

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

Tuesday, December 8, 2020, at 6:30 p.m.

Minutes

1. Call to Order by Chairman, Tony Kautza

Kautza called the meeting to order at 6:30 p.m.

2. Roll Call – Town Supervisor, Pete Marien, and Town Supervisor, Scott McRae

Parker noted both Marien and McRae were present.

Also, in attendance: Clerk, Valerie Parker, Treasurer, Connie Sippl, and Rick Larson

3. Public Comments/Concerns (Limit 5 Minutes Per Person)

None.

4. Minutes from Previous Meeting

- **November 10, 2020, 6pm – Special Meeting & Budget Hearing**
- **November 10, 2020, 7pm – Regular Meeting & Budget Adoption**

Parker read the minutes from the meetings.

Kautza commented that he had not picked up the cart for the chairs yet, but will get one soon.

Motion by McRae, second by Marien to approve the meeting minutes.

5. Approval of Monthly Expenditures

The Board reviewed and signed the expenditures. Parker read off the bank account balances. She stated that we should be receiving the funds from the Routes to Recovery grant. She will follow-up with her contact to see when that will occur.

Parker explained that she learned when filling the Municipal Levy Limit Worksheet, that the maximum that the Town can levy for is actually \$208,313.00. She adjusted the Budget report to reflect this by adding \$25,191.25, as the Town's Account Balance for January 1, 2021. If we want to increase this for 2022, we will need to look at it mid-year or so to get the request going through the State.

Parker discussed that after the 1st of the year, she is going to create a new account in QuickBooks, which will allow her to start fresh with the expenditure data entry, and hopefully be able to create monthly reports from QuickBooks.

Larson brought up the Town's propane tank is down to about 45%. It was discussed that we have previously used Rightway Propane, but that we may be able to get a better rate through Draeger Oil. Larson commented that he heard there may be a propane shortage coming up. The Board directed Parker to contact both Rightway Propane and Draeger Oil to get their current price per gallon, and whoever is less expensive to have that business fill our 1,000 gallon LP tank.

Kautza discussed the sand/salt shed progress, and how Dave Kautza will be doing the work to finish that building this month yet. He stated he contacted Steve Thompson for an estimate, but Steve Thompson never got back to him. Since we need to get this building done, and Dave Kautza can complete the project this year yet, we will hire him.

Motion by McRae/Second by Marien to approve the expenditures.

6. 2020 Budget Review and Update

The Board reviewed the status of the 2020 budget.

7. Road Report

Larson stated he is still working on brushing. He recently got the wing on the grader. He stated where that patch was on Fellner's Hill (Sportsman Drive), there was very little shoulder there, so he added some gravel there.

Larson stated that he sold the bumper (that originally came with the Freightliner, but is not being used) to Krueger and Steinfest for \$125.00.

Larson stated that he listed the pressure washer for \$90.00, but has not received any calls on that. It was clarified to Parker that this is an older pressure washer the Town has, separate from the one the Town recently purchased.

Kautza stated when on Pine View Road recently, one of Terry Wellhoefer's cows was walking down Pine View Road, unattended. This prompted him to talk to Wellhoefer about the complaint the Town received their not cleaning up after their cows, along Pine View Road. He stated that Wellhoefer assured him he will be better about taking care of this.

8. Old Business

- **Status of Sand/Salt Shed**

Kautza stated Dave Kautza will get us a bill for part of the upcoming work that we can pay. He stated the bill is up some as he is also having him add steel to the old gas shed, as it is all banged up. He is also having Dave Kautza to finish the sides and soffits for the sand/salt shed.

Parker asked Kautza to forward her a copy of Dave Kautza's estimate.

- **Possible Audit of Town Financials (Guidance from Accounting Firm)**

Kautza stated he will forward to Parker contact information for Krisztina Dommer, of Kerber Rose. He will also forward the estimate she sent him for her hourly rates. Parker stated she is hoping to get some assistance or guidance on how to handle wages for poll workers and those others who assist the Town with road work, also on with assistance on QuickBooks. Kautza stated Parker can go ahead and contact her.

- **LRIP & WISLR Program Updates**

Kautza stated he completed the WISLR document this evening and Parker will mail out tomorrow.

Parker sent an e-mail to the State asking how to go about transferring the grant funds from the Village Road project to Red Granite Road project. Kautza stated that Larson will need to go through his reports to get our costs for grading that can be added to this project.

9. New Business

- **Discussion on Appointed Clerk Position**

Kautza confirmed that the appointed position was Clerk only, not combined Clerk/Treasurer. Parker stated if the Board wanted the combined position, they would need to wait until after the next election term is over.

Parker explained to the Board that she was told by Wisconsin Towns Association that following the passed referendum, the switch from elected to appointed position is final, but it does not officially start until April 20th. Kautza asked Parker to put together a job description. Parker explained this appointed position is a 3-year term. Then if the Board wants to convert it back, they can do so in 3 years.

- **Discussion on Approved Expenditures for Routes to Recovery Grant**

Parker explained how the State approved our expenditures, and we should be receiving the full grant award soon.

- **Discussion on Date for 2021 Open Book – Tuesday, April 20, 2021, from 3:00 p.m. – 5:00 p.m.**

- **Discussion on Date for 2021 Board of Review – Monday, May 3, 2021, from 5:00 p.m. to 7:00 p.m.**

The Board is fine with setting these dates.

10. Remarks from Board

There was discussion on the required Caucus meeting in January. Parker read a message from the County Clerk, Kim Trueblood, asking the Towns to set the Caucus meeting date before January 12th, as they need to complete the ballot programming. Parker explained that the State gives the municipalities until January 21st to hold their Caucus. She explained how after Trueblood received messages from other municipalities that they have meetings on January 12th, that she was able to extend the ballot programming to January 14th, to allow Caucus' to be held on January 12th.

The Board prefers the Town's Caucus be held the same night as the regular meeting, on January 12th. Kautza stated to set the Caucus for 6:30 p.m., and the regular Town Board meeting will start immediately following the Caucus. Unless electors show up, Parker and Larson will have to run the meeting, as the rest of the Board will be on this ballot.

McRae stated he has been attempting to get an estimate from Hughes.net for internet. He stated their Business Plan is at about \$70.00 per month. He is waiting to hear back on their Government section, and will try again tomorrow. There was some discussion on how much data we need here at the Town hall.

Parker pointed out the two invoices she received from Birnamwood Fire Department. One is for the fire at Merle Martin's property (old veal farm) and the other is for an injury at the Dells County park. Parker stated she can send a letter to these people to see if they will pay the Town. She asked if in January if she can go ahead and pay these, along with any other outstanding bills from Birnamwood Fire Department to get our account back to current. The Board was fine with this.

11. Future Items

- **Next Meeting Date:**
 - **January XX, 2021, 6:30 p.m. – Caucus**
 - **January 12, 2021, 6:30 p.m. – Regular Meeting Date**

The next meeting date will be as follows: January 12th, 6:30 p.m. – Caucus, and immediately following that will be the regular meeting date.

12. Adjourn

Motion by Marien, second by McRae to adjourn at 7:37 p.m.

Respectfully,

Valerie Parker
Town of Plover Clerk
230801 County Road Y
Birnamwood (Town of Plover), WI 54414
(715) 581-4603
vparkerplover@gmail.com
www.townofplover.us