available for use by all funds. Each fund's portion of these accounts is displayed on the financial statements as "Cash and investments".

Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

The carrying amount of the Town's cash and investments totaled \$5,796,708 on December 31, 2018 as summarized below:

Petty cash and cash on hand	\$ 2,210
Deposits with financial institutions	1,928,370
Investments	
Repurchase Agreements	3,866,128
	<u>\$ 5,796,708</u>

#### Fair Value Measurements

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The Town has the following fair value measurements as of December 31, 2018:

	Fair Value Measurements Using:		
	Level 1	Level 2	Level 3
Investments			
Repurchase Agreements	\$ 3,866,128	\$ -	\$ -

Deposits and investments of the Town are subject to various risks. Presented below is a discussion of the Town's deposits and investments and the related risks.

#### Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The Town does not have an additional custodial credit policy.

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

Deposits with financial institutions within the State of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for the combined amount of all time and savings deposits and \$250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the State of Wisconsin are insured by the FDIC in the amount of \$250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Deposits with credit unions are insured by the National Credit Union Share Insurance Fund (NCUSIF) in the amount of \$250,000 per credit union member. Also, the State of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per public depository above the amount provided by an agency of the U.S. Government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available. This coverage has been considered in determining custodial credit risk.

As of December 31, 2018, \$773,401 of the Town's deposits with financial institutions were in excess of federal and state depository insurance limits. No amounts were collateralized.

On December 31, 2018, the Town held repurchase agreement investments of \$3,866,128 of which the underlying securities are held by the investment's counterparty, not in the name of the Town.

### Concentration of Credit Risk

The investment policy of the Town contains no limitations on the amount that can be invested in any one issuer. Investments in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represent 5% or more of total Town investments are as follows:

Issuer	Investment Type	Reported Amount	Percent of Total Investments
Wood Trust Bank	Repurchase agreements	\$ 3,866,128	100%

### Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the Town's investments by maturity:

Investment Type	Amount	Remaining Maturity (in Months)			
		12 Months or Less	13 to 24 Months	25 to 60 Months	More Than 60 Months
Repurchase agreements	\$ 3,866,128	\$ 3,866,128	\$ -	\$ -	\$ -

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

### B. LONG-TERM OBLIGATIONS

The following is a summary of changes in long-term obligations of the Town for the year ended December 31, 2018:

	Beginning Balance	Issued	Retired	Ending Balance	Due Within One Year
<b>Governmental activities:</b>					
General Obligation Debt					
Notes	\$ 284,770	\$ 172,000	\$ 118,086	\$ 338,685	\$ 219,138
State trust fund loans	207,847	-	168,913	38,935	38,935
<b>Total General Obligation Debt</b>	<b>\$ 492,617</b>	<b>\$ 172,000</b>	<b>\$ 286,999</b>	<b>\$ 377,618</b>	<b>\$ 258,073</b>

Total interest paid during the year on long-term debt totaled \$13,687.

#### General Obligation Debt

General obligation debt currently outstanding is detailed as follows:

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/18
State trust fund loan	5/20/14	3/15/19	3.00%	\$184,620	\$ 38,935
General obligation notes	2/1/16	2/1/20	2.78%	198,000	101,759
General obligation notes	11/8/17	11/8/20	2.78%	96,061	64,924
General obligation notes	9/13/18	9/1/20	3.19%	69,000	69,000
General obligation notes	10/18/18	10/15/19	3.20%	103,000	103,000
<b>Total Outstanding General Obligation Debt</b>					<b>\$ 377,618</b>

Annual principal and interest maturities of the outstanding general obligation debt of \$377,618 on December 31, 2018 are detailed below:

Year Ended December 31,	Governmental Activities		
	Principal	Interest	Total
2019	\$ 258,073	\$ 14,717	\$ 272,790
2020	119,545	3,521	123,066
	<b>\$ 377,618</b>	<b>\$ 18,238</b>	<b>\$ 395,856</b>

For governmental activities, the other long-term liabilities are generally funded by the general fund.

#### Legal Margin for New Debt

The Town's legal margin for creation of additional general obligation debt on December 31, 2018 was \$26,215,347 as follows:

Equalized valuation of the Village	\$ 531,859,300
Statutory limitation percentage	(x) 5%
General obligation debt limitation, per Section 67.03 of the Wisconsin Statutes	26,592,965
Net outstanding general obligation debt applicable to debt limitation	377,618
<b>Legal margin for new debt</b>	<b>\$ 26,215,347</b>

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

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### C. PENSION PLAN

#### 1. Plan Description

The WRS is a cost-sharing, multiple-employer, defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>.

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

#### 2. Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

Year	Core Fund Adjustment	Variable Fund Adjustment
2007	3%	10%
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4

### 3. Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period ending December 31, 2017, the WRS recognized \$65,215 in contributions from the Town.

Contribution rates for the reporting period are:

Employee Category	Employee	Employer
General (including teachers, executives and elected officials)	6.8%	6.8%
Protective with Social Security	6.8%	10.6%
Protective without Social Security	6.8%	14.9%

### 4. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2018, the Town reported an asset of \$185,403 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2017, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2016 rolled forward to December 31, 2017. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Town's proportion of the net pension asset was based on the Town's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2017, the Town's proportion was 0.00624439%, which was an increase of 0.00004638% from its proportion measured as of December 31, 2016. Because the Town's basic financial statements are prepared on the modified cash basis of accounting, the net pension asset is not reported as an asset in the Town's financial statements.

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

For the year ended December 31, 2018, the Town recognized 2018 employer contributions of \$66,614 as expenditures in its financial statements under the modified cash basis of accounting while the Town's proportionate share of pension expense was \$79,605. The 2018 employer contributions of \$66,614 represent the Town contributions subsequent to the measurement date and will be recognized in the determination of the Town's net pension asset for the year then ended December 31, 2018.

At December 31, 2018, the Town's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 235,558	\$ 110,186
Net differences between projected and actual earnings on pension plan investments	-	254,821
Changes in assumptions	36,632	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	783	2,873
Total	<u>\$ 272,973</u>	<u>\$ 367,880</u>

The deferred outflows and inflows listed above are not recorded on the Town's financial statements due to the Town's financial statements being prepared on a modified cash basis of accounting. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended December 31,	Expense
2019	\$19,242
2020	(2,437)
2021	(64,209)
2022	(47,948)
2023	445
Total	<u>\$ (94,907)</u>

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

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### 5. Actuarial Assumptions

The total pension liability in the December 31, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2016
Measurement Date of Net Pension Liability (Asset):	December 31, 2017
Actuarial Cost Method:	Entry Age
Asset Valuation Method:	Fair Market Value
Long-term Expected Rate of Return:	7.2%
Discount Rate:	7.2%
Salary Increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.6%
Mortality	Wisconsin 2012 Mortality T table
Post-retirement Adjustments*	2.1%

- \* *No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2015 using experience from 2012 - 2014. The total pension liability for December 31, 2017 is based upon a roll-forward of the liability calculated from the December 31, 2016 actuarial valuation.

**Long-term Expected Return on Plan Assets.** The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

Core Fund Asset Class	Current Asset Allocation %	Long-term Expected Nominal Rate of Return %	Long-term Expected Real Rate of Return %
Global Equities	50%	8.2%	5.3%
Fixed Income	24.5%	4.2%	1.4%
Inflation Sensitive Assets	15.5%	3.8%	1.0%
Real Estate	8%	6.5%	3.6%
Private Equity/Debt	8%	9.4%	6.5%
Multi-asset	4%	6.5%	3.6%
Total Core Fund	110%	7.3%	4.4%
Variable Fund Asset Class			
U.S. Equities	70%	7.5%	4.6%
International Equities	30%	7.8%	4.9%
Total Variable Fund	100%	7.9%	5.0%

New England Pension Consultants Long Term US CPI (inflation) Forecast: 2.75%

Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

**Single Discount Rate.** A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long-term bond rate of 3.31%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan members contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Town's proportionate share of the net pension liability (asset) to changes in the discount rate.** The following presents the Town's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.2 percent, as well as what the Town's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.20%)	Current Discount Rate (7.20%)	1% Increase to Discount Rate (8.20%)
Town's proportionate share of the net pension liability (asset)	\$ 479,701	\$ (185,403)	\$ (690,903)

**Pension plan fiduciary net position.** Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

# Town of Grand Rapids Wood County, Wisconsin

## NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2018

### D. FUND EQUITY

#### Assigned Fund Balance

Portions of governmental fund balances have been assigned to represent tentative management plans that are subject to change. At December 31, 2018, fund balance was assigned as follows:

#### General Fund

Assigned for subsequent year's budget

Crime prevention	\$ 718
Capital purchases	82,349
Fire equipment	2,637
Contingencies	10,470
Subsequent year's budget	165,583
Subtotal	<u>261,757</u>

\$96,174 Reserves  
budgeted to take from G. F. for 2019

#### Fire Department Donations Fund

Assigned for subsequent year's budget  
Fire department

98,510

Total

\$ 360,267

### NOTE 4: OTHER INFORMATION

#### A. RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The Town completes an annual review of its insurance coverage to ensure adequate coverage.

#### B. CONTINGENCIES

From time to time, the Town is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Town's financial position or results of operations.

#### C. UPCOMING ACCOUNTING PRONOUNCEMENTS

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The Statement establishes criteria for identifying fiduciary activities and addresses financial reporting for these activities. This statement is effective for reporting periods beginning after June 15, 2018. The Town is currently evaluating the impact this standard will have on the financial statements when adopted.

In June 2017, the GASB issued Statement No. 87, *Leases*. The Statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. This statement is effective for reporting periods beginning after December 15, 2019. The Town is currently evaluating the impact this standard will have on the financial statements when adopted.

REQUIRED SUPPLEMENTARY INFORMATION

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# Town of Grand Rapids Wood County, Wisconsin

## SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET) WISCONSIN RETIREMENT SYSTEM LAST 10 FISCAL YEARS

Fiscal Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll (plan year)	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
12/31/14	0.00603136%	\$ (148,147)	\$ 715,305	20.71%	102.74%
12/31/15	0.00604404%	98,214	699,139	14.05%	98.20%
12/31/16	0.00619801%	51,086	728,306	7.01%	99.12%
12/31/17	0.00624439%	(185,403)	720,480	25.73%	102.93%

## SCHEDULE OF CONTRIBUTIONS WISCONSIN RETIREMENT SYSTEM LAST 10 FISCAL YEARS

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll (fiscal year)	Contributions as a Percentage of Covered Payroll
12/31/15	\$ 61,991	\$ 61,991	\$ -	\$ 699,139	8.87%
12/31/16	57,982	57,982	-	728,306	7.96%
12/31/17	59,763	59,763	-	720,480	8.29%
12/31/18	66,305	66,305	-	720,005	9.21%

### NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

There were no changes of benefit terms or assumptions for any participating employer in the WRS.

The amounts reported for each fiscal year were determined as of the calendar year-end that occurred within the prior fiscal year. The Town is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

ADDITIONAL INDEPENDENT AUDITORS' REPORT  
FOR FINANCIAL STATEMENTS

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Town Board  
Town of Grand Rapids, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Town of Grand Rapids, Wood County, Wisconsin (the "Town"), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise Town's basic financial statements, and have issued our report thereon which included an emphasis of matter paragraph as indicated on page 2 dated [REDACTED], 2019.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town's internal control. Accordingly, we do not express an opinion on the effectiveness of Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and responses, we did identify certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses as items 2018-001 and 2018-002 to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and responses as item 2018-003 to be a significant deficiency.

**COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**TOWN OF GRAND RAPIDS' RESPONSE TO FINDINGS**

The Town's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**PURPOSE OF THIS REPORT**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Wausau, Wisconsin  
██████████, 2019

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# Town of Grand Rapids Wood County, Wisconsin

## SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED DECEMBER 31, 2018

### SECTION I. INTERNAL CONTROL OVER FINANCIAL REPORTING

FINDING NO.	CONTROL DEFICIENCIES
2018-001	<b>Segregation of Duties – Journal Entries</b>
Condition:	The Town Clerk is primarily responsible for preparing and posting journal entries. The journal entries are not reviewed or approved by anyone. Accordingly, this does not allow for a proper segregation of duties for internal control purposes.
Criteria:	Segregation of duties is an internal control intended to prevent or decrease the occurrence of errors or intentional fraud. Segregation of duties ensures that no single employee has control over all phases of a transaction.
Cause:	The lack of segregation of duties is due to the limited number of employees and the size of the Town's operations.
Effect:	Errors or intentional fraud could occur and not be detected timely by other employees in the normal course of their responsibilities as a result of the lack of segregation of duties.
Recommendation:	We recommend the Town Board continue to monitor the Town's financial records, and have someone responsible for reviewing and approving journal entries posted to the Town's accounting software.
Management Response:	<b>NEED</b>
2018-002	<b>Segregation of Duties – Fire Department</b>
Condition:	The Fire Department Treasurer is primarily responsible for writing checks, making deposits, and reconciling the bank accounts.
Criteria:	Segregation of duties is an internal control intended to prevent or decrease the occurrence of errors or intentional fraud. Segregation of duties ensures that no single employee has control over all phases of a transaction.
Cause:	The lack of segregation of duties is due to the limited number of employees and the size of the Town's operations.
Effect:	Errors or intentional fraud could occur and not be detected timely by other employees in the normal course of their responsibilities as a result of the lack of segregation of duties.
Recommendation:	We recommend the Fire Department segregate the following functions: <ul style="list-style-type: none"> <li>• Cash Receipts</li> <li>• Cash Disbursements</li> <li>• Cash Reconciliations</li> </ul>
Management Response:	<b>NEED</b>

# Town of Grand Rapids Wood County, Wisconsin

## SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED DECEMBER 31, 2018

FINDING NO.	CONTROL DEFICIENCIES
2018-003	<b>Preparation of Annual Financial Report</b>
Condition:	Current Town staff maintains accounting records which reflect the Town's financial transactions; however, preparing the Town's annual financial report, including note disclosures, involves the selection and application of specific accounting principles which would require additional experience and knowledge. The Town contracts with us and our knowledge and applicable accounting principles, financial statement formats, and note disclosures to assist the preparation of the annual financial report in an efficient manner. For the same reasons the Town contracts with us to compile the Wisconsin Municipal Financial Form CT.
Criteria:	The preparation and review of the annual financial report and municipal financial report by staff with expertise in financial reporting is an internal control intended to prevent, detect, and correct a potential omission or misstatement in the financial statements or notes or other required State Financial Reports.
Cause:	Town management has determined that the additional costs associated with training staff to become experienced in applicable accounting principles and not disclosures outweigh the derived benefits.
Effect:	Without our involvement, the Town may not be able to completely prepare an annual financial report in accordance with accounting principles generally accepted in the United States of America.
Recommendation:	We recommend the Town continue reviewing the financial report. While it may not be cost beneficial to train additional staff to completely prepare the report, a thorough review of this information by appropriate staff of the Town's necessary to obtain a complete and adequate understanding of the Town's annual financial report and municipal financial report.
Management Response:	<b>NEED</b>

## SECTION II. COMPLIANCE AND OTHER MATTERS

There are no findings related to compliance and other matters that are required to be reported under governmental auditing standards generally accepted in the United States of America for the year ended December 31, 2018.

## **Responses to Schedule of Findings for 2018**

### **2018-001 Segregation of Duties – Journal Entries**

**Response:** The same condition was a finding the last time the Town had an audit in 2015. We immediately added a mitigating control over this finding by having the Treasurer review any journal entry that the Clerk prepares and she signed off on them. The Town has been doing this consistently since that was suggested as part of the 2015 audit.

### **2018-002 Segregation of Duties – Fire Department**

**Response:** Concerning the Fire Department's treasurer solely handling the funds, The Fire Chief has full access and does access the books/checkbook often throughout the year. In addition to the Town's external audit, the Fire Department also has its own internal audit by the audit committee to assure funds and business has been handled properly. We will continue to work with our audit firm to best address this finding.

### **2018-003 Preparation of Annual Financial Report**

**Response:** We will continue to work with our audit firm to best address this finding.

# TREASURER'S 2018 ANNUAL REPORT

**Cash on Hand Dec. 31, 2018**

WoodTrust Checking Account	\$ 105,044.82
WoodTrust Repo Account	\$ 139,074.61
River Cities Money Market	\$ 318,944.93
Outstanding checks	<u>\$ 17,480.19</u>
<b>Fund Balance</b>	<b>\$ 580,544.55</b>
Tax collections	\$ 5,150,403.60
<b>Total cash on Hand</b>	<b>\$ 5,730,948.15</b>

**INTEREST INCOME & INVESTMENTS**

WoodTrust Bank (federally secured investments)	\$ 873.23
River Cities Bank (money market)	\$ 2,425.30
Other interest (delinq PP, G&R collected by County)	<u>\$ 1,628.82</u>
<b>Total interest</b>	<b>\$ 4,927.35</b>

**Loans:**

	Loan Date	Maturity:
Grader	5/20/2014	3/15/2019 Board of Commissioners
Plow truck and Squad	2/1/2016	2/1/2020 Pioneer
Tornado Siren, Generator, Furnace & AC, Misc	11/8/2017	11/8/2020 WoodTrust 1
Remodel, Tires, Squad, AED's	9/13/2018	3/1/2019 WoodTrust 2
Road Construction	10/18/2018	10/15/2019 WoodTrust 3
<b>Total Debt Dec. 31, 2018</b>	<b>\$ 38,934.79</b>	<b>\$ 377,619.45</b>

*Submitted by Amy Cook*

# **GRAND RAPIDS POLICE DEPARTMENT**

---

2410 48<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494-7799  
Phone: (715) 424-1821  
Fax: (715) 424-0688  
Email: [m.pedersen@grandrapidswi.org](mailto:m.pedersen@grandrapidswi.org)

*Melvin K. Pedersen*  
*Chief of Police*



April 16, 2019

Mr. Arne Nystrom - Town Chairman  
Mr. Andrew Simon - Town Supervisor  
Mr. Bill Clendenning - Town Supervisor  
Mrs. Patty Lumby - Town Supervisor  
Mr. Dan Paulsen - Town Supervisor

To the Town Board and the Citizens of Grand Rapids:

The Department remains very busy serving and protecting the citizens of Grand Rapids. The Grand Rapids Police Department handled 4,689 calls for service in 2018, compared to 4,519 calls for service during 2017, a 3.7% increase in calls. Attached you have a breakdown of the calls.

The Grand Rapids Police Department had some personnel changes over the last year. Full time staff remained unchanged; however, we added two new part-time officers. Officer Cody Stankowski and Officer Jeremy Krakow joined our part-time ranks. We look forward to serving and working with all residents of the Town of Grand Rapids in 2019.

The Grand Rapids Auxiliary Police continues to be an invaluable asset to the Grand Rapids Police Department and our local community. The Auxiliary Officers work hard to remain self funded and no cost to the tax payers. The Auxiliary is a volunteer organization that helps out at numerous special events in and around town. They are trained for specific tasks at these special events which greatly enhance the effectiveness of the Grand Rapids Police Department and acts as a force multiplier at the event. For calendar year 2018, the Grand Rapids Auxiliary Police worked a total of 15 events for 760.25 hours. This compares to 8 events and 321.5 volunteer hours for 2017. These volunteer hours saved the town over \$15,440.00 when compared to a full time officer's starting rate of pay. Please take a minute to thank these individuals for their hard work and time they donate to your community. I would also like to add that the Grand Rapids Auxiliary is always looking for and recruiting highly motivated individuals to join this dedicated group. If you know of someone that is interested in joining the Grand Rapids Auxiliary please have them stop by or call the Grand Rapids Police Department for more details and pick up an application.

# GRAND RAPIDS POLICE DEPARTMENT

---

2410 48<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494-7799  
Phone: (715) 424-1821  
Fax: (715) 424-0688  
Email: [m.pedersen@grandrapidswi.org](mailto:m.pedersen@grandrapidswi.org)

*Melvin K. Pedersen*  
*Chief of Police*



At the end of calendar year 2018, we had 5 squad cars in the department fleet; 2013 Dodge Charger with 97,546 miles; 2014 Dodge Charger with 107,729 miles; 2015 Ford Explorer with 60,335 miles; 2016 Ford Explorer with 33,505 miles and 2018 Dodge Charger with 3,959 miles.

Officers met the state mandated training requirements for 2018. Training remains a priority for the department in 2019 to provide the best service for the residents of the Town of Grand Rapids.

On behalf of all the officers and staff of the Grand Rapids Police Department, we are proud to serve our community now and into the future. I welcome any questions or concerns you may have about the Police Department and look forward to serving you in 2019.

**Chief of Police**  
Melvin K. Pedersen

**Full Time Officers**  
Sgt. David Drinkwine  
Officer Tammy Kubisiak  
Officer Seth Thome  
Officer Cody Conover  
Officer James Jaworski

**Part Time Officers**  
Mike Wiberg  
Andrew Merkes  
DeAun Adamczak  
Cody Stankowski  
Jeremy Krakow

**Administration**  
Jewell Ninneman  
Peggy Doughty

Respectfully,

A handwritten signature in black ink, appearing to read "Melvin K. Pedersen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Melvin K. Pedersen  
Chief of Police

# CFS Count by Agency & Activity

01/01/2018 12:00:00AM to 12/31/2018 11:59:59PM

## GRPD

10-29 Person Check	9
Abandoned Vehicle	4
Alarms-include Varda	32
All Other	115
Ambulance Call	199
Animal Complaint	179
Assist Citizen	94
Assist Motorist	71
Assist Other Agency	277
Attempt To Locate	2
Battery/assault	4
Bomb Threat	1
Burglary	9
Civil Matter	22
COMPUTER CRIME	1
COMPUTER CRIMES	20
Court	33
Criminal Damage	33
Death/suicide	2
Disturbances	127
Domestic Problem	4
Drugs-sale/mnfc/poss	30
Escort	37
Escort-funeral	9
EXTRA PATROL	3
Fire Call	25
FOLLOW UP	475
Injured/dead Animal	6
Liquor/Tobacco Viol	4
Lost & Found	32
LOST OR FOUND ANIM/	31
Mental/alcohol Prob	7
Missing Person	25
Off Road Veh Complnt	3
Paper Service	9
Property Protection	384
Prowler-susp Sbj/veh	99
RANGE	3
REPO DOCUMENTAT	5
SCHOOL ZONES	1
Sexual Offense	10
Sexual Offenses-juve	2
Special Detail	159
Squad Service	4
Telephone Abuse	14
Theft	70
Traffic Acc	83
Traffic Acc Deer/Tag	53
Traffic Acc-hit&run	9
Traffic Acc-pdo	1
Traffic Acc-pi	7
Traffic Accident (FD)	1
Traffic Cmplnt/parkg	329
Traffic Inquiry	32
Traffic Stop	,269
Training	15
Trespassing	4

# CFS Count by Agency & Activity

01/01/2018 12:00:00AM to 12/31/2018 11:59:59PM

Utility Problems	15
WALKING THE BEAT	2
Warrant Pick-up	36
Weapons-all Types	1
Welfare Check	147
GRPD	4,689
	4,689

# CFS Count by Agency & Activity

01/01/2017 12:00:00AM to 12/31/2017 11:59:59PM

<b>GRPD</b>	6
10-29 Person Check	19
Abandoned Vehicle	8
Alarms-include Varda	33
All Other	162
Ambulance Call	149
Animal Complaint	222
Assist Citizen	123
Assist Motorist	75
Assist Other Agency	228
Attempt To Locate	2
Battery/assault	4
Burglary	14
Civil Matter	39
COMPUTER CRIMES	13
Court	48
Criminal Damage	40
Disturbances	140
Domestic Problem	3
Drugs-sale/mnfc/poss	11
Escort	39
Escort-funeral	11
Fire Call	27
Fire Inspection	1
Follow Up	404
Garbage	1
Injured/dead Animal	1
Liquor/Tobacco Viol	4
Lost & Found	31
LOST OR FOUND ANIM/	22
Mental/alcohol Prob	6
Missing Person	24
Motor Vehicle Theft	4
Off Road Veh Complnt	12
Paper Service	20
Property Protection	238
Prowler-susp Sbj/veh	71
RANGE	2
REPO DOCUMENTAT	11
SCHOOL ZONES	1
Search Warrant	1
Sexual Offense	9
Special Detail	181
Squad Service	3
Telephone Abuse	33
Theft	57
Traffic Acc	84
Traffic Acc Deer/Tag	64
Traffic Acc-hit&run	9
Traffic Acc-pi	5
Traffic Cmplnt/parkg	324
Traffic Complaints	1
Traffic Direction	1
Traffic Inquiry	19
Traffic Stop	,256
Training	5
Trespassing	7

# CFS Count by Agency & Activity

01/01/2017 12:00:00AM to 12/31/2017 11:59:59PM

Utility Problems	11
Walking The Beat	1
Warrant Pick-up	51
Welfare Check	128
GRPD	4,519
	4,519



## GRAND RAPIDS FIRE DEPARTMENT

---

2410 48<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494  
Phone: 715-424-1815  
Fire.chief@grandrapidswi.org

# 2018 Annual Report

The Grand Rapids Fire Department has had a busy year in 2018. Our calls for service were up on both sides of the house, with fire calls up 26% (101 in 2018, 74 in 2017) and EMS calls up 12% (242 in 2017, 273 in 2018). We had 48 fire calls in Grand Rapids, 12 in the Town of Grant, 20 in the Town of Saratoga, and 21 Mutual Aid calls from our neighboring communities. See attached sheet for a breakdown on the year's calls. It also was a safe year with no lost time injuries.

Our current staffing level is down slightly, not yet to a critical level, but we definitely need to find ways to attract new members in our community. We currently have 39 Firefighters, (10 officers, 26 firefighters and 3 associate members in training). We also have 6 EMS Responders, but a total of 23 members with EMS credentials. This past year alone we lost 3 members to retirement, (that's almost 100 years of combined experience), and 2 members that left to go to full time departments. Recruitment and retention are definitely a high priority in 2019 and beyond.

Besides our normal training matrix for firefighting and EMS in 2018, we are continually trying to train in other areas to broaden our service capabilities. Two areas in particular that we got started in 2018, is becoming a participating agency of Project Lifesaver, a program to rescue cognitively disabled patients that escape their caregivers. We hope to be trained and functioning by July 2019. Also we will be a trained, functioning, rescue unit for cold water/ice rescue for our community. I have been truly impressed by the department's enthusiasm to learn new skills and expand our level of service.

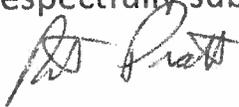
Our department continues to be very proactive with fire prevention activities. We were very busy during Fire Prevention Month educating hundreds of

students in the area from preschool to elementary school ages about fire safety. Our Fire Safety Committee, headed up by Captain Mike "Ski" Szwakowski is also going to start an Adult Fire Safety Program that will happen twice annually, to focus on fire safety for your residential dwelling. Our smoke detector program through the Red Cross continues to thrive, with almost 300 free smoke detectors installed in our fire protection area.

All equipment is running and functioning, we are hopeful to replace Engine 1 in 2020, as it is beginning it's 20<sup>th</sup> year of service. After that we will be focusing on replacing our 1993 Squad Truck with a Heavy Rescue truck, as our needs have changed since we built that truck.

Looking forward into 2019, my vision for the department will be a continuing focus on training and educational opportunities for our staff to increase our level of safety, and service to the communities we serve.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rob Piatt". The signature is written in a cursive, somewhat stylized font.

Chief Robert Piatt

# Fire Calls

Incident #	Date	Time	Township	Trucks Used	Man Power	Hours	Type of Call	GR	Grant	Saratoga	MA
1	12/23/2017	0650	GR	9	29	2	Structure	X			
2	12/23/2017	0903	GR	5	28	1.5	Smoke/furnace malfunction	X			
3	12/23/2017	1045	GR	2	4	0.5	MVA	X			
4	12/26/2017	1221	GR	3	9	0.25	False Alarm	X			
5	12/27/2017	0612	GR	2	12	0.75	CO	X			
6	12/30/2017	1519	GR	1	15	0.5	Structure/mattress	X			
7	1/2/2018	1330	GR	1	10	0.5	Electrical	X		X	
8	1/10/2018	0528	Saratoga	1	10	0.25	Controlled burn			X	
9	1/13/2018	1119	Saratoga	4	13	0.75	MVA			X	
10	1/15/2018	2207	Saratoga	4	19	5.75	MVA			X	
11	1/17/2018	1512	Biron	2	15	1	False Alarm				X
12	1/23/2018	1347	Junction City/ RFD	3	12	5.25	Backfill		X		X
13	1/28/2018	2130	Grant	5	18	1.25	Animal Rescue				
14	2/2/2018	2228	GR	2	9	0.5	CO	X			X
15	2/4/2018	1757	Saratoga	3	9	0.25	False Alarm				
16	2/12/2018	1438	GR	2	6	0.25	False Alarm	X			X
17	2/14/2018	1140	Biron	4	11	2.5	Structure				X
18	2/16/2018	1011	Saratoga	6	18	6	Structure				X
19	2/17/2018	1116	GR	3	15	0.5	MVA	X			
20	2/24/2018	2159	GR	4	14	2	MVA	X			
21	2/25/2018	0959	GR	4	15	1	CO	X			
22	2/28/2018	0710	GR	4	10	1	MVA	X			
23	2/28/2018	1440	Saratoga	1	5	0.25	MVA			X	
24	3/6/2018	1026	Saratoga	2	8	0.75	MVA			X	
25	3/14/2018	2031	GR	2	14	0.75	CO	X			
26	3/18/2018	2026	GR	1	14	0.5	False Alarm	X			
27	3/20/2018	1521	GR	4	13	1	MVA	X			
28	3/22/2018	0748	Grant	3	8	1.5	MVA		X		
29	3/22/2018	2025	Wisconsin Rapids	0	20	1	Standby				X
30	3/24/2018	1341	GR	9	14	3	Structure	X			
31	3/25/2018	1851	Grant	8	21	2.5	Grass/Structure		X		
32	4/9/2018	1043	Grant	4	14	0.5	Vehicle		X		
33	4/28/2018	1352	Saratoga	3	9	0.5	Grass			X	
34	4/29/2018	0934	Saratoga	6	12	1.25	Grass			X	
35	5/1/2018	1214	Saratoga	5	12	2	Grass			X	
36	5/5/2018	1245	Saratoga	5	13	2	Grass			X	
37	5/5/2018	1755	Saratoga	0	1	0.25	False Alarm			X	
38	5/6/2018	1228	Saratoga	6	18	3.5	MVA			X	
39	5/15/2018	0903	Grant	3	7	1.25	Gas Leak		X		
40	5/20/2018	1933	Saratoga	3	15	0.5	Structure				X
41	5/21/2018	2026	Saratoga	4	23	1	MVA			X	
42	5/25/2018	1940	GR	6	19	2	Structure	X			
43	5/26/2018	1622	Saratoga	8	20	4	Wildland			X	
44	5/19/2018	1718	GR	2	8	0.5	Structure	X			
45	5/31/2018	1702	Grant	3	9	1	Grass/debris		X		
46	6/7/2018	0732	GR	2	8	1	Animal rescue				
47	6/11/2018	2048	Grant	2	11	1	Burn complaint		X		
48	6/13/2018	2212	GR	4	16	0.75	MVA	X			
49	6/16/2018	1230	GR	4	21	1.25	Boat accident	X			
50	6/16/2018	2212	Saratoga	4	13	1	Structure			X	
51	6/17/2018	1511	Biron	4	22	4	Industrial Fire				X
52	6/17/2018	1812	GR	1	5	1	Landing Zone	X			



**TOWN OF GRAND RAPIDS, WI  
BUILDING AND ZONING DEPARTMENT ANNUAL REPORT 2018**

**BUILDING AND ZONING  
DEPARTMENT MISSION**

The mission of the Building and Zoning Department is to enforce building and zoning codes to protect the life and safety and enhance the quality of life for the citizens of Grand Rapids. These goals are accomplished through enforcement of construction, electrical, plumbing and HVAC codes for residential buildings. Staff receives applications for permits, review plans to ensure compliance with applicable codes and local ordinances, issue permits for construction and perform inspections to ensure work is performed in compliance with applicable code provisions and local zoning ordinances. Enforcement of the Town's Zoning Codes is also a function of the department. Applications for permits are reviewed for compliance with provisions of the zoning of all districts to verify the desired use and occupancy allowed. The staff may also perform investigations and respond to complaints to ensure activities, other than construction, are not in violation of the zoning codes. The department also enforces other town ordinances.

	2013	2014	2015	2016	2017	2018
<b>COMMERCIAL</b>						
COMMERCIAL REMODEL				4		5
COMMERCIAL BUILDING		5		3		2
COMMERCIAL ELECTRIC		1		3		1
COMMERCIAL HVAC				2		5
<b>NON-COMMERCIAL</b>						
Additions/Remodels	24	22	31	20	20	18
Ag Buildings	0	0	2	2	2	2
Detached Garages	12	17	18	16	10	28
Sheds	12	16	30	23	24	28
Decks	9	11	11	7	11	5
Driveways	46	32	34	38	49	53
Electrical	44	18	25	21	24	31
Fence	15	8	21	20	16	18
HVAC	47	36	17	42	30	44
Moving Permit Garage	0	0	1	0	1	0
Plumbing	10	5	2	4	10	9
Pool	3	1	3	3	2	4
Portable Storage				1	0	0
Raze Building	5	4	1	0	3	4
Sign Permit non-lite	1	0	3	3	1	3
Sign Permit-lite	0	0	0	3	0	1

	2013	2014	2015	2016	2017	2018
New Homes	9	15	9	15	23	32
Average Cost of New Homes	\$214,029.00	\$271,076.00	\$153,333.00	\$199,000.00	\$184,000.00	\$214,000.00
Statement of Assessment	\$464,615,700.00	\$465,474,200.00	\$467,906,200.00	\$470,549,300	\$476,959,800.00	\$481,214,000.00
Total Permits Issued	199	230	242	224	238	295
Total Permit Fee Revenue	\$17,900.00	\$17,995.00	\$15,370.00	\$19,555.00	\$24,105.00	\$29,570.00

In 2018, Building Inspector Badgerland Homeland Consultants (Contracted Services) ended. Thank you for your services.  
In 2019, Building Inspector Central Wisconsin Building Inspections, LLC ; Inspector Dan Hansen (Contracted Services)

Respectfully Submitted,  
Peggy Doughty – Zoning Administrator – April 16, 2019

Some of the interesting permits which were issued were:

1. A Heating, Ventilating, and Air Conditioning warehouse business on Plover Road,
2. Used Car Dealership on Plover Road
3. Storage Buildings
4. Aquaponics
5. Family Restaurant
6. Physical Fitness Center
7. Storage Building for Recycling Business
8. Storage Building for Auto Repair shop
9. Solar Carport
10. Addition of cell tower antennas

**TOWN OF GRAND RAPIDS  
PLAN COMMISSION  
ANNUAL REPORT 2018**

Justin Conner	Chair	5/2019	Jason Grueneberg	Vice Chair	5/2020
Jeff Brewbaker	Member	5/2021	Patty Lumby	Member	5/2019
Brian Piesik	Member	5/2021	Tom Heiser	Member	5/2020
Jason Sachs	Member	5/2021	Peggy Doughty	Zoning Administrator	
				PC Secretary since 2015	

The Town of Grand Rapids Plan Commission is comprised of seven residents appointed to serve on the board for three-year terms. The appointed officer's position, (Chairman and Vice-Chair) are for only one-year appointments, which can be re-appointed by the Town Chairman and confirmed by the Town Board. The Commissioners terms are indicated at the beginning of the report.

This board is available to meet on the second and fourth Monday of each month at 6:00 p.m. located at the Town of Grand Rapids Municipal Building. 2410 – 48<sup>th</sup> Street South, Wisconsin Rapids, 54494.

The Plan Commission was created to consider rezoning requests, conditional uses, ordinance violations, text and map amendments, and land divisions, consistency between the comprehensive plan and the zoning ordinance and the official map and various other planning zoning and building related issues. The Commission also considers dog exemption requests and well as a Domestic Fowl (Chicken) requests.

In 2018, eleven meetings were held to review and make recommendations to the Town Board. The following items were presented to the Plan Commission. Below is a chart with a seven years history.

Description	2012	2013	2014	2015	2016	2017	2018
<b>Dog Exemption Requests</b>	4	4	5	7	4	7	10
<b>Chicken Permits (New as of 2017)</b>						3	5
<b>Land Use Permits Requests</b>	5	7	8	6	6	8	14
<b>Conditional Use Permits Appl.</b>	5	4	3	1	3	4	2
<b>Certified Survey Map Reviews</b>	1	5	4	0	5	3	11
<b>Rezoning of Property Requests</b>	4	1	3	2	4	2	5
<b>Subdivision Plat review (Final)</b>	0	0	1	1	2	2	0
<b>Advisory</b>	1	0	0	0	0	1	0

**Land Annexation.**

- 2013 – 2.45 acres were annexed to the city
  - 2014 – 20.73 acres were annexed to the city
  - 2015 – 0 acres were annexed to the city (Note 64.97 acres was purchased by Water Works and Lighting for future expansion)
  - 2016 – 0 acres were annexed to the city
  - 2017 - 0 acres were annexed to the city
  - 2018 - 0.908 acres were annexed to the city
- Total annexations in last six years = 24.088 acres**

The year 2018, was a busy year for the Plan Commissioners, Zoning Administrator and the Town's Attorney, Nicholas Flanagan. Some of the Commissioner's, and a few Town Board Supervisor's, attended a workshop "Using and Updating the Comprehensive Plan" hosted by UW Extension. Discussion commenced this year, with anticipation of completion of the update of the Comprehensive Plan to be in 2019. Also, this past year, the Commission developed and recommended to the Legislation Committee/Town Board new applications for permits. The newly created permits, approved by the Town board, were the New Business Permit and the Mobile Vending Permit. Also, changes in Ordinance 52 (Zoning) were to ease the restrictions of sub-standard lots, corner lots and building height regulations. The Commission continues to take a positive approach in creating an environment conducive to promoting growth, expediting the permitting process, maintaining low permit costs, while ensuring the integrity of the Town's atmosphere.

Please visit our website: [www.townofgrandrapids.org](http://www.townofgrandrapids.org) which contains valuable up to date information regarding zoning, town ordinances and building codes.

Respectfully Submitted,  
Peggy Doughty  
Plan Commission Secretary



**TOWN OF GRAND RAPIDS  
2018 ANNUAL REPORT  
RECYCLING & SOLID WASTE COMMITTEE**

The Committee members in 2018 are Supervisor Bill Clendenning, Supervisor Patty Lumby and Town resident, Ray Onesti. Three (3) committee meetings were held during the report year. The Town of Grand Rapids Board approved a contract for residential waste and recyclable material collection commencing January 1, 2017 and ending December 31, 2020. The contract is available to review on the Town's website [www.townofgrandrapids.org](http://www.townofgrandrapids.org).

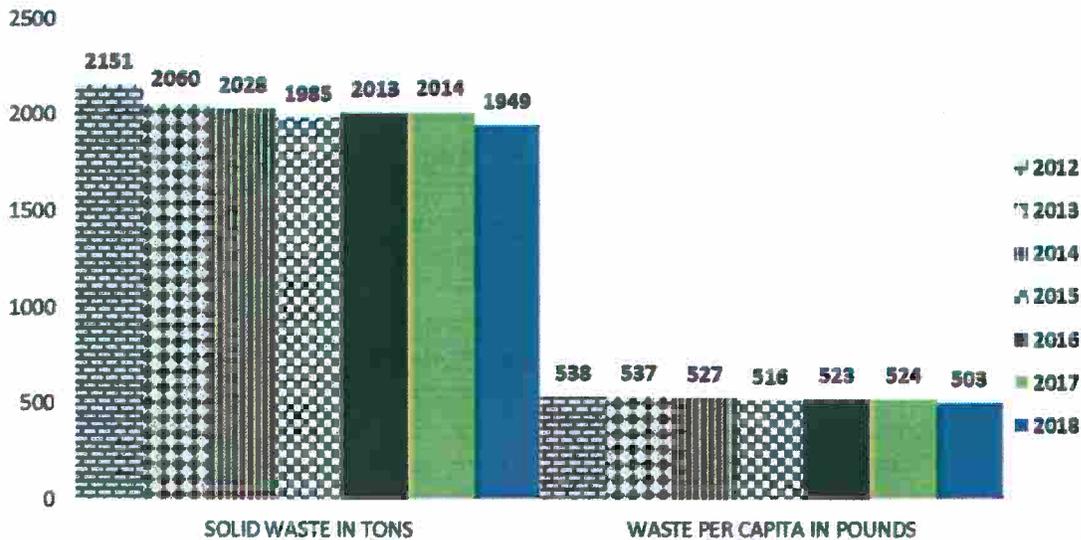
In 2018, the contractor, Advanced Disposal, invoiced the Town \$406,145.19. Each of the 3092 residential units paid \$131.00 per year for curbside pickup of recyclables and solid waste. In 2018, the fee remained unchanged.

**Holidays:** "The following holidays will be observed by the contractor: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Collection of waste and recyclables will be one day later during the week of a holiday for all collection days falling on or after the holiday."

In 2018, two (2) Choose to Re-Use events were held at the Town garage. These successful events kept hundreds of items out of the local landfill.

GRAND RAPIDS, CHOOSE TO REUSE EVENT						
DATE	IRON/LBS. RECYCLED	ELECTRONICS TV'S TO ODC INCOME	TIRES INCOME	WASTE DUMPSTER/LBS	DUMPSTER INCOME	OIL/GALS
09/17/16	8500	\$1,180	\$21.00	2200	\$187	
05/20/17	9520	\$1,160	\$204.00	1440	\$210	48
09/09/17	10160	\$750	\$224.00	760	\$214	145
05/19/18	7800	\$1170	\$250.00	5020	\$278	90
09/15/18	6480	\$855	\$80.00	8560	\$501	70

**SOLID WASTE**

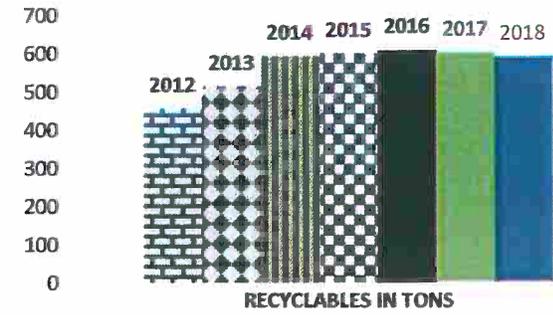


**The more you RECYCLE, the more you SAVE. Keeping more money in your pocket and less in the land fill. It costs the tax payers LESS money per ton to recycle than to dispose of solid waste. Please keep recycling.**



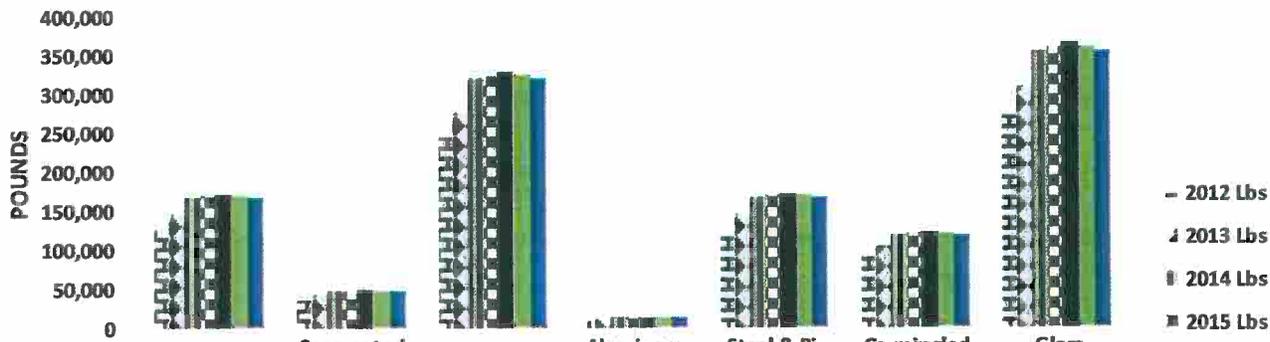
**TOWN OF GRAND RAPIDS  
2018 ANNUAL REPORT  
RECYCLING & SOLID WASTE COMMITTEE**

**RECYCLABLES**



Year	Recyclables in Tons	Recyclables per Capita in Pounds
2012	455	119
2013	512	133
2014	592	154
2015	599	156
2016	610	158
2017	601	156
2018	591	153

**RECYCLABLES**



Year	Newspaper	Corrugated Cardboard	Mixed paper	Aluminum Containers	Steel & Bi-metal	Co-mingled #1-#7	Glass Containers
2012 Lbs	127,487	36,425	245,867	9,106	127,487	91,062	273,186
2013 Lbs	143,413	40,975	275,583	10,244	143,413	102,438	307,314
2014 Lbs	165,696	47,342	319,556	11,835	165,696	118,354	355,062
2015 Lbs	167,852	47,958	323,714	11,989	167,852	119,894	359,682
2016 Lbs	170,778	48,794	329,357	12,198	170,778	121,984	365,952
2017 Lbs	168,190	48,054	324,367	12,014	168,190	120,136	360,408
2018 Lbs	165,581	47,309	319,334	11,827	165,581	118,272	354,816

Respectfully submitted by:  
The Recycling & Solid Waste Committee and Town Resident Members, April 16, 2019



Grand Rapids/Saratoga Municipal Court  
2410 48<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494  
(715) 424-1821

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April 12, 2018

Board Members  
Towns of Grand Rapids and Saratoga

It is my pleasure to present my 2019 Annual Report regarding the status of the court.

My previous year's comments continue to apply to the court's functions. Due to the efforts of our staff and town attorneys, the system has been working well. Adaptations to changes in state statutory provisions are implemented on occasion but the overall functions of the court are well defined and result in effective resolutions of matters before the court. That there is little to no feedback from the public is perhaps a sign of a system deemed equitable.

In that light, I am sure you are aware of the public statements which are being made that first offense OWI's be made criminal in Wisconsin. Those claims are usually accompanied with suggestions Wisconsin is not treating OWI's appropriately. Attached is an OP-ED which was published by a fellow municipal judge, who I would point out was a career prosecutor before retirement. Of great significance is his reference to the recidivism rate in Wisconsin which I understand after speaking to a DOT representative, for first offenses, is the best (i.e., lowest) in the country. Our municipal court has impacts which are not readily apparent. In the event this issue is raised and your position as a representative of the public is sought, focus can be directed to the current efficacy of the system and the query posed: How will criminalization further reduce the recidivism rate?

Your municipal court is working well to serve our communities.

A new method for collections will be implemented this year which is use of the State Debt Collection (SDC) system. Although our methods have been successful, reports I receive from other courts suggest SDC will assist to

Honorable David L. Grace

collect otherwise stale obligations. Jewell is supportive of opting into the system to augment her's and Peggy's efforts.

Thank you for your ongoing support and the opportunity to play this important role in our communities.

Attached please find the most recent compilation of the court's financial efforts.

David Grace, Municipal Judge

Honorable David L. Grace

# Criminalizing first OWI would inundate courts but not make state tougher

January 20, 2019

By Dick Ginkowski and Guida Brown SPECIAL TO THE KENOSHA NEWS

Jan 20, 2019

A recent editorial in the Kenosha News indicated that "It's time to support efforts to crack down on first-time drunken driving," in response to a proposal by state Sen. Alberta Darling and Rep. Jim Ott, both Republicans, to make a first-time Operating While Intoxicated/Impaired offense in Wisconsin a misdemeanor punishable by up to \$500 in fines and 30 days in jail.

Gov. Tony Evers, a Democrat, weighed in, saying he wants to criminalize first-offense OWIs as a deterrent.

Currently the first OWI in Wisconsin is a civil forfeiture ... a ticket ... with a fine of \$150 to \$300 and no jail time.

Criminalizing the first offense would make Wisconsin look tougher on OWIs, but is it, really?

Currently the fine is \$150 to \$300. Under the proposed law it would be up to \$500. So it could be a fine of zero dollars. Currently there is no jail time. Under the proposed law it would be up to 30 days ... which still means it could be zero days.

And that's the rub: The law isn't necessarily tougher on the offenders, but it would be tougher on the system.

An unintended consequence of criminalizing the first OWI is that the courts will be inundated with people fighting that first offense, an offense for which today they mostly just pay the ticket and pay their consequences; the system will be inundated with plea bargaining to avoid the consequences the law intends for offenders to face.

A lot of heat is being generated by substance-impaired drivers and the perception that Wisconsin is too lenient in OWI cases. The numbers say otherwise. While Wisconsin's penalty for a first offense is a civil forfeiture instead of a crime, the law makes it easier to convict first-time offenders — roughly 94 percent are convicted — and get them services in order to prevent a second offense.

Wisconsin's recidivism rate is 24 percent (mostly males ages 20-40). Minnesota and Iowa, where a first offense ostensibly is punished more severely as a crime, have higher recidivism rates — a whopping 41 percent in Minnesota! Illinois isn't far behind at 40 percent.

The key to reducing OWIs is to expedite cases and intervene before first-time offenders become second-time offenders. In Wisconsin we need to close more loopholes with respect

to unlawful plea bargaining. Wisconsin's law is designed to make it easier to convict on a first offense in order to prevent second offenses.

Wisconsin has an appalling drinking culture, and messages such as the one in the original editorial, "If you stay home and get drunk, that's fine," don't help in dissuading it, but criminalizing the first OWI isn't the panacea people think it is, and just because the first OWI in Wisconsin is a civil forfeiture doesn't mean Wisconsin does "essentially nothing."

Our current system requires people to be assessed and follow through on those assessment referrals of treatment or education. In Kenosha the Hope Council on Alcohol & Other Drug Abuse goes one step further and requires abstinence from those ordered to treatment, then follows up with direct biomarker tests to determine abstinence.

Wisconsin isn't doing nothing. Criminalizing the first OWI is just a little more of the same.

Dick Ginkowski is Pleasant Prairie municipal judge, and Guida Brown is executive director of the Hope Council on Alcohol & Other Drug Abuse, Inc.

## Grand Rapids Board of Appeals 2018 Report

The Grand Rapids Board of Appeals did not conduct any zoning appeals meetings in 2018. One appeal was pending but never materialized.

Submitted by: Gil Layton, Board of Appeals Chairman

## Grand Rapids Sanitary District 2018 Report

The Grand Rapids Sanitary District comprises about 2/3 of the town of Grand Rapids. It held one meeting in 2018, to discuss the treasurer's position, storage and location of records, and if there were any drainage issues that needed attention. As of 1-1-19 the district has approximately \$28,533 held in interest paying accounts which can only be used for drainage, municipal water, or sanitary sewer work within the sanitary district.

Submitted by: Gil Layton, Sanitary District Chairman

	April 2017		April 2018		April 2019		April 2020		April 2021	
	Approved April 2017		Approved April 2018		Approved April 2019		Approved April 2020		Approved April 2021	
	<u>Salary</u>	<u>Per Diems</u>								
Chairman	\$ 300.00	\$ 60.00	\$ 300.00	\$ 65.00	\$ 300.00	\$ 65.00	\$ 300.00	\$ 65.00	\$ 300.00	\$ 65.00
Supervisors	\$ 140.00	\$ 55.00	\$ 140.00	\$ 60.00	\$ 140.00	\$ 60.00	\$ 140.00	\$ 60.00	\$ 140.00	\$ 60.00