MINUTES
TOWN OF PLOVER BOARD MEETING
NOVEMBER 8, 2023

1. **CALL TO ORDER:**
Chairman Garbe called the meeting of the Town of Plover Town Board to order at 6:00 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 Terry Olds, Michael Schoenholz, Debra Sniadajewski, and William Sniadajewski; Town of Plover landowner Christopher Fabich; and James Hopp of Best Excavating & Trucking, LLC.

2. **CORRESPONDENCE AND COMMUNICATIONS:**
Chairman Garbe reported on a call from a realtor regarding the potential sale of Shooters as well as a meeting with Village of Plover and Plover Area Convention and Visitors Bureau officials regarding the Intergovernmental Cooperation Agreement which established the joint Room Tax Tourism Zone and Room Tax Commission; the Intergovernmental Cooperation Agreement will be revised to require the municipalities to continue collecting room tax from the lodging providers rather than designate the Room Tax Commission to do so. Supervisor Rossier questioned whether the Harding Avenue and State Highway 54 intersection is still scheduled to be repaved this year, and Chairman Garbe confirmed that it is. Clerk/Treasurer Weller provided the status of tax bill inserts, and Chairman Garbe mentioned the quote forwarded from Tech Pros for new wireless bridges and installation. Supervisor Pingel previously distributed information about the Agricultural Roads Improvement Program and provided details from his recent conversations with the Wisconsin Commissioner of Railroads and the Director of Operations at Convenience Transportation.

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

4. **CSM FOR CHRISTOPHER FABICH REGARDING PARCEL 030230834-04.05:**
Town of Plover landowner Christopher Fabich reported on his recent purchase of approximately twelve and a half acres of land at the corner of Boston Drive and Hoover Avenue South and his intention to split off and sell approximately two acres of the original parcel to James Hopp of Best Excavating & Trucking, LLC. Board members asked about building plans and noted zoning and driveway considerations.

Supervisor Pingel made the motion to approve the certified survey map for Christopher Fabich as presented. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

5. **HIGHWAY SUPERINTENDENT REPORT AND AUTHORIZATION FOR PURCHASES:**
Superintendent of Highways William Honaker provided quotes for back blades for the John Deere tractor, grader blades, cutting edges and cover blades for snow plows, crack filler, and pickup truck windshield replacements; these purchases will be discussed and possibly approved at the next meeting. Chairman Garbe suggested buying a Stihl FS 131 trimmer with bike handles and a chisel tooth circular saw blade for brush removal, and board members supported proceeding with the purchase. Chairman Garbe and Supervisor Bentley shared information from vendors at the Wisconsin Towns Association Annual Convention, and Superintendent of Highways William Honaker reported picking up forty-two tires on Town of Plover roads in the last two days.

6. **CLASS B LIQUOR LICENSE ORDINANCE:**
Chairman Garbe distributed a sample ordinance drafted by Attorney Shane VanderWaal of VanderWaal Law, S.C., which incorporates the application/matrix of criteria and requirements that have been established for liquor license applicants in the Town of Plover; the expectation that a business be open at least sixteen days per year will be added to the ordinance. Board members anticipate formally adopting the Town Liquor License Ordinance in conjunction with the Town of Plover Class B Liquor License Application/Matrix at the next meeting.

7. **TOWN OF PLOVER WEBSITE:**
Chairman Garbe shared communication he had with the proposed new website provider as well as concerns that our expectations may not be met and that the data transfer may not be as easy and efficient as initially thought. Chairman Garbe, Supervisor Bentley, and Clerk/Treasurer Weller spoke with a project manager from Town Web at the Wisconsin Towns Association Annual Convention; she was able to quickly correct the posting delay of certain items to the website as well as move the option for users to subscribe to updates to the home page. Board members discussed the past customer support issues with Town Web and the possibility of keeping Town Web as our website provider if those issues are resolved; they suggested following up with this project manager to request some website page updates and evaluate the customer support received when directing correspondence to this particular contact.

8. **ELECTION EQUIPMENT PURCHASES:**
Board members reviewed the quote from Election Systems & Software, LLC, for the purchase of an additional ExpressVote. The cost has been included in the proposed 2024 budget, and a $750.00 subgrant is available through the Wisconsin Elections Commission. The Town of Plover will be receiving five ExpressVotes through Portage County; an additional ExpressVote should help minimize wait times for voters during the high turnout elections expected in 2024.

Supervisor Bentley made the motion to authorize the purchase of an additional ExpressVote for $3,950.00, along with applicable license and maintenance and support fees, to be paid in 2024. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

9. **2024 INSURANCE POLICY RENEWAL:**
Clerk/Treasurer Weller previously distributed copies of insurance policy documents to board members.

Supervisor Pingel made the motion to accept the insurance policy renewal proposal from Rural Mutual Insurance Company, Supervisor Firkus seconded, the question was called, and the motion carried unanimously.

10. **REVIEW, DISCUSSION, AND APPROVAL OF PROPOSED 2024 BUDGET:**
Board members reviewed and discussed the proposed year 2024 budget, as well as the Town of Plover tax rate, assessed and equalized values, and cash accounts.

11. **SCHEDULING OF PUBLIC HEARING FOR 2024 BUDGET AND SPECIAL ELECTOR MEETING FOR 2023 LEVY TO BE PAID IN 2024:**
Supervisor Bentley made the motion to approve the draft 2024 budget as presented and schedule the public hearing regarding the proposed 2024 budget and the special elector meeting regarding the 2023 tax levy of $440,040.00 for Wednesday, November 29, at 6:00 PM. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

12. WTA CONVENTION REPORT:

Chairman Garbe, Supervisor Bentley, and Clerk/Treasurer Weller shared information from the workshops they attended at the Wisconsin Towns Association Annual Convention.

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

Supervisor Rossier made the motion to approve the minutes of the October 18, 2023, town board meeting as presented. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

14. RECONCILED BANK STATEMENTS AND CASH SUMMARY:

- **RECONCILED BANK STATEMENTS OF OCTOBER 31, 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 $47,149.82 on October 31, 2023. The LGIP committed and uncommitted accounts reconciled at a total of $1,007,648.24 on October 31, 2023. **Supervisor Pingel made the motion to approve the Portage County Bank and the LGIP statement reconciliations as presented, Supervisor Bentley seconded, the question was called, and the motion carried unanimously.**

- **CASH SUMMARY AS OF NOVEMBER 8, 2023, AT 3:20 PM:**

COMMITTED FUNDS:			$ 198,226.38
UNCOMMITTED FUNDS:	GENERAL ACCOUNT	$ 809,421.86	
	NOW CHECKING	$ 33,679.49	
TOTAL UNCOMMITTED FUNDS:			$ 843,101.35
TOTAL CASH FOR TOWN OF PLOVER:			$ 1,041,327.73

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

15. BUDGET ADJUSTMENTS:

Clerk/Treasurer Weller reported overages of $2,459.32 in Assessor due to the 2024 revaluation and $30,405.75 in Tourism Development - 70% due to the payment of third quarter room tax to the Plover Area Convention and Visitors Bureau.

Supervisor Bentley made the motion to adjust the Assessor overage by transferring $2,459.32 from Contingency Fund and to adjust the Tourism Development - 70% overage by transferring $10,000.00 from Contingency Fund and $20,405.75 from Highway Salt & Salt/Sand. Supervisor Pingel seconded the motion, the question was called, and the motion carried unanimously.

16. 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 $51,330.83 to cover Checks 26950 through 26977 and electronic funds transfers EFTSW0923, EFTDOJ0823, and EFTETF0923. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

17. FUTURE MEETING DATES AND AGENDA ITEMS:

The next regular town board meeting is scheduled for Wednesday, November 29, immediately following the 6:00 PM public hearing and special elector meeting. Future agenda items include approval of public works department purchases, the 2024 budget, and the Town Liquor License Ordinance in conjunction with the Town of Plover Class B Liquor License Application/Matrix.

18. ADJOURNMENT:

Supervisor Bentley made the motion to adjourn the meeting at 9:00 PM, Supervisor Firkus seconded, the question was called, and the motion carried unanimously.

Respectfully Submitted By:
Patricia Weller, Clerk/Treasurer
Approved: 11/29/23