MINUTES
TOWN OF PLOVER BOARD MEETING
DECEMBER 13, 2023

1. **CALL TO ORDER:**
   Chairman Garbe called the meeting of the Town of Plover Town Board to order at 6:01 PM with the Pledge of Allegiance. Also present were Supervisors Bentley, Firkus, Pingel, and Rossier; Clerk/Treasurer Weller; Superintendent of Highways William Honaker; Town of Plover residents Priscilla Garbe, Donald Jochman, and Terry Olds; Town of Linwood resident Amberle Schwartz; and Thomas Trzinski of Lampert-Lee & Associates.

2. **CORRESPONDENCE AND COMMUNICATIONS:**
   Supervisor Rossier reported that Michael Langlois, owner of Ridgewood Campground, Inc., has extended an invitation to board members to stop by his property to view improvements that are part of his campground expansion. Clerk/Treasurer Weller mentioned that she has posted Ordinance 20231129, Town Liquor License Ordinance, and will distribute liquor licensing applications to the two business owners that have recently expressed interest in a "Class B" license.

3. **PUBLIC COMMENTS:**
   There were no public comments.

4. **CSM FOR THE DONALD A. & CHERYL A. JOCHMAN REVOCABLE TRUST REGARDING PARCEL 030230830-07.09:**
   Surveyor Thomas Trzinski of Lampert-Lee & Associates presented the updated proposed certified survey map to divide parcel 030230830-07.09 so that the majority of the commercial area and the residential and agricultural areas are on two separate parcels. The initial proposed certified survey map was approved by the Town of Plover Town Board on November 29, contingent on approval from the Portage County Planning and Zoning Department and the Village of Plover. Portage County Planning and Zoning Department staff requested that the certified survey map be revised to show the storm water retention area (per the prior zoning permit for the construction of the buildings) and to extend the property line of the commercial parcel to the section line on the west side of the parcel. The Village of Plover has review authority per the Intergovernmental Boundary and Utility Service Agreement between the Town of Plover and the Village of Plover; the Village of Plover Plan Commission and Village Board are anticipated to take action on the certified survey map during the week of December 18.

   Supervisor Pingel made the motion to approve the updated certified survey map for the Donald A. & Cheryl A. Jochman Revocable Trust as presented. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

5. **FINAL PLAT FOR FOREST LAKE SUBDIVISION II:**
   Chairman Garbe indicated that the State of Wisconsin Department of Administration has requested additional information and has not yet approved the final plat for Forest Lake Subdivision II. This item will appear on the next town board meeting agenda.

6. **HIGHWAY SUPERINTENDENT REPORT AND AUTHORIZATION FOR PURCHASES:**
   Superintendent of Highways William Honaker reported on road conditions and sand and salt application. Board members reviewed and discussed quotes for back blades for the John Deere tractor and shared opinions as to whether or not the piece of equipment would be useful.

Supervisor Rossier made the motion to authorize the purchase of a Frontier RB2308 back blade from Riesterer & Schnell, Inc., for $3,300.00, to be paid in 2023. Supervisor Pingel seconded the motion, the question was called, and the motion carried. Supervisors Bentley and Firkus voted against the motion.

Superintendent of Highways William Honaker and board members reviewed and discussed quotes for crack filler and considered whether the Town of Plover should outsource crack filling and patching projects or invest in new equipment; more information will be gathered for future discussions. Honaker mentioned that Harding Avenue will need work in front of the Kwik Trip diesel pump and scale driveways soon due to the heavy truck traffic.

7. **KERBER ROSE AUDIT ENGAGEMENT AUTHORIZATION:**
Supervisor Garbe previously shared the 2023 audit engagement letter presented by KerberRose S.C. Auditor David Minch has scheduled the audit for February 15, 2024.

Supervisor Pingel made the motion to authorize Chairman Garbe to sign the 2023 audit engagement letter presented by KerberRose S.C., Supervisor Firkus seconded, and the motion carried unanimously.

8. **APPROVAL OF POLL WORKER LIST:**
Clerk/Treasurer Weller provided information pertaining to political party nominations of election inspectors as well as her recommendations of non-affiliated election inspectors.

Supervisor Rossier made the motion to appoint Donald Butkowski, Mary DeByl, Larry Frostman, Kathleen Gaetz, Janice Hall, Elsie Isherwood, Bonnie Krueger, John Lasota, Theresa Lasota, Janice Musch, Alyssa Newport, Cynthia Oligney, Melissa Pahnke, Lisa Patterson, Thomas Patterson, Richard Pingel, Mary Schwanebeck, Karen Smolarek, William Sniadajewski, Mark Strey, and Annette Tuttle as election inspectors for the 2024-2025 term. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

9. **CONSIDERATION OF FEE SCHEDULE CHANGES:**
Board members discussed possible changes to the fee schedule but ultimately decided against making any changes.

10. **SALARY ADMINISTRATION FOR 2024:**
Chairman Garbe reported that an approximate two percent increase in hourly pay rates for public works department employees was incorporated into the 2024 budget.

Supervisor Bentley made the motion to increase the hourly pay rates of all employees by approximately two percent, raising the rate of Level 1 public works department employees from $19.40 per hour to $19.80 per hour, raising the rates of Level 2 and Level 3 public works department employees from $24.50 per hour to $25.00 per hour, raising the rate of election inspectors from $13.00 per hour to $13.25 per hour, raising the rates of chief election inspectors and administrative assistants from $16.00 per hour to $16.30 per hour, and raising the per diem rate for citizen committee members from $40.00 per meeting to $41.00 per meeting, effective for the pay period beginning January 7, 2024. Supervisor Rossier seconded the motion, the question was called, and the motion carried. Supervisor Pingel abstained.

11. REVIEW OF HOOVER AVENUE SOUTH SPEED LIMITS AND STOP SIGNS:

At a prior meeting, Supervisor Bentley questioned an ordinance posted on the Town of Plover website that is not consistent with speed limits posted on Hoover Avenue South. Chairman Garbe researched the issue and discovered that subsequent ordinances to change speed limits and remove stop signs on Hoover Avenue South made two ordinances posted on the Town of Plover website obsolete. The old ordinances will be deleted from the website and replaced with the current versions.

12. MINUTES OF TOWN BOARD MEETINGS AND ANY OTHER MINUTES TO BE PRESENTED:

Supervisor Pingel made the motion to approve the minutes of the November 29, 2023, town board public hearing as presented with Clerk/Treasurer Weller's recommendation of removing the word "and" before the word "residents" in the first paragraph. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

13. RECONCILED BANK STATEMENTS AND CASH SUMMARY:

- **RECONCILED BANK STATEMENTS OF NOVEMBER 30, 2023:**

  Clerk/Treasurer Weller previously distributed copies of the Portage County Bank and the Local Government Investment Pool (LGIP) statements and reconciliations to board members. The Portage County Bank NOW checking account reconciled at $50,743.86 on November 30, 2023. The LGIP committed and uncommitted accounts reconciled at a total of $1,028,831.11 on November 30, 2023. **Supervisor Pingel made the motion to approve the Portage County Bank and the LGIP statement reconciliations as presented, Supervisor Rossier seconded, the question was called, and the motion carried unanimously.**

- **CASH SUMMARY AS OF DECEMBER 13, 2023, AT 4:40 PM:**

COMMITTED FUNDS:			$ 199,104.79
UNCOMMITTED FUNDS:	GENERAL ACCOUNT	$ 829,726.32	
	NOW CHECKING	$ 14,645.07	
TOTAL UNCOMMITTED FUNDS:			$ 844,371.39
TOTAL CASH FOR TOWN OF PLOVER:			$ 1,043,476.18

Supervisor Pingel made the motion to approve the cash summary as presented, Supervisor Firkus seconded, the question was called, and the motion carried unanimously.

14. BUDGET ADJUSTMENTS:

Clerk/Treasurer Weller reported an overage of $799.00 in Website due to the website upgrade with Town Web.

Supervisor Pingel made the motion to adjust the Website overage by transferring $799.00 from Contingency Fund. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

15. APPROVAL OF VOUCHERS FOR PAYMENT, SIGNING OF VOUCHER LIST, AND AUTHORIZATION OF TRANSFER OF FUNDS:

Supervisor Pingel made the motion to approve the payment of $46,362.12 to cover Checks 26998 through 27026 and electronic funds transfers EFTSW1023 and EFTETF1023. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

16. FUTURE MEETING DATES AND AGENDA ITEMS:

The year-end town board meeting is scheduled for Thursday, December 28, at 6:00 PM. The next agenda will include the approval of permits to operate overweight trucks on designated Town of Plover roads.

The next regular town board meetings are tentatively scheduled for Thursday, January 18, and Thursday, February 1, 2024.

17. ADJOURNMENT:

Supervisor Bentley made the motion to adjourn the meeting at 8:11 PM, Supervisor Firkus seconded, the question was called, and the motion carried unanimously.

Respectfully Submitted By:
Patricia Weller, Clerk/Treasurer
Approved: 02/15/24