MINUTES
TOWN OF PLOVER BOARD MEETING
NOVEMBER 19, 2015

1. CALL TO ORDER: Chairman Karcheski called the meeting to order at 6PM with the Pledge of Allegiance; also present were Supervisors Firkus, Garbe and Rowe, excused absence – Langlois, Clerk/Treasurer Scheider; Town employee Dean Voelker and Jim Hopp of Best Excavating.

2. CORRESPONDENCE AND COMMUNICATIONS: Chairman Karcheski requested the clerk to make a copy of a recent OSHA Agricultural Safety Fact Sheet to post in the garage. There being no other correspondence at the table, Clerk Treasurer Scheider reported the hotel managers, “S.K.” Shah and Rakesh Patel, had received letters inviting them to attend the November 30th Town Board meeting, an inquiry has been received regarding purchase of the “rusted-out” plow truck, a letter to election officials alerted them to the reason training had not yet been scheduled, responses from two election officials in reaction to the statutory restriction which ensures political party representation on the election official staff; a request for the town to indicate whether or not to include a mailer with tax bills for which Scheider suggested the town instead apply the cost of that effort to the mailing of a town newsletter.

3. PUBLIC COMMENTS: Chairman Karcheski read the public notice. Employee Dean Voelker noted that he had asked Jim Hopp to be present to help explain an arrangement for use of and storage of a loader owned by Best Excavating. Hopp offered the loader to the Town for their use during the winter months to facilitate the purchase of bulk salt and sand to mix their own salt/sand and avoid the expense of purchasing mixed salt/sand from the county. Hopp’s only request was that the loader be kept inside the garage when not in use and that only a few select employees, who were properly trained, be permitted to operate the loader. There would be no charge for the use of the loader and the Town’s blue Ford would be stored by Best to ensure there was adequate room for storage of the loader in the Town garage. Supervisor Garbe suggested that Hopp provide training on the use of the loader to the selected town employees and that the town investigate how insurance coverage would apply. Action to approve this arrangement will appear on the next agenda.

Hopp indicated he was interested in the rusted-out snow plow and asked how the town intended to dispose of it. Discussion that another party was also interested in the truck – disposal/sale of the truck will appear on the next agenda.

4. 2015 MINUTES OF NOVEMBER 5TH, 9TH AND ANY OTHER MINUTES TO BE PRESENTED: A motion by Garbe and second by Rowe accepted the minutes of November 5th, 9th and 17th as provided; the question was called and the motion carried unanimously.

5. HIGHWAY SUPERINTENDENT SALARY: Garbe suggested administering a town board authorized percent of the portion of the public works budget that was specific to roads noting that 1% would increase the current salary of $1500 to about $3,600 - the Highway Superintendent could then punch a time clock to log hours he spent plowing snow, for instance, but he would have to adhere to the $5,000 state limit for elected employees; Garbe explained this concept would provide a reasonable explanation for the established salary. Discussion that this would still end up spending up to the state’s limit of
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$5000; Clerk/Treasurer Scheider pointed out this concept would create the issue of whether or not the superintendent should or should not punch a time clock for various tasks. Following further discussion, Garbe made a motion to set the salary effective 1/1/2016 at $5,000 – the current state limit for an elected employee; Rowe made the second and the clerk was directed to call for the vote: Firkus – Aye, Karcheski – abstain, Rowe – Aye and Garbe – Aye. The motion carried.

6. SET PART-TIME EMPLOYEE WAGES: Discussion that current part-time wage administration involved applying the minimum wage, $13.50 per hour for CDL licensed employees and the lead worker with all others at $13 per hour. Further discussion noted that there had been no change in the pay schedule since 2008. On a motion by Karcheski and second by Firkus the wages for specific categories of part-time employment were established as follows: holders of CDL license $14/per hour, Lead Public Works employee - $15/per hour and the Lead Maintenance Mechanic - $16/per hour; the question was called and the motion carried unanimously.

7. TOWN OF PLOVER/VILLAGE OF PLOVER DRAFT OF BOUNDARY AGREEMENT: A “red-line” version of the agreement which incorporated changes made by the Village as well as the town’s attorney was reviewed. Discussion that the attorney had indicated that upon receipt of legible exhibits, he may have further recommendations; legible exhibits have been provided. Karcheski made a motion which was seconded by Garbe to introduce the change to Section 2 as discussed and to send the red-lined draft to the village for their review and comment; since Attorney Rossmeissl has yet to react since receiving the legible exhibits, further action on this motion was delayed until the next regular meeting in December. Clerk/Treasurer is to contact the attorney for his input.

8. REVIEW TOWN FEES: A fee schedule as established in 2013 and reviewed in part in 2014 was discussed. A motion by Karcheski and second by Rowe directed that if state fees have been raised, town fees be set to match state fees; the question was called and the motion carried unanimously. The Clerk/Treasurer is to research statutes.

9. CONSIDER UPGRADE OF WEBSITE: Following discussion, Karcheski approved upgrading the town’s website as proposed by Town Web Design but delaying the upgrade until late in the agreed-upon delay period; with a second by Garbe, the question was called and the motion carried unanimously. It was noted that the Town Web Design promotional effort seemed to have confused the Town of Plover in Portage County with the Marathon County municipality of the same name.

10. REVIEW INSURANCE COVERAGE: Discussion included the need to clarify whether or not the Boss plow was included in coverage of the pick-up. Karcheski moved to accept the insurance proposal dated November 13, 2015 as presented by Rockwood Insurance Agency LLC and Rowe made the second with the understanding any additional question on the part of board members would be reviewed at the next meeting; the question was called and the motion carried unanimously.

11. REVIEW FINAL BUDGET FOR 2016: Clerk/Treasurer Scheider pointed out that due to the timing of the Department of Revenue certification of the Charter Communications tax refund, the value estimated in the published 2016 budget resulted in applying all but $112 of the allowable levy – the $112 will now be applied in the 2017 budget and levy preparation as previous year’s unused levy.
12. COMMITTEE UPDATES:

- HIGHWAY DEPT. – Karcheski reported the wind had not brought down any large trees but the downing of several smaller trees had been cleaned up, and members of the crew were working to get the new plow truck ready for the season.
- GROUNDWATER – Firkus reported not making the meeting.
- W.T.A. UNIT MEETING – Garbe reported not making the meeting.

14. RECONCILIATION OF BANK STATEMENTS, 2015 BUDGET ADJUSTMENTS AND CASH SUMMARY REPORT:

- RECONCILIATION OF BANK STATEMENTS – October 30th statements reconciled as follows: Portage County Bank Checking account at $10,190.82 and Portage County Bank Money Market at $205,619.44; Associated Bank at $241,179.23; LGIP – General at $92,965.26 recording receipt of the last 2015 payment of transportation aids, Park Equipment Replacement at $4,005.03, Road Equipment Replacement at $136,131.55, Office Equipment Replacement at $3,735.80, Building Improvement Town Hall at $6,5098.34, Building Improvement Town Garage at $5,393.84, Bridge Repair/Replacement at $25,018.87, Town Hall Furnishing at $1,001.05 and Street Restorations at $30,612.58. A motion by Karcheski and second by Garbe approved the reconciliation as presented; the question was called and the motion carried unanimously.

- 2015 BUDGET ADJUSTMENTS – Various adjustments were made to the Projected Year End Budget for 2015 to project a year end fund balance for the 2016 budget. In addition, to cover the unexpected tax refund to Charter Communications, $3,526.57 was reallocated from the Contingency Fund, and to cover $3,387.14 of Garage and Shop Operations, monies were reallocated from Garage-Shop-Hall Gas, from fuel budgets of the grader and 1998 GMC pickup; and to cover signage needs for the ATV/UTV Route, $1,000 was reallocated from excess budgeted rebates to the Elizabeth Inn. A motion by Rowe and second by Garbe approved the budget adjustments as presented; the question was called and the motion carried unanimously.

- CASH SUMMARY REPORT – As of November 19th, the town’s Committed Funds stood at $79,907.06 due to the transfer of $132,000 to Checking to cover the purchase of the 2016 Western Star plow truck; Uncommitted Funds at LGIP of $116,898.56, the Associated Bank Money Market of $241,179.23 and Portage County Bank Money Market at $205,645.63 with the Checking General Fund at $6,771.52 – Uncommitted Funds totaling $570,494.94 – providing a total cash balance of $650,402.00. A motion by Garbe and second by Firkus approved the Cash Summary as presented; the question was called and the motion carried unanimously.

15. DISCUSSION ONLY:

- OLD BUSINESS – Discussion regarding a retriever – to get a quote from a Wisconsin dealership.
- NEW BUSINESS – The newsletter deadline for articles was reset to November 27th: topics to consider included announcing the ATV/UTV Route and a map, the new snow plow, a rabies clinic, parking on town streets during snow-plowing months, 2015 completed road projects, the new town sign and the 2015 improvement of the garage.
16. **FUTURE AGENDA ITEMS:** Karcheski listed the Boundary Agreement with the Village, use of and storage of the Best Excavating pay loader, insurance questions, room tax and disposal of the old rusted-out snow plow.

17. **PAY BILLS AND SIGN VOUCHER LIST:** A motion by Karcheski authorized the transfer of funds to cover the expenditures of vouchers 19908, 19909, 20702, 20753 and 21039 thru 21070 in the amount of $175,571.91; with a second by Garbe, the question was called and the motion carried unanimously.

18. **NEXT REGULAR BOARD MEETING AND TIME:** A motion by Karcheski and second by Firkus set the next meeting for Tuesday, December 1st at 6PM; the question was called and the motion carried unanimously. December 30th was discussed as being the date of the last meeting for 2015 to clean up all end of year vouchers.

19. **ADJOURNMENT:** On a motion by Karcheski and second by Rowe, the meeting stood unanimously adjourned at 9:10PM.

Respectfully Submitted by:

Joan Scheider
Clerk/Treasurer
Approved: December 1, 2015