

Village Board Meeting

Wednesday, October 6, 2021

6:00 p.m.

Members Present: Tom Davies, Orv Damrau, Steve Fritz, Ross Ballard, Adam Raabe, Gary Wolf, Al Tessmann

Others Present: Dan Ault, Julia Mann, Karen Swanson, Steve Kunst, Roy Hopfensperger, Angel Gebeau, Jon Trautman – Clifton, Larson, Allen

1. Mr. Davies called the meeting to order at 6:00 p.m. Pledge of Allegiance.
2. MINUTES
 - ✓ **Mr. Damrau moved to approve the minutes of the meeting of September 15, 2021 as printed. Mr. Fritz seconded and the motion carried.**
3. PERSONS WISHING TO ADDRESS THE BOARD

None.
4. CORRESPONDENCE

None.
5. VOUCHERS
 - ✓ **Mr. Damrau moved to approve the vouchers as listed. Mr. Raabe seconded and the motion carried.**
6. 2020 FINANCIAL STATEMENTS – CLIFTON, LARSON, ALLEN

Jon Trautman, CliftonLarsonAllen LLP, presented the 2020 Financial Statements to the board, copy attached. He discussed the Auditor's Opinion Letter and Management's Discussion and Analysis. He reviewed the Village's assets, liabilities, fund balances, revenues, expenses, utility operations and the percentage of the unassigned fund balance as it relates to expenses. Due to the amount of federal money the village received in 2020, a single audit of federal funds was also presented. Mr. Trautman discussed updating the Village's procurement policy as it relates to federal grant programs. Ms. Mann discussed the implementation of the segregation of duties as it relates to payroll.
7. SECONDARY DRIVEWAY REQUEST FOR WASHINGTON MANOR LLC/ALLEN WANTA @ 3020 WASHINGTON AVE.

Mr. Kunst referred to Mr. Konkol's report, copy attached. He explained that this property is a short term rental and stated that a basketball court area will be converted to parking.

 - ✓ **Mr. Tessmann moved to approve the Secondary Driveway request for Washington Manor LLC/Allen Wanta at 3020 Washington Ave. Mr. Damrau seconded and the motion carried.**
8. REVISED ASSISTANT PUBLIC WORKS MANAGER JOB DESCRIPTION

Mr. Hopfensperger explained that the Assistant Public Works Manager job description was updated to reflect that the Parks Department duties fall under the responsibilities of the Asst. Public Works Manager, as has been current practice.

 - ✓ **Mr. Damrau moved to approve the revised Assistant Public Works Manager job description as presented. Mr. Raabe seconded and the motion carried.**
9. RESOLUTION 10-27-21 – A RESOLUTION REDISTRICTING THE VILLAGE OF PLOVER

Ms. Swanson referred to her memo and maps highlighting the changes in the Portage County Supervisory Districts and the Village Trustee Wards, copies attached. She explained that boundary redistribution occurs after every census to accommodate population growth/shifts.

- ✓ **Mr. Fritz moved to adopt Resolution 10-27-21 approving a Resolution Redistricting the Village of Plover. Mr. Damrau seconded and the motion carried unanimously by Roll Call vote.**

10. VILLAGE PROJECT CHANGE ORDERS, SUBSTITUTIONS, OR CONSTRUCTION APPROVALS

Mr. Kunst referred to Change Order No. 2 to Contract "A" – General Site Construction for the Lake Pacawa Park improvement project, copy attached. He explained that it is in the amount of \$19,763 to provide for water lateral service due to the DNR not approving a well for the splash pad.

- ✓ **Mr. Tessmann moved to approve Change Order No. 2 to Contract "A" – General Site Construction for the Lake Pacawa Park improvement project in the amount of \$19,763 to provide for water lateral service for the splash pad. Mr. Fritz seconded and the motion carried.**

Mr. Kunst referred to Change Order No. 2 to Contract "B" – Building Construction & Site Electrical for the Lake Pacawa Park improvement project, copy attached. He explained that it is in the amount of \$16,268 to provide for a fiber connection from the Worzella shelter to the baseball shelter and \$1,365 for water distribution changes at the Worzella shelter for a total increase of \$17,633.

- ✓ **Mr. Damrau moved to approve Change Order No. 2 to Contract "B" – Building Construction & Site Electrical for the Lake Pacawa Park improvement project in the amount of \$16,268 to provide for a fiber connection from the Worzella shelter to the baseball shelter and \$1,365 for water distribution changes at the Worzella shelter for a total increase of \$17,633. Mr. Wolf seconded and the motion carried.**

11. ENGINEER'S UPDATE

Ms. Gabeau reported on the Springville Pond dam project and the stormwater review near the Pleasant Dr. area.

12. ADMINISTRATOR'S UPDATE

Mr. Ault reported on the continuing 2022 budget process with staff, the progress of the Lake Pacawa Parks Improvement project and the Administrator transition process.

13. CLOSED SESSION

- ✓ **Mr. Raabe moved to adjourn into Closed Session at 6:49 p.m. under WI State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and more specifically relating to the Fire Department Administrative Assistant LTE position. Mr. Damrau seconded and the motion carried unanimously by Roll Call vote.**

Karen Swanson, Village Clerk