

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

Tuesday, January 12, 2021, Immediately Following the 6:30 p.m. Town Caucus Meeting

Minutes

1. Call to Order by Chairman, Tony Kautza

Kautza called the meeting to order at 6:37 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, Rick Larson, and Carlton Boettcher.

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

None.

4. Minutes from Previous Meeting

- **December 8, 2020, 6:30 pm – Regular Meeting**

Parker read the minutes from the meetings.

Parker noted that Merle Martin submitted his reimbursement for the fire call on his property. She stated that she received a voicemail message from the gal who was injured this fall at the Dells, that she was submitting her EMS bill to her insurance company.

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

5. Approval of Monthly Expenditures

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

6. 2021 Budget Review and Update

Parker explained how the budget looks different, though the approved budget numbers are all the same. She stated that we are supposed to follow the State's Chart of Accounts system, as this system is used for all State reporting. She stated that she re-mapped out Town's chart of accounts to match these. She stated that she created sub-sub-categories for the Public Works accounts to split out different things like snow plowing, grading, supplies, etc. She stated that Larson's pay is now going to be split amongst all the different categories, and not on its own line item.

She stated that she will add a section on the document to show the current balances for our bank accounts (a summary).

Sippl confirmed with Kautza that the tax overpayments should come out of the general checking account and not the tax account. Parker will add those expenses into the budget. Sippl will transfer funds from the tax account into the general checking account to cover the costs of the Tax Settlements (for County, NTC, and Schools).

7. Clerk's Report

Parker stated that she meant to put together a report to share with the Board on what she has been working on but ran out of time. Her goal with this report is to help create a timeline of reports that have been completed to that everyone is familiar with what occurs throughout the year. This will also make it easier for future Clerk's to understand what needs to be done and when.

8. Road Report

Larson stated he completed the brushing. He also just finished repairing the Diamon mower. He said he is seeing areas where people are plowing snow across the road. He will start to keep note of where that is occurring. Kautza stated he could go talk to those people, but also we could have the Sheriff's Department talk to them. It was clarified to Parker that State Law prohibits people from plowing snow across the road.

Larson stated the LP tank was down to 76% on Monday. He explained to Parker that the tank can only get filled to about 85%.

Larson stated the shed is basically complete, just needs a door put on it. Kautza brought up working with Fraaza Overhead Door. Parker received an estimate from Jeff Fraaza and gave a copy of that to Larson. Kautza stated Larson can go ahead and work with Fraaza to figure out what is needed and the best way to set it up so there are no issues with the bottoms of the door.

Larson discussed getting the mix of sand/salt from Brandon Fraaza, who we can have it delivered or we can pick it up. He will work to get some by Thursday, ahead of the predicted snow. There was discussion about utilizing Langlade County, but Fraaza would be less expensive, and quicker.

It was explained that the front of the fuel shed was not done yet, as the material did not come in. This will get finished later. Larson asked if we need to talk to our insurance agent about our buildings. Parker noted that our insurance agent will be at the next meeting. There was discussion that we need to get some lights on the salt shed (outside and one inside).

Larson questioned how we want to handle the fire number sign replacements. It was agreed that the Town should be installing the new and replacements, not the property owners, to be sure they are placed in correct locations. Parker explained that the replacement fire sign (for the property on County Road N), was ordered through Marathon County, not Rent-A-Flash, and the cost will be \$30.00. It was agreed that in these situations, for the material and labor, we will just charge \$100.00.

There was discussion on the car accident that occurred last month, where Town and County road signs (Highway Z and Hatchery) were damaged and the vehicle ended in Boettcher's field. Parker stated she invoiced the person (Brandon Below) for the costs (material and labor) to replace our signs.

9. Old Business

• Status of Sand/Salt Shed

Kautza stated the shed is completed, with the exception of the door, trim, and lights, and looks good. There was some discussion on how the pavement is not level, so the door may not sit perfectly to the ground when closed. After some discussion, a suggestion was made to possibly leave the rails up a little. Kautza feels Fraaza would have a good recommendation for that.

• Possible Audit of Town

Parker stated she met with Jackie Nielson, Audit Manager, of Kerber Rose, to get some guidance on setting up and handling the Town's books. Parker mentioned to get a full audit of the Town's books could cost around \$3,000. Kautza stated Kerber Rose had looked at some of the Town's financials, and do not feel a full audit is necessary. Parker stated she also met with Samantha Wilson, Senior Accountant, to get a tutorial on the QuickBooks system, which helped her in getting things set up.

• LRIP & WISLR Program Updates

Parker read her e-mail exchange with Patrick Vander Sanden, of WIDOT, regarding our LRIP funds. Kautza stated we will be planning to do work on that courdoroy area on Sportsman Road this summer. Larson stated we just need to stay under \$65,000. Parker will reach out to Vander Sanden to find out the correct steps to apply.

• Status on Recycling Cart Delivery

Parker read an e-mail she received from Dale Marth, WM/ADS, today with an update. Marth informed her that due to COVID, the cart delivery will be delayed until March.

10. New Business

• Discussion and Action on Resolution on Zoning Ordinance Amendment to Chage from RR (Rural Residential) to LDR (Low Density Residential), to Allow for Division of Residential Land, by Kathleen & Galen Schoepke, at 233488 South Pole Road

Parker stated this is a just-over 4-acre parcel of land where the owner wants to divide it off, with their parcel at about 2.5 acres, leaving the other one with 1.5 acres. In order for them to do this, they need to rezone the proposed 1.5-acre parcel to a lower density. Marien stated we always had a minimum of 2-acres in the Town. McRae stated how there are some other smaller (1-acre) parcels in the Town that exists. It was stated there is a well and septic on both properties. McRae is not sure if the lot will be buildable, as there are wetlands there and it is in the floodplain, so a new home there would most likely need flood insurance. After further discussion, the Board agreed to not hold this up, and signed the resolution.

- **Discussion and Action on Internet Services for Town Hall**

It was explained the costs would be about \$70.00 per month with Hughes. It was explained how we currently do not need full-time internet at the hall, and that it would be less expensive for the Town to just reimburse Parker \$20.00 per month for internet usage. Parker questioned, and Sippl confirmed that the \$20.00 reimbursement she receives each month is also for internet usage.

McRae stated he will reach out to his Hughes contact, and let that person know we are putting internet at the hall on hold for now.

- **Discussion and Action on Issuing CoVantage Credit Cards to Clerk, Treasurer, Board**

Parker explained that CoVantage is requiring proof through meeting minutes in order to issue her a Town Credit Card, which is why this is on the agenda. She figured she may as well include the rest of the Board, in case anyone else has a need for one. Sippl stated she prefers not to get one, and if needed, she will work with Parker on any purchases. The rest of the Board declined to get one also, but approves Parker getting a Town CoVantage Card, where she will share the \$2,500 allotment with Larson for Town expenditures.

Parker pointed out the Menards charge account has been updated, and she included everyone (Kautza, Marien, McRae, Sippl, Larson, and herself) on there.

- **Discussion and Action on Registration for Municipal Clerks and Treasurers Institute**

Parker stated she did not see any past transactions showing Erbrecht participated in this in the past. The week-long conference is just over \$400.00, and Parker would like to attend, as she feels it would be beneficial. She stated we should not have a lot in election expenses, and feels she could move money from there to pay for this. This will be a virtual conference in the summer. The Board was fine with this.

- **Discussion and Action on Adjusting Payroll Time Periods**

Parker explained how she is adjusting Larson's payroll time periods to bring him more current, as he is almost 3 weeks behind from when he gets paid. The Board and Larson were all fine with this. This Friday, an extra check will be issued to Larson to cover last weeks' time, and then he will be caught up.

There was discussion on the timing of the Town Board paychecks, which they were fine with. Parker stated she has not decided if she will adjust her paycheck periods once her "appointed" position starts on April 20th.

- Discussion of Text Amendments to Marathon County Zoning (Open House on Jan. 14th, from 10am – 5pm). There was little discussion on this topic, and the Board did not have any issues with this.

11. Remarks from Board

Kautza stated he is going on vacation this Sunday and will be gone for two weeks.

Sippl informed Larson that there is a hall rental on January 30th.

12. Future Items

- **Next Meeting Date:**
 - **February 9, 2021, 6:30 p.m. – Regular Meeting Date**
 - **Open Book – Tuesday, April 20, 2021, from 3:00 p.m. – 5:00 p.m.**
 - **Board of Review – Monday, May 3, 2021, from 5:00 p.m. – 7:00 p.m.**

13. Adjourn

Motion by Marien, second by McRae to adjourn at 8:00 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