

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

**TOWN OF MONROE**  
**Thursday, August 20, 2020 Monthly Business Meeting**

The meeting was brought to order by Chairman Todd Hasse at 5:33 p.m.

The Clerk verified that the open meeting notices were posted on August 17, 2020, on the Town of Monroe website, at the Monroe Town Hall and Recycling Center. WEKZ and the Monroe Times were notified.

Board members present: Todd Hasse, Chad Spotts, Mike Lambert, Peggy Murphy

Other attendees: Jeff Lanz, Steve Kubly, Scott & Kimberly Wilhite;

Agenda Item #7 move up to before audit bills to be paid

Agenda Item #9 revise to Steve Kubly and take off Rich King

Minutes of the July 17, 2020, regular monthly meeting were sent to Town Board members and will be posted on the website upon approval at this meeting. Motion by Spotts, seconded by Lambert to accept the regular monthly meeting minutes. Motion carried by voice vote.

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

\$	1,358.30	in Checking
	74,579.34	in General Savings
	27,702.04	in Tax Collection
	<u>78,629.19</u>	in Truck & Equipment
\$	182,268.87	Total available

Motion by Spotts, seconded by Lambert, to pay the audited bills of \$21,704.09 accept the Treasurer's Report, and transfer \$22,000 from General Savings to Checking. Motion carried by voice vote. Revenues received since the July meeting were \$48.30.

**Public Input** (Limit of 5 minutes per person) – None

**Discussion/possible action on Driveway security deposit refund request for Dennis Balsiger, W5572 Hill Lane**

Jeff Lanz inspected and Dennis has added more gravel and added another driveway. Right of way is fine and no road damage. Motion by Spotts, seconded by Lambert to refund security deposit refund of \$1,500.

**Discussion/possible action on Ordinance 2020-3 (previously Ordinance 2018-1A) per the letter from WI Dept of Safety and Professional Services on Wis. Admin Code ch. SPS 316**

Motion by Spotts, seconded by Lambert to approve the ordinance as written. Board Chair and Clerk/Treasurer signed ordinance and will publish as needed.

**Discussion/possible action on Driveway Permit for Steve Kubly, agricultural application on County N**

Planning Commission inspected on Tuesday, August 18, 2020, and approved

Steve is waiting for County to design culvert to put in because it is a county road, will put culvert in himself.

Motion by Lambert, seconded by Spotts to approve the driveway permit access for the road Hasse signed County paperwork.

**Discussion/possible action on Driveway Permit for Scott Wilhite, Lightning Ridge Road subdivision**

Planning Commission recommend

Plan on building this year as soon as possible

Motion by Spotts, seconded by Hasse to approve driveway permit. Security deposit and driveway fee was paid.

### **Discussion/possible action on Land Division request from Dana Palmer on Lands in Section 33 west of the former Sunbeam Bread store**

Hasse Surveying provided plot map

Motion by Spotts, seconded by Lambert to approve land division request.

### **Discussion/possible action on Operator's License for Bennett's Junction House**

Motion by Hasse, seconded by Lambert to approve new application for Alicia Lehman.

### **Discussion/possible action on Operator's License for Monroe Beverage Mart**

Motion by Hasse, seconded by Lambert to approve new application for Jacob Rhyner.

Check was included and return envelope, so will send everything back to them when license is printed.

### **Planning Commission Report - Progress of Month's Business**

Phil contacted Hasse regarding update on additional driveway inspections....

Rich King wanting to move driveway but not ready to proceed yet.

### **Road/Maintenance – Progress of Month's Business**

Warranty on tractor expires October 3rd and is ready for service. Chad has info on new tractor – will trade ours for a 2020 for \$20,000. Will offer \$12,000.

Signer Farm County Road J road damage. Will rent tar kettle to fix. Krebs damaged road (per Lambert).

New/used tiger mower is doing well and tractor works well with the mower.

Service trucks again for winter?? Yes

Clump of trees – one came down on property - on Iliff and 81. Property owner asking if town will take down trees but Board should look at location. If trees are on property, then homeowner's responsibility not townships. Lambert will look at closer to see what can be done.

Will mark trees and need brush cutter to rent from M&D Truck Equip early fall when leaves are down.

### **Chairman's Report - Progress of Month's Business**

Benkert Rd and Rothenbuehler – bridge report received – these are the concerns. Drains are plugged on Rothenbuehler Rd.

Intercon address for flat fee repair

5 sets (10 each) of knives and set of belts for Archie???

Collin tweaked report to City Council and sent to them on Monday but not on agenda.

Job posting ofr Patrolman – put in Shopping News for a month – include \$16.50 for snow plowing. Jeff will ask Nipple if he is interested.

Received title from City for the MRFD truck

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

- What to do about Rick Rufenacht letter from April regarding the fire bill from 2019? Board okay with accepting his offer of \$150.00 for one time only, but if happens again Board will expect payment of \$750.00 per hour.
- August election – more absentee ballots than in person voters. Gearing up for November election – County Clerk advising municipalities to look into getting a “drop box” for absentee ballots. Thoughts? Chad may have one available. He will check the size and between the Board and patrolman will figure out how to get it mounted in place at the town hall.
- Town of Clarno requested to be part of the election notice publications, along with Town of Monroe and Town of Sylvester so will split the cost three ways. OK per Board.
- FusionFly agreement – which option? Which payment plan? (I like the annual payment option)

Motion by Spotts, seconded by Hasse -- Board recommendations is to have them still maintain domain and host part of it and then if we use them, charge by the hour

- State of WI DOR letter w/Equalized Value as of 8/15/20
- Girl Scout troop #3218 on a Sunday night once a month or other meetings as needed, ok to have at town hall? Yes, Board okay with having troop meet; Clerk/Treasurer will be present at meetings;

Look at either thumb drive or external hard drive to back up laptop; Ask if FusionFly does anything to backup – Todd will check w/Jim Schindler also

Email backup on Quickbooks to Chad Spotts

Next regular monthly board meeting is scheduled for Thursday, September 24, 2020 at 5:30 p.m.

Tentative regular monthly board meeting for October is scheduled for Thursday, October 22, 2020 at 5:30 p.m.

Motion by Hasse, seconded by Spotts to adjourn at 7:20 p.m. Motion carried.

**Peggy Murphy, Clerk/Treasurer**