

# AGENDA

## TOWN OF PLOVER BOARD MEETING

TOWN HALL - 5081 HOOVER AVENUE – SOUTH

Tuesday - 6 pm – October 6, 2020

(Meeting scheduled until 8 pm, will reconvene to later date to finish agenda items remaining)

### Call to Order

1. Correspondence and Communications
2. Public Comments

**PUBLIC NOTICE: MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE BOARD ON SPECIFIC ITEMS MUST REGISTER THEIR REQUEST AT THIS TIME. AS SET FORTH IN ROBERT’S RULES OF ORDER, SUCH COMMENTS ARE SUBJECT TO THE REASONABLE CONTROL OF THE BOARD CHAIRMAN (limited to 2 minutes)**

### DISCUSSION/POSSIBLE ACTION:

3. Minutes to be presented to the board.
4. Reconciled bank statements, budget adjustments, and cash summary report.
5. Pay bills and sign voucher list.
6. Town hall roof bid.
7. Town of Plover Plan Commission ordinance 090505.
8. FEMA update.
9. Policy and procedures for handling keys to town buildings.
10. Town web site needs.
11. Mileage reimbursement.
12. Personnel policy book regarding state retirement/hours worked.
13. Town hall office hours.
  - Posting – on hall, posting board, website
14. Town invoices
  - Procedure in office
  - Assembly with vouchers
  - Control of check, vouchers and invoices
15. Request of material packets for each board meeting,
  - Cash summary report
  - Budget comparison
  - Proof of balanced budget sheet
  - Voucher listing with signature area for town board members.
16. 2019 Audit update.
17. Handling of room tax, distribution of money to Town of Plover Tourism Commission.
18. State retirement criteria and requirements, use of time clock for documentation.
19. Town use of social media.
20. Update on Cabernet Ct
21. Correction of 2019 per diems.

22. **Procedure handling of town board minutes.**
23. **Committee Updates:**
25. **Adjournment**

**Tim Karcheski Town Chairman**  
**October 2, 2020**

**Posted Website and Posting Boards**

**Members of the Town of Plover Plan Commission may be in attendance. Any person who has special needs and who plans to attend this meeting should contact the Town of Plover as soon as possible to ensure arrangements can be made for reasonable accommodations. Please call 715-344-7684.**