

**MINUTES
TOWN OF PLOVER BOARD MEETING
DECEMBER 10, 2025**

1. CALL TO ORDER:

Chairman Garbe called the meeting of the Town of Plover Town Board to order at 6:02 PM with the Pledge of Allegiance. Also present were Supervisors Bentley, Firkus, Pingel, and Tuttle; Clerk/Treasurer Weller; Superintendent of Highways William Honaker; and Town of Plover resident Priscilla Garbe.

2. CORRESPONDENCE AND COMMUNICATIONS:

Chairman Garbe reported on his attempt to update the Intergovernmental Cooperation Agreement concerning joint tourism efforts with the Village of Plover, the preliminary determination letter issued by the Public Service Commission of Wisconsin regarding the construction of the Nassau Boulevard Substation in conjunction with the Vista Sands Solar Project and a related driveway construction permit, snow plowing mailbox damage, and the submission status of the Town of Plover's Town Road Improvement Supplemental grant application for the recondition of Pierce Avenue.

3. PUBLIC COMMENTS:

There were no public comments.

4. TECHNOLOGY UPGRADE:

The latest version of Microsoft Windows is unable to be installed on the current office desktop computer. Tech Pros owner John Gethers recently quoted \$2,184.00 for a new workstation setup including a Lenovo laptop, 34" curved screen, docking station, wireless keyboard and mouse combo, and two hours of labor. Board members and Superintendent of Highways William Honaker recommended disposing of old computer equipment.

Supervisor Bentley made the motion to accept the Tech Pros proposal for a new workstation setup at a cost of \$2,184.00. Supervisor Tuttle 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 reported on a bed dumped at the corner of Birch Drive and Taft Avenue as well as a local business depositing snow on a town road. Board members discussed public works department personnel issues. Supervisor Bentley requested that more sand and salt be applied on Birch Drive near Birch Tree Estates and asked about the Town's salt inventory.

6. UNPERMITTED THIRD DRIVEWAY AT 4149 BLUEBIRD DRIVE:

Chairman Garbe previously shared the letter that he sent to the property owner at 4149 Bluebird Drive regarding the installation of a third driveway on the parcel without acquiring a driveway construction permit from the Town of Plover. The resident mailed back a reply, stating that the third driveway in question was installed thirty-five years ago. Although the driveway is unable to be identified in historical topographical photos, a fence located within the road right-of-way does contain a gate over the driveway that suggests occasional use in the past. Board members advised taking no further action concerning the third driveway but supported Chairman Garbe referring apparent zoning violations for unpermitted structures to Portage County Planning and Zoning Department staff.

7. APPROVAL OF LIST OF ELECTION INSPECTORS:

Clerk/Treasurer Weller provided information pertaining to political party nominations of election inspectors as well as her recommendations of non-affiliated election inspectors.

Supervisor Bentley made the motion to appoint LeRoy Behrens, Donald Butkowski, Kathleen Gaetz, Susan Groom, Elsie Isherwood, Bonnie Krueger, John Lasota, Theresa Lasota, Erin Meister, Janice Musch, Alyssa Newport, Cynthia Oligney, Richard Pingel, Karen Smolarek, William Sniadajewski, Mark Strey, Annette Tuttle, and Timothy Tuttle as election inspectors for the 2026-2027 term. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

Supervisor Pingel indicated that he doesn't intend to seek re-election for Town of Plover Town Board Supervisor, and Supervisor Firkus was unsure whether he would declare candidacy. Board members mentioned some of the individuals running for Portage County offices in the Spring Election.

8. REVIEW OF SALARY SCHEDULE:

Chairman Garbe noted that an approximate two percent increase in wages for public works department employees was incorporated into the 2026 budget and shared a chart comparing actual year-to-date public works department employee wages and hours to budgeted amounts. Board members discussed changing the lead employee's hourly position to a salaried position, increasing the hourly pay rates versus increasing the number of work hours, and modifying snow plowing and general procedures for greater efficiency.

Supervisor Bentley made the motion to increase the hourly pay rates of all public works department employees by approximately two percent, raising the rate of Level 1 public works department employees from \$20.20 per hour to \$20.60 per hour and raising the rates of Level 2 and Level 3 public works department employees from \$25.50 per hour to \$26.00 per hour, effective for the pay period beginning January 4, 2026. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

Clerk/Treasurer Weller reported on pay rates for election inspectors and chief election inspectors in various other Portage County municipalities, and board members considered wages budgeted for elections and anticipated hours of work.

Supervisor Bentley made the motion to raise the wage rate of election inspectors from \$13.25 per hour to \$14.00 per hour and raise the wage rate of chief election inspectors from \$16.30 per hour to \$17.00 per hour, effective for pay periods beginning January 2026. Supervisor Firkus seconded the motion, the question was called, and the motion carried. Supervisors Pingel and Tuttle abstained.

Supervisor Pingel gave notice that he would be stepping down as Town of Plover Plan Commission Chairman. No changes were made to compensation for administrative assistants and committee members.

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

Supervisor Pingel made the motion to approve the minutes of the October 8, 2025, town board meeting as presented. Supervisor Tuttle seconded the motion, the question was called, and the motion carried unanimously.

10. RECONCILED BANK STATEMENTS AND CASH SUMMARY:

- **RECONCILED BANK STATEMENTS OF OCTOBER 31, 2025:**

Clerk/Treasurer Weller previously distributed copies of the October Portage County Bank statement and reconciliation to board members. The Portage County Bank NOW checking account reconciled at \$28,865.86 on October 31, 2025. **Supervisor Bentley made the motion to approve the Portage County Bank statement reconciliation as presented, Supervisor Tuttle seconded, the question was called, and the motion carried unanimously.**

- **CASH SUMMARY AS OF DECEMBER 10, 2025, AT 4:55 PM:**

COMMITTED FUNDS: \$ 219,210.02

UNCOMMITTED FUNDS: GENERAL ACCOUNT \$ 949,465.95

NOW CHECKING \$ 42,811.23

TOTAL UNCOMMITTED FUNDS: \$ 992,277.18

TOTAL CASH FOR TOWN OF PLOVER: \$ 1,211,487.20

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

11. BUDGET ADJUSTMENTS:

Clerk/Treasurer Weller reported overages of \$148.08 in Highway Garage & Shop Operations due to Wi-Fi network equipment and labor and \$4,183.82 in Tourism Development - 70% relating to the payment of third quarter room tax to the Plover Area Convention and Visitors Bureau.

Supervisor Bentley made the motion to adjust the overages by transferring \$4,331.90 from Contingency Fund. Supervisor Tuttle seconded the motion, the question was called, and the motion carried unanimously.

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

Supervisor Bentley made the motion to approve the payment of \$38,901.79 to cover Checks 28067 through 28096 and electronic funds transfers EFT104Q25, EFTSW1025, EFTETF1025, and WIRE120125. Supervisor Tuttle seconded the motion, the question was called, and the motion carried unanimously.

13. FUTURE MEETING DATES AND AGENDA ITEMS:

The year-end town board meeting is scheduled for December 30 at 6:00 PM. The next regular town board meeting is scheduled for January 21.

14. ADJOURNMENT:

Supervisor Pingel made the motion to adjourn the meeting at 8:10 PM, Supervisor Bentley seconded, the question was called, and the motion carried unanimously.

Respectfully Submitted By:
Patricia Weller, Clerk/Treasurer
Approved: 02/25/26