

UNOFFICIAL MINUTES OF MEETING
To be approved at the next regular monthly Town Board meeting

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Thursday, September 23, 2021 Monthly Business Meeting

The meeting was brought to order by Chair, Duane Zimmerman at 5:36 p.m.

The Clerk verified that the open meeting notices were posted on September 20, 2021, on the Town of Monroe website, at the Monroe Town Hall and Recycling Center. WEKZ and the Monroe Times were also notified.

Board members present: Duane Zimmerman, Mike Lambert

Member absent: Chad Spotts

Clerk/Treasurer present: Peggy Murphy

Other attendees: Jeff Lanz, Phil Vosberg, Nate Lancaster, Nick Hartwig

Minutes of the August 19, 2021, regular monthly meeting were sent to Town Board members and will be posted on the website upon approval at this meeting. Motion by Lambert, seconded by Zimmerman to accept the regular monthly meeting minutes. Motion carried by voice vote.

Public Input (Limit of 5 minutes per person)

None

Discussion/possible action to review standards/requirements for Gobbler Creek subdivision

Nate present and presented copies of a Roadway Agreement passed at the October 15, 2009 Town of Monroe board meeting with the developer of the Gobblers Creek Development, Monroe Highfliers, Inc.

From the roadway agreement, item #3 refers to not making application to the township until five residences are built. Nate was wondering what guideline to follow, the five houses referenced in the 2009 roadway agreement or the seven houses referenced in the current Road Ordinance?

How long is the road? 1800 feet per the survey (less than ½ mile)

Jeff Lanz measured the width, base seems fine, recommend: fence parallel to County N, crackfill and sealcoat – don't recommend now as too late in year to do; pay for road signs

Lonnie Krebs bought from Clark Kepplinger who acted as President for the Monroe Highfliers, Inc. at the time of the roadway agreement being signed.

Are any homes going up next year? Yes, not sure how many.

Two houses now, five lots surveyed as of today and Green County Zoning states up to eight lots on private road

After seven homes, come back to the Board with the proper paperwork to petition to adopt the road

Per Nate, Would town allow 14 lots which was proposed in 2009 once the road would take over the road?

Phil Vosberg suggests to disregard the old agreement from 2009 and look at current Road Ordinance for more flexibility to the number of homes; ask for a variance of the ½ mile length from the Town Board

Discussion/possible action on review of vacating Dolan Lane – follow up from August meeting

Zimmerman spoke with Brad Bader and he is okay to vacate as he is just wanting to change road name and post his signs. Jeff Lanz has signs/posts ordered and can give to Brad to install once the road has been vacated.

Parallel to Hwy 81 so State of WI right of way would remain the same

Lambert suggested to start with WISLR and take off that report to see what the DOT responds as

Table for now until know for sure.

Discussion/possible action on Lightning Ridge Road adoption

Jeff Lanz reviewed and road looks good. Installed Lightning Ridge Road name sign.

County highway department, because it intersects with county, has put up a stop sign where it intersects with County Trunk J

WISLR report application should be completed as well to add this road to the Town of Monroe.

Per Phil Vosberg – Section 6 of the Road Ordinance; no formal form for the written application
Non-refundable fee of \$500

Lambert will review Section 6 and gather all the necessary paperwork

Tabled until next month and Lambert requested to be put on next month's agenda

** Clerk to call County Zoning Department to see if any County ordinance

UNLESS there is something in a County ordinance that spells out additional guidelines that need to be followed.

If there is nothing in the county ordinance to prohibit accepting the subdivision road, then follow what is established in the Road Ordinance.

10/21/21 – per Sara @ Green County Zoning, they will look into and verify, if possible, today (Adam is gone)

Discussion/possible action on tentative Green County Supervisory District Plan

Per Nick Hartwig, County Supervisors discussed at their last meeting and decided to stay the same. Map emailed by the Green County Clerk did not change.

Discussion/possible action on Green County Highway Department 2022 matching funds

Clerk/Treasurer presented the emailed document to be completed and returned by October 14, 2021. No money is to be sent at this time as the form is asking for matching money for work to be done in 2022. Need to list potential road work by road name, from-to, and description of work.

Per Jeff Lanz, normally the roads that are paver patched this year will be listed on this report next year.

Discussion/possible action on Green County Treasurer tax collection agreement

Clerk/Treasurer presented the written tax collection agreement for review and signatures of the Clerk and Chair. The signed document will be given to the Green County Treasurer's office for additional signatures and copies will be emailed to the Clerk.

Any inserts the Town may want to include with the tax bills will need to be emailed to the County by November 15, 2021.

Audit Bills for Payment:

The Treasurer's Report was given by the Clerk/Treasurer:

\$	12,176.01	in Checking
	150,394.04	in General Savings (includes ARPA first ½ pmt of \$65,260.84)
	178,266.86	in Tax Collection
	0.00	in Truck & Equipment
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\$	340,836.91	Total available

Motion by Lambert, seconded by Zimmerman, to pay the audited bills of \$176,013.24 accept the Treasurer's Report, and transfer \$84,000.00 from Tax Collection to Checking. Motion carried by voice vote. Revenues received since the August meeting were \$2,183.57.

\$80,000 transfer for new truck loan to checking account on 9/24/21

\$12,000+ payment from Lambert Properties.

Green County Board of Supervisors Town Representative Report

Nick Hartwig present at meeting. Started work on courthouse. Redistricting already discussed. No additional information on ATV/UTV routes yet.

Sheriff Skatrud wants to keep in mind may need a new Sheriff's Department

Chris Narveson also thinks a new highway department building is needed due to air circulation/mold issues.

Residents expressing concern about dead animals being left on the road whether they are local, county, and/or state. Has been voiced to county highway department as well.

Planning Commission Report - Progress of Month's Business

Phil Vosberg present at meeting.

Building Inspector review by Board as to the responsibilities.....

Duane will contact Scott Jelle & Mike Finley to see about what type of response time we are receiving for residents; wait time concerns from residents and Board.

Clerk will communicate with other townships as to who they use for building inspection and send information to Board. Sent email on 10/20/21 with results of those who responded.

Road/Maintenance – Progress of Month's Business

LRIP – Duane is going to attend seminar next week – and need to fill out / apply for and submit paperwork before the due date.

J. Gilbertson on Lightning Ridge Road – new temp driveway and sign but no culvert (Nate Lancaster's house builder); per Phil Vosberg Planning Commission reviews ordinance with land owners to review and that is where the building inspector needs to be sure to do his job before issuing occupancy permit

Rufenacht Rd, past Wald Rd, is washing down gravel and filled outlet of culvert already, driveway slopes and hasn't met road ordinance – still using old driveway – so may need swale to drain water better. Per Phil V., historically they have been required to pave a portion of the road.

Chairman's Report - Progress of Month's Business

Carol Ferguson on Hill Lane concerns:

– empty lot overgrown with weeds/grass/etc., how much authority do we have to request mowing?? She thought someone had sent them a letter. Enforcement is by the Weed Commissioner which if not established would fall on the Chair.

--neighbor who drives way too fast down Hill Lane and concerned about safety of children; Duane's suggestion is to put up sign "Children at Play" just to deter; per Jeff can put a yellow speed plate up (can't do white sign), will look at road signs in shop to see what they have – 15 mph speed plate attached to no outlet sign

WISLR packet received and will work on filling out.

Build up/drainage at Monroe Truck Equipment – hasn't received any follow up (may have sent email / website contact reply??)

Todd Hasse's request for MRFD expenses – sheet provided by Clerk to Board as of last MRFD meeting on 9/8/21. Board okayed sending this to Todd.

Clerk/Treasurer's Report – Progress of Month's Business

- ARPA update:
first ½ of payment = \$65,260.84 was received on 6/25/21 and the other half will be deposited in 2022.
Our total allocation is \$130,521.69.
Loss of Revenue calculator recently sent from WTA – will forward to Board to review.
Still working on the SAM number as well.
- WTA virtual fall workshop starts on 9/27 and am registered for that
- Septic System Maintenance past due – 8/31/21 is final deadline for reporting

Clerk called Green County Zoning Department on 8/19 and recommended to call our vendor and see if they can complete reporting based on last physical visit

Clerk called Hellenbrand Septic Service on 8/20 and per a text reply they will send over the report

- Election worker training went well. New issue this year is that political parties have now gotten involved and will have to take their trained poll worker list first to fill spots and then supplement with our usual workers. This will be on the December agenda for approval.

Today received an open records request from the Republican Party that need to reply by October 6th of poll workers for the last four years and what party affiliation

- Several meetings in October & November for Green County Treasurer's office
- Have received many emails with information to start putting budget information together – from State and County information
- Recycling Grant application report due by October 1st

Next month regular monthly board meeting is scheduled for Thursday, October 21, 2021 at 5:30 p.m.

Tentative regular monthly board meeting for November 2021 is scheduled for November 18, 2021 at 5:30 p.m. – will need to have Special Electors Meeting and Budget Hearing before the regular meeting

Motion by Zimmerman, seconded by Lambert to adjourn at 7:40 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer