

**MINUTES
TOWN OF PLOVER BOARD MEETING
JANUARY 21, 2026**

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 Tuttle; Clerk/Treasurer Weller; Superintendent of Highways William Honaker; Town of Plover residents Priscilla Garbe, Thomas Haferman, and Michael Schoenholz; and Plover Area Convention and Visitors Bureau Executive Director Malorie Paine.

2. CORRESPONDENCE AND COMMUNICATIONS:

Chairman Garbe reported on a planned Americold expansion and the pending sale of a parcel of industrial-zoned vacant farmland. Clerk/Treasurer Weller indicated that Building Inspector Michael Bemebenek has reiterated his intent to retire but has expressed interest in continuing his role if the Town of Plover is willing to revise its contract and fee schedule to only cover new homes; board members will consider building inspection and procedure options at a future meeting.

3. PUBLIC COMMENTS:

There were no public comments.

4. HIGHWAY SUPERINTENDENT REPORT AND AUTHORIZATION FOR PURCHASES:

Superintendent of Highways William Honaker asked for authorization to purchase two pre-filled hundred-pound propane cylinders from Town employee Bernard Klasinski for \$100.00, and board members supported the transaction. He reported on sign repairs, furniture dumped on roads, diesel exhaust fluid inventory, and a possible new structure at a residence on Bluebird Drive. Supervisor Pingel asked for clarification of road signage requirements, and board members discussed an intersection lighting issue.

5. AUTHORIZATION OF 2026 ANNUAL WEIGHT LIMIT PERMITS:

Supervisor Tuttle made the motion to approve a permit to operate overweight trucks on designated Town of Plover roads for Kurt Rosenthal Trucking LLC. Supervisor Bentley seconded the motion, the question was called, and the motion carried unanimously.

6. DISCUSSION REGARDING JURISDICTIONAL TRANSFER OF 80TH STREET AND AUTHORIZATION OF PAYMENT OF ROAD AIDS:

Chairman Garbe provided historical background regarding the 2019 jurisdictional transfer agreement for a roughly three-tenths-mile section of the former Wood County Highway U (80th Street) and the Town of Plover's obligation to pay the Village of Biron \$2,466.15 of General Transportation Aids received from 2021 to 2026. The Town of Plover Town Board must decide whether to accept jurisdictional authority along with the Village of Biron for another roughly nine-tenths-mile section of road between North Biron Drive and State Highway 54. Should the Town of Plover agree to a jurisdictional transfer and maintenance agreement with the Village of Biron similar to that executed in 2019, the Town of Plover would be forwarding approximately \$1,700.00 of General Transportation Aids to the Village of Biron annually. Future driveway permitting issues and incorporation of the 2019 jurisdictional transfer agreement into a possible new jurisdictional transfer agreement will be considered in further discussions.

Supervisor Bentley made the motion to authorize the payment of \$2,466.15 of General Transportation Aids to the Village of Biron for 2021 to 2026. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

7. REPORT ON PORTAGE COUNTY ZONING ORDINANCE REWRITE ADVISORY COMMITTEE:

Supervisor Tuttle reported on little advisory committee activity since the initial meeting in October 2025 and the second meeting in December 2025 and shared that most advisory committee members have not had an opportunity to provide input yet.

8. AUDIT OF SUPER 8 MOTEL RECEIPTS FOR ROOM TAX:

Plover Area Convention and Visitors Bureau Executive Director Malorie Paine and Clerk/Treasurer Weller learned that the Wisconsin Department of Revenue won't offer any guidance regarding a room tax audit. Executive Director Malorie Paine outlined several methods that a municipality can use to ensure lodging properties are remitting their room tax collections; inspection and audit of records, enactment of forfeitures and interest, determination of tax liability, and revocation or suspension of permits are addressed in Town of Plover Resolution 110504 To Clarify And Amend Room Tax Ordinance. She mentioned that numerous municipalities across the State of Wisconsin are conducting room tax audits, but processes and procedures vary. The Town of Plover is responsible for the cost of any audit.

Clerk/Treasurer Weller provided information from her conversations with Wisconsin Towns Association Attorney Carol Nawrocki and KerberRose S.C. Auditor David Minch. Although municipalities have statutory authority to conduct room tax audits, enforcement must be handled through local ordinances, and actual collection is doubtful even when financial records substantiate a discrepancy in tax liability. Auditor David Minch advised requesting copies of room tax reports, sales tax returns, point-of-sale reports, and occupancy logs to proceed with an internal audit.

Board members discussed next steps and ultimately recommended sending a letter to the owner of Super 8 after receiving his fourth quarter room tax report to ask for an explanation for his steady decline of room tax receipts while room tax receipts of other hotels in the area have increased, question the high percentage of nontaxable long-term stays, and give notice of the possible review of supporting documentation to verify the accuracy of room tax reporting. If business activity is transitioning from short-term stays to primarily long-term stays, further action may be needed to comply with building codes, applicable ordinances, required permitting, and zoning regulations.

There has been no progress on updating the Intergovernmental Cooperation Agreement relating to joint tourism efforts with the Village of Plover so that it reflects the actual room tax collection process.

9. RENTAL OF BOOM MOWER/MULCHER FOR BRUSHING:

The cost of a rental tractor and mulching head boom cutter with an operator is approximately \$7,388.00 for forty hours, assuming one-way hauling expense, and Serwe Implement Municipal Sales Co. LLC could deliver the equipment in early February. Board members suggested delaying the rental until March or April due to concerns about snow depth, even if that results in a larger invoice. Spring brushing is preferred to address overgrown areas soon and have the opportunity to treat areas to prevent regrowth.

Supervisor Bentley made the motion to authorize Chairman Garbe to schedule the rental of the tractor and mulching head boom cutter with an operator from Serwe Implement Municipal Sales

Co. LLC for two weeks in early spring. Supervisor Tuttle seconded the motion, the question was called, and the motion carried unanimously.

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

Supervisor Pingel made the motion to approve the minutes of the November 19, 2025, town board public hearing and following town board meeting as presented. Supervisor Tuttle seconded the motion, the question was called, and the motion carried unanimously.

11. RECONCILED BANK STATEMENTS AND CASH SUMMARY:

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

Clerk/Treasurer Weller previously distributed copies of the December Portage County Bank statement and reconciliation to board members. The Portage County Bank NOW checking account reconciled at \$69,081.14 on December 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.**

Clerk/Treasurer Weller previously distributed copies of the December Local Government Investment Pool (LGIP) statement and reconciliation to board members. The LGIP committed and uncommitted accounts reconciled at a total of \$1,830,348.32 on December 31, 2025. **Supervisor Bentley made the motion to approve the LGIP statement reconciliation as presented, Supervisor Tuttle seconded, the question was called, and the motion carried unanimously.**

- **CASH SUMMARY AS OF JANUARY 21, 2026, AT 5:30 PM:**

COMMITTED FUNDS:		\$ 219,922.13
UNCOMMITTED FUNDS: GENERAL ACCOUNT	\$ 1,403,410.66	
NOW CHECKING	\$ 154,453.57	
TOTAL UNCOMMITTED FUNDS:		\$ 1,557,864.23
TOTAL CASH FOR TOWN OF PLOVER:		\$ 1,777,786.36

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

12. BUDGET ADJUSTMENTS:

There were no budget adjustments presented. Board members reviewed the budget comparison report as of December 31, 2025, and the budget changes report for 2025.

13. 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 \$10,141.76 to cover Checks 28143 and 28144 and electronic funds transfers EFTETF1125 and WIRE123125 on the check register report for December 31, 2025, including the reversal of Check 27942. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

Supervisor Bentley made the motion to approve the payment of \$1,329,539.39 to cover Checks 28145 through 28168 and electronic funds transfers EFT124Q25, EFTSW1225, and WIRE011526 on

the check register report dated January 21, 2026. Supervisor Firkus seconded the motion, the question was called, and the motion carried unanimously.

14. FUTURE MEETING DATES AND AGENDA ITEMS:

The next regular town board meeting is scheduled for February 25 at 6:00 PM. Future agendas will include a possible jurisdictional transfer, employee reviews, and employee drug testing.

15. ADJOURNMENT:

Supervisor Pingel made the motion to adjourn the meeting at 8:18 PM, Supervisor Tuttle seconded, the question was called, and the motion carried unanimously.

Respectfully Submitted By:
Patricia Weller, Clerk/Treasurer
Approved: 03/18/26