

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

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Thursday, February 24, 2022 Monthly Business Meeting

The meeting was brought to order by Chair, Duane Zimmerman at 5:32 p.m.

The Clerk verified that the open meeting notices were posted on February 23, 2022, 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, Chad Spotts, Mike Lambert

Clerk/Treasurer present: Peggy Murphy

Other attendees: Jeff Lanz, Darlene Weckerly, Darend Neuenschwander, Steve Wheeler, Todd & Kris Hasse, Shelly & Brett Ritschard, Phil Vosberg

Minutes of the January 20, 2022, 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 Spotts to accept the regular monthly meeting minutes. Motion carried by voice vote.

Public Input (Limit of 5 minutes per person)

Todd Hasse questions regarding MRFD billing rate to see if there is a possibility of changing the \$750 per hour current billing rate. Asked by Chad Spotts to bring back a petition with 20% of resident signatures to address the billing rate and then can discuss further.

Steve Wheeler also asked questions on the MRFD and how it affected taxes. Per Spotts, it didn't as we increased the budget for the MRFD and reduced other line items to offset the cost. Did not raise any taxes for 2022.

Steve Wheeler stated that the meeting minutes on website for township and MRFD are not up to date. Clerk addressed and apologized for being behind on posting the board meeting minutes and will try to post the minutes on a more timely basis. The MRFD items are a courtesy only and we are not required to put anything on our website but will post all the previous meeting minutes to get updated as well.

Discussion/possible action on survey map changes for Sunset Hills Subdivision, requested by Dave Meister (Trustee of the Bahe Irrevocable Trust) and presented by Hasse Surveying

Todd Hasse presented maps and roadway information on the above listed properties.

Easement thru Novaks property – Burnett's responsibility to maintain that section according to the deed Motion by Spotts, second by Lambert to approve the survey map changes

Zimmerman signed original copy of certified survey maps for Hasse Surveying to complete the process.

Discussion/possible action on driveway permit request from Natalie & Steven Scheppele, Karric Lane - Lot 12

Phil Vosberg and Planning Commission members reviewed the site and recommends approval of driveway location. Planning Commission recommends to waive the culvert requirement and this was noted on the driveway permit form.

Motion by Spotts, seconded by Lambert to approve driveway permit request. Signed by Zimmerman. Paperwork and payments were sent ahead of the meeting to the Clerk.

Email from 2/12 – to contact family and let them know it passed.

Discussion/possible action on driveway permit request from Brett & Shelly Ritschard, N3233 Monroe Sylvester Road

Ritschards were in attendance to provide driveway permit form to the Board.

Per Phil Vosberg, the driveway that was put in is just up to the right of way, this driveway request will extend the driveway up to the house. Recommend to waive the permit fee as that was already collected from a previous homeowner. Ritschard's purchased property from Kevin Harn and security deposit and permit fee collected in 2019 and security deposit refunded in 2020.

Motion by Zimmerman, seconded by Lambert to approve driveway permit request. Waive the \$500 permit fee and just collect the security deposit. Zimmerman signed the driveway permit form.

Discussion/possible action on Resolution for adjusting negative balances between accounts for 2021

Tabled until next month in order to look at the New Truck Equipment line to ensure proper balancing of funds.

Discussion/possible action on Waste Management contract

Our Waste Management rep responded that our request for a lower annual increase was denied. The electronic version of the contract has since been deleted and calls from the Clerk to our rep have not been returned. It will be signed as soon as it is emailed to Clerk.

Discussion/possible action on Town of Sylvester road maintenance revision

Received an email from the Town of Sylvester Clerk and Town of Monroe Clerk trying to clarify what the Town of Sylvester Board discussed to changing the arrangement, but she is out of town until tomorrow. Spotts will check with Mike Witt on Town of Sylvester Board to see if he can clarify what the Town of Sylvester is proposing.

Discussion/possible action on ATV/UTV information

Discussion on when county roads would be established, concerns due to the hilly roads in the Town of Monroe, proper wording. Lambert likes the Ordinance by the Town of Washington that includes speed limits, restrictions of roads, etc. Zimmerman, a lot of information from several sources, WTA states that this ordinance would not need a public hearing to pass.

Proposing a trial ordinance for 12 months based on the ordinance already established by the Town of Washington. Lambert will work on any additional wording changes and bring back to the Board for review.

Audit Bills for Payment:

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

\$	2,463.80	in Checking
	281,131.85	in General Savings (includes ARPA first ½ pmt of \$65,260.84)
	212,359.63	in Tax Collection
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\$	495,955.28	Total available (\$430,694.44 without ARPA)

Motion by Spotts, seconded by Zimmerman, to pay the audited bills of \$21,393.98, accept the Treasurer's Report, and transfer \$29,000 from General Savings to Checking. Motion carried by voice vote. Revenues received since the January meeting were \$878.96.

Green County Board of Supervisors Town Representative Report

Nick Hartwig not present at meeting.

Planning Commission Report - Progress of Month's Business

Phil Vosberg present at meeting.

Planning Commission also reviewed Rick Rufenacht's property on Wald Road to ensure where his driveway is being proposed is acceptable. May put an ag access driveway in the future as well. Phil will get back to Rick to let him know that is it okay to proceed with the driveway plans.

Road/Maintenance – Progress of Month's Business

Ron Albright talking to Greg Smith at Triangle Truck to get key, in case it is easier to gas up at their facility. Can choose on road or off road fuel options at the pump. Is it acceptable – possibly check with WTA? if can use red instead of green – due to tax exempt status?

Patrolman has spoken recently with Rick Gutzmer update given. Thought he could be here to work in a month or so.

Chairman's Report - Progress of Month's Business

Patrolman 1 position on website -- yes

Gary Burch – 2nd reminder sent on 2/16/22

Lancaster Lane – asked Jeff to order road signs and post, etc.

Webinar -- Federal money for roads will be available this year; grant application to be applied for, so would like to get together with Jeff to complete

Spotts reported on looking into putting a 50 x 80 shop building on the other side of town hall parking lot - \$110,000; needs to be commercial; certification needed; proper venting needed as well;

Double G = \$53,000 for concrete – floor and walls

Electrician = \$18,000

Addl costs – insulated doors w/openers (\$4,000), water, air compressor, excavation,

At least \$250,000

Check on easements ??

Do we use ARPA money??

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.

Still working on the SAM number as well.

- February tax settlements were mailed or dropped off in a timely manner

- Dave Weckerly stopped by town hall on a Wednesday to ask about the sod pulled up on “right of way”, is this the homeowners responsibility to fix or does the town fix? Specifically on Iliff Road for homeowners who mow up to the road. Board thinks it should be the homeowners responsibility.

- Drop box update – last decision by Waukesha County Circuit Court is that the interpretations by the WEC from 2020 are invalid and must be removed. It was stayed for the February election but went into affect on February 16th. Drop boxes are not to be used unless it is staffed constantly. Green County Clerk's office will hold virtual meeting before the April election and will clarify the latest ruling.

- Request for information from John Witt & Members of the Green County Constitutionals letter – incorrect information, so will send information that is correct and required under state statutes.

- Open Book and Board of Review email from assessor – anyone have any dates from 4/25 to 6/8 that do NOT work for them to be in attendance. Each member of the BOR has to have training, with at least one member being in person. Clarified that a district meeting that Duane is signed up for will include this training. Clerk will sign up for a virtual meeting as well.

4/15 – 5/15 Chad would prefer to stay away from this time period – after 5/15 is best for him.

- Next month Board and Clerk/Treasurer to be paid, just need to know if you want a different amount taken out for taxes

Next month regular monthly board meeting is scheduled for Thursday, March 17, 2022 at 5:30 p.m.

Tentative annual board meeting for April 2022 is scheduled for the third TUESDAY of April, which is April 19, 2022 at 5:30 p.m. with the regular monthly board meeting to follow.

Motion by Lambert, seconded by Spotts to adjourn at 8:20 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer