MINUTES
TOWN OF PLOVER BOARD MEETING
NOVEMBER 29, 2023

1. **CALL TO ORDER:**
   Chairman Garbe called the meeting of the Town of Plover Town Board to order at 6:09 PM with the Pledge of Allegiance. Also present were Supervisors Bentley, Firkus, Pingel, and Rossier; Clerk/Treasurer Weller; Superintendent of Highways William Honaker; residents Daniel Finnessy, Priscilla Garbe, Cheryl Jochman, Donald Jochman, Debra Sniadajewski, and William Sniadajewski; and Thomas Trzinski of Lampert-Lee & Associates.

2. **CORRESPONDENCE AND COMMUNICATIONS:**
   Chairman Garbe reported on an upcoming training session regarding the role of the zoning board of adjustment and appeals, receipt of the Stevens Point Area Public School District tax levy information, the status of WISLR (Wisconsin Information System for Local Roads) local road certification including the submission of the Town of Plover PASER (Pavement Surface Evaluation and Rating) report by North Central Wisconsin Regional Planning Commission, a postcard mailing by Vista Sands Solar, and a conversation with a landowner regarding removal of several dead trees in the road right-of-way on Pierce Avenue. Supervisor Pingel mentioned that he has contacted Portage County Highway Commissioner Nathaniel Check concerning the rough railroad crossing on County Road R. Supervisor Firkus commented that solar panels shattered at a solar project near McFarland when the developer attempted to start operations recently. Clerk/Treasurer Weller indicated that John Gethers of Tech Pros visited the town hall to advise which computer equipment should be disposed of; he will be following up to install the wireless bridges and software for the biometric time clock, and Weller will contact him regarding connectivity issues with the town hall guest Wi-Fi network.

3. **PUBLIC COMMENTS:**
   Town resident Debra Sniadajewski questioned the accuracy of the amount of utility aid calculated on the postcards mailed by Vista Sands Solar due to aid limits.

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 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. Trzinski has submitted the map to the Portage County Planning and Zoning Department, but staff have yet to provide any feedback. 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; staff have not expressed any concerns with the map in prior discussion.

   Supervisor Pingel made the motion to approve the certified survey map for the Donald A. & Cheryl A. Jochman Revocable Trust as presented, contingent on approval from the Portage County Planning and Zoning Department and the Village of Plover. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

5. **FINAL PLAT FOR FOREST LAKE SUBDIVISION II:**
   Surveyor Thomas Trzinski reported that the State of Wisconsin Department of Administration will not issue final plat review comments until December 6. Other than the addition of signature lines

for Village of Plover officials, no changes have been made to the preliminary plat that was approved by the Town of Plover Town Board on October 4.

6. **HIGHWAY SUPERINTENDENT REPORT AND AUTHORIZATION FOR PURCHASES:**
Board members reviewed and discussed quotes for back blades for the John Deere tractor and will decide whether to authorize a purchase at the next meeting. Board members also reviewed and discussed quotes for grader blades, cutting edges and cover blades for snow plows, and pickup truck windshield replacements.

Supervisor Rossier made the motion to authorize the purchase of two sets of grader blades (four blades) from Equipment Blades, Inc., for $167.00 per blade plus applicable shipping. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

Supervisor Bentley made the motion to authorize the purchase of one set of BOSS plow cutting edges (two cutting edges) from Gary's Service Center for a total of $665.30. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

Supervisor Rossier made the motion to authorize the purchase of an eleven-foot piece of raw steel and a twelve-foot piece of raw steel to fabricate plow cover blades from Londerville Steel Enterprises, Inc., for approximately $200.00 each. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

Chairman Garbe indicated that the Town of Plover's insurance policy covers the replacement of vehicle windshields with zero deductible; board members were unsure whether turning in claims for the broken windshields would result in higher premiums in the future. **Supervisor Rossier made the motion to file claims with Rural Mutual Insurance Company for broken windshields on the 2015 and 2019 Ford F-250 trucks. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.**

Superintendent of Highways William Honaker reported on a utility cable hanging in the trees along Black Oak Drive, sand and salt application and winter road conditions, generator maintenance, brushing activities around the town hall, and tires being dumped on town roads and in drainage ditches; he also answered questions about recent public works department purchases. Board members anticipate discussing quotes for crack filler and pothole patching at a future meeting.

7. **CLASS B LIQUOR LICENSE ORDINANCE:**
Chairman Garbe previously distributed Ordinance 20231129 which incorporates the application/matrix of criteria and requirements that have been established for liquor license applicants in the Town of Plover.

Supervisor Pingel made the motion to adopt Ordinance 20231129, Town Liquor License Ordinance, as presented. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

8. **LIQUOR LICENSE APPLICATION AND DECISION MATRIX:**
Board members suggested that both new and renewal liquor license applicants be required to fill out the Town of Plover Class B Liquor License Application. They also recommended that town officials retain the decision matrix that will be used to rate applicants and make objective decisions about which liquor license applicants should be granted "Class B" licenses when there are more applicants than licenses available.

Supervisor Pingel made the motion to adopt the Town of Plover Class B Liquor License Application as presented with the removal of the word "Matrix" from the title, with the understanding that the document will be given to both new and renewal liquor license applicants at the time they contact the Town of Plover for licensing. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

Supervisor Pingel made the motion to adopt the Town of Plover Class B Liquor License Decision Matrix as presented. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

9. **TOWN OF PLOVER WEBSITE:**
   Chairman Garbe reported on his recent correspondence with the Town of Plover's current website provider, his acquisition of website login credentials, online training tutorials, page updates, and the process to move to the new website platform; he indicated that he is satisfied with the recent support and responsiveness from the staff at Town Web.

   Supervisor Pingel made the motion to upgrade the Town of Plover website and renew service with current provider Town Web. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

10. **APPROVAL OF PROPOSED 2024 BUDGET:**
    Supervisor Pingel made the motion to approve the 2024 budget as presented, Supervisor Rossier seconded, the question was called, and the motion carried unanimously.

11. **MINUTES OF TOWN BOARD MEETINGS AND ANY OTHER MINUTES TO BE PRESENTED:**
    Supervisor Pingel made the motion to approve the minutes of the November 8, 2023, town board meeting as presented. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

12. **RECONCILED BANK STATEMENTS AND CASH SUMMARY:**
    - **RECONCILED BANK STATEMENTS:**
      This item will appear on the next town board meeting agenda.

    - **CASH SUMMARY AS OF NOVEMBER 29, 2023, AT 3:40 PM:**

COMMITTED FUNDS:			$ 198,226.38
UNCOMMITTED FUNDS:	GENERAL ACCOUNT	$ 826,107.23	
	NOW CHECKING	$ 51,237.60	
TOTAL UNCOMMITTED FUNDS:			$ 877,344.83
TOTAL CASH FOR TOWN OF PLOVER:			$ 1,075,571.21

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

13. **BUDGET ADJUSTMENTS:**
    There were no budget adjustments presented.

14. **APPROVAL OF VOUCHERS FOR PAYMENT, SIGNING OF VOUCHER LIST, AND AUTHORIZATION OF TRANSFER OF FUNDS:**
    Supervisor Pingel made the motion to approve the reversal of Check 26785 and to approve the payment of $8,798.32 to cover Checks 26978 through 26997 and electronic funds transfers EFT103Q23 and WIRE112123. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

15. **FUTURE MEETING DATES AND AGENDA ITEMS:**
    The next regular town board meeting is scheduled for Wednesday, December 13, at 6:00 PM. The year-end town board meeting is scheduled for Thursday, December 28, at 6:00 PM. Future agenda items include the appointment of 2024-2025 election inspectors, approval of permits to operate overweight trucks on designated Town of Plover roads, authorization of the purchase of crack filler, review and possible updates of the salary and fee schedules, and an ordinance pertaining to Hoover Avenue South speed limits.

16. **ADJOURNMENT:**
    Supervisor Bentley made the motion to adjourn the meeting at 8:52 PM, Supervisor Pingel seconded, the question was called, and the motion carried unanimously.

Respectfully Submitted By:
Patricia Weller, Clerk/Treasurer
Approved: 12/28/23