

**Town of Plover, Marathon County, Wisconsin  
Special Meeting of the Town Board  
180771 County Road Z, Birnamwood, WI 54414**

**Wednesday, August 12, 2020, at 6:30 p.m.**

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**Meeting Minutes**

1. Call to Order by Town Chairman, Tony Kautza  
Chairman Kautza called the meeting to order at 6:30 p.m.
2. Roll Call – Town Supervisor, Pete Marien and Town Supervisor, Scott McRae  
Clerk noted both Marien and McRae were present.
3. Appointment of Valerie Parker as Town Clerk, to serve the remainder of the vacant elected Clerk position through April, 2021.

***Motion by Marien, second by McRae to approve the appointment of Valerie Parker, as Town Clerk, to serve the remainder of the vacant elected Clerk position through April, 2021.***

4. Clerk's Oath of Office  
Parker read out loud the Oath of Office. The document was then signed by Parker and Kautza.

Parker stated she will send a copy of this signed Oath of Office to the County Clerk, in case she needs it.

5. Action on Ordinance #08-20, to have Town electors approve the conversion of an elected office of a Town Clerk into a Town Board appointed office by referendum on the November 3<sup>rd</sup> General Election Ballot.

***Motion by McRae, second by Marien to approve Ordinance #08-20, to have the Town Electors approve the conversion of an elected office of the Town Clerk into a Town Board appointed office by referendum on the November 3<sup>rd</sup> General Election Ballot.***

Kautza signed the document, and Parker witnessed his signature. Parker will post this document on the Town's bulletin boards and website and will send this document to the County Clerk so that it can get on the ballot. Kautza commented that we should get a mailing sent out to the Town Electors, explaining why this is being done.

6. Remarks from Board  
Kautza commented that he will start looking into internet service for the Town Hall. He stated the Red Granite Road project bid went to Meverden Materials. He stated they were significantly less than Kautza. He discussed the TRIP grant that Parker will need to look into. He explained to her how the grant was originally planned for pavement projects on Village Road and Eau Claire River Road, but because the costs would be over the allowable amount for the grant, we are switching that funding over towards Red Granite Road project. However, he said the awarded bid is less than what we planned for the TRIP grant, and is hoping we can

supplement the costs for the Town's portion of the work to get us eligible for a larger grant. We need to get closer to around \$40,000 with the project.

Parker explained the QuickBooks program (QuickBooks Essential with Core Payroll plan) she was looking at. However, the costs for the first 12 months would be \$42.50 per month, plus \$4.00 for each employee (person paying taxable wages), then after 12 months, the cost would be \$85.00 per month, plus \$4.00 for each employee. Parker commented on how this will give the Chairman and Treasurer access to the program too. The Board felt that cost was pretty high. There was discussion about looking at a different Quickbooks that does not include payroll, since there is a very small amount of payroll involved. Parker stated she is comfortable doing payroll separately, versus through the Quickbooks. She will look at a different plan. She commented how for her husband's business, they pay about \$350.00 per year.

Parker commented how she will need to get Microsoft Office on the Town's computer, but she thinks it would only be about \$65.00 per year.

There was discussion on sending Doreen Erbrecht a card, thank her for her years of service. Kautza suggested Parker look at getting a nice plaque. Parker will pick up a card and look into a plaque.

#### 7. Future Items

- Next Meeting Date:
  - August 18, 2020 – 6:30 p.m., Regular Meeting
  - September 8, 2020 – 5:30 p.m., Special Meeting
  - September 8, 2020 – 6:30 p.m., Regular Meeting

There was discussion on the August 18<sup>th</sup> meeting agenda. Parker went over a draft of that agenda. Parker stated she will bring the final draft proposals for the Board to review one final time, and then will mail them out the day after the meeting. Marien asked that we include the payment to Birnamwood Fire Department. Kautza asked that we include discussion of the Red Granite Road project. Parker will add those and get the agendas posted. Kautza was under the impression (from Erbrecht) the agendas had to be posted a week before the meeting. Parker stated they only need to be posted 48 hours before the meeting.

Parker explained the September 8<sup>th</sup> Special Meeting is where we will open the proposals from haulers, and review the proposals. Then action on the awarded proposal could take place at the regular 6:30 p.m. meeting.

#### 8. Adjourn

***Motion by Mcrae, second by Marien to adjourn at 7:20 p.m.***

Valerie Parker  
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