MINUTES
TOWN OF PLOVER BOARD MEETING
OCTOBER 4, 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; residents Michael Baumann, Priscilla Garbe, Darrin Groom, Susan Groom, Debra Sniadajewski, and William Sniadajewski; and Thomas Trzinski of Lampert-Lee & Associates.

2. **CORRESPONDENCE AND COMMUNICATIONS:**
   Chairman Garbe reported on parties interested in purchasing Shooters, a requested easement for the railroad, and room tax collection issues. Supervisor Rossier shared information about projected costs of reconstructing Meehan Drive. Clerk/Treasurer Weller reported on the upcoming closure of the Portage County Bank location in Plover and a business interested in applying for a liquor license; Chairman Garbe recommended postponing the receipt of any liquor license applications until "Class B" liquor license ordinance criteria is finalized.

3. **PUBLIC COMMENTS:**
   Town resident Michael Baumann voiced his concerns about the excess chips remaining in the Bluebird Subdivision after the chip sealing completed this summer and asked that the loose chips be swept off the roads. Chairman Garbe indicated that he will follow up with Chase Brockman of Scott Construction, Inc.

4. **CSM FOR TODD BOOTH; ADJUSTMENT OF BOUNDARIES FOR PARCELS 030230726-12.05 & 12.06:**
   Surveyor Thomas Trzinski of Lampert-Lee & Associates presented the proposed certified survey map to adjust the boundaries of parcels 030230726-12.05 & 12.06 so that the business area and the residential area are on separate parcels. Trzinski confirmed that a Portage County Planning and Zoning Department staff member has reviewed the changes and doesn't have any objections.

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

5. **PRELIMINARY PLAT FOR FOREST LAKE SUBDIVISION II:**
   Chairman Garbe explained the background of the preliminary plat for Forest Lake Subdivision II. The plat subdivides an underwater tax parcel in Love Creek, creating outlots to be apportioned to all property owners currently adjacent to the underwater tax parcel that will be attached to their existing lots; this will give them access to the water and guarantees them dock privileges. Surveyor Thomas Trzinski explained the approval and conveyance process and noted that the plat will need to be approved by the Town of Plover, the Village of Plover, Portage County, and the State of Wisconsin Department of Administration.

   Supervisor Pingel made the motion to approve the preliminary plat for Forest Lake Subdivision II as presented. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

6. **HIGHWAY SUPERINTENDENT REPORT AND AUTHORIZATION FOR PURCHASES:**
   Superintendent of Highways William Honaker reported on crack filling, downed trees, brushing, truck repairs, and road conditions. The Town of Plover plans to snow plow the dirt portion of Kennedy Avenue this winter.

7. **OPERATOR/BARTENDER LICENSE APPROVALS:**
   Supervisor Rossier made the motion to approve operator/bartender licenses for Kwik Trip 202 employees Simon Siegel and Alex Swanson. Supervisor Pingel seconded the motion, the question was called, and the motion carried unanimously.

8. **CLASS B LIQUOR LICENSE ORDINANCE CRITERIA:**
   Supervisor Rossier highlighted the latest changes to the updated draft application/matrix of criteria and requirements as well as applicable weighting that can 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 Bentley made the motion to finalize the Town of Plover Class B Liquor License Application/Matrix as presented. Supervisor Pingel seconded the motion, the question was called, and the motion carried unanimously.

9. **PERSONNEL POLICY:**
   Board members were previously provided both the old and proposed new versions of the Town of Plover Personnel Policy and asked to review the new document to ensure that no inadvertent changes were made in the revision process. Board members agreed that there were no material changes but suggested changing "Town" to "Town Board" after "Written Warning" on page five and removing "Town Clerk/Treasurer" under "Separations And Discipline" on pages five through eight.

   Supervisor Pingel made the motion to adopt the retyped and reformatted Town of Plover Personnel Policy as presented with the changes discussed. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

10. **TOWN OF PLOVER WEBSITE:**
    Board members reviewed website quotes from Munibit, Tech Pros, Town Web, and Webs by Wagner, LLC, and discussed advantages and disadvantages of each option.

    Supervisor Bentley made the motion to accept the website proposal from Webs by Wagner, LLC, for an initial fee of $1,360.00 for website design and hosting and an annual fee of $360.00 thereafter. Supervisor Pingel seconded the motion, the question was called, and the motion carried; Chairman Garbe voted against the motion.

11. **TECHNOLOGY REVIEW:**
    Chairman Garbe indicated that he will contact John Gethers of Tech Pros about updating the wireless bridge in the town office and conducting an assessment of existing computer equipment.

12. **AUTHORIZATION TO ENGAGE COUNSEL:**
    Supervisor Pingel made the motion to authorize Chairman Garbe to contact Attorney Shane VanderWaal of VanderWaal Law, S.C., regarding the Town of Plover Class B Liquor License Application/Matrix and a possible ordinance to formally adopt the document. Supervisor Rossier seconded the motion, the question was called, and the motion carried unanimously.

13. BLUEBIRD DRIVE/CTY R – REQUEST FOR PROPOSALS QUOTES:

Chairman Garbe reported that American Asphalt of Wisconsin submitted a quote of $18,600.00 for resurfacing 450 feet of Bluebird Drive between County Road R and the Little Plover River, and board members discussed the proposed project.

Supervisor Rossier made the motion to table the Bluebird Drive project proposal, Supervisor Pingel seconded, the question was called, and the motion carried unanimously.

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

Supervisor Bentley made the motion to approve the minutes of the September 12, 2023, town board meeting as presented. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

15. RECONCILED BANK STATEMENTS AND CASH SUMMARY:

- **RECONCILED BANK STATEMENTS OF SEPTEMBER 30, 2023:**
  Clerk/Treasurer Weller previously distributed copies of the Portage County Bank statement and reconciliation to board members. The Portage County Bank NOW checking account reconciled at $26,582.39 on September 30, 2023. **Supervisor Pingel made the motion to approve the Portage County Bank statement reconciliation as presented, Supervisor Firkus seconded, the question was called, and the motion carried unanimously.**

- **CASH SUMMARY AS OF OCTOBER 4, 2023, AT 3:20 PM:**

COMMITTED FUNDS:			$ 196,463.33
UNCOMMITTED FUNDS:	GENERAL ACCOUNT	$ 802,345.83	
	NOW CHECKING	$ 27,836.44	
TOTAL UNCOMMITTED FUNDS:			$ 830,182.27
TOTAL CASH FOR TOWN OF PLOVER:			$ 1,026,645.60

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

16. BUDGET ADJUSTMENTS:

Clerk/Treasurer Weller reported overages of $240.00 in Town Board - Other Expense due to food expenses for the WTA Portage County Unit meeting and $115.00 in Clerk/Treasurer - Conferences & Training due to annual WTA Convention registrations. Weller anticipates an additional overage in Town Board - Other Expense due to expenses for the WTA Portage County Unit meeting that board members will be reimbursed for; the overage in the account will be adjusted at the next meeting.

Supervisor Pingel made the motion to adjust the overage in Clerk/Treasurer - Conferences & Training by transferring $115.00 from Contingency Fund. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

17. **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 $11,681.61 to cover Checks 26904 through 26927 and electronic funds transfers EFT083Q23, EFTSW0823, EFTETF0823, and WIRE092723. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

18. **FUTURE MEETING DATES AND AGENDA ITEMS:**
    The next regular town board meeting is scheduled for Wednesday, October 18, at 6:00 PM. Future agenda items include establishing a load rating for the bridge on Biron Drive East and possible election equipment purchases.

19. **ADJOURNMENT:**
    Supervisor Bentley made the motion to adjourn the meeting at 8:53 PM, Supervisor Pingel seconded, the question was called, and the motion carried unanimously.

Respectfully Submitted By:
Patricia Weller, Clerk/Treasurer
Approved: 10/18/23