

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

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Thursday, November 19, 2020 Monthly Business Meeting

The meeting was brought to order by Chairman Todd Hasse at 6:35 p.m. following the annual Budget Hearing and Special Electors Meeting.

The Clerk verified that the open meeting notices were posted on November 18, 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

Clerk/Treasurer present: Peggy Murphy

Other attendees: Jeff Lanz, Phil Vosberg, Nick Hartwig

Minutes of the October 22, 2020, 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 Hasse to accept the regular monthly meeting minutes. Motion carried by voice vote.

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

\$	2,688.05	in Checking
	88,464.55	in General Savings
	100,018.92	in Tax Collection
	65,660.11	in Truck & Equipment
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\$	256,831.63	Total available

Motion by Spotts, seconded by Hasse, to pay the audited bills of \$47,130.51 accept the Treasurer's Report, and transfer \$47,000 from Tax Collection to Checking. Motion carried by voice vote. Revenues received since the November meeting were \$409.17.

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

Discussion/possible action on annual Green County Treasurer tax resolution

Motion by Hasse, seconded by Lambert to approve the resolution. Motion carried by voice vote. Board members signed the resolution paperwork and the Clerk/Treasurer will submit it to the Green County Treasurer's office and have her signature notarized tomorrow.

Commented [PM1]:

Discussion/possible action on (2) Operator License Applications for Bennett's Junction House

Motion by Hasse, seconded by Spotts to approve the operator license applications. Motion carried by voice vote. Clerk will contact Brad Bennett that licenses are ready to be picked up.

Discussion/possible action on seasonal patrolman as sub-contractor position

Discussion by Board members in regards to a possible sub-contractor snowplow position. WI Towns Association advised the difference between an employee and contractor position with a 9 point test. This position does not qualify as a contractor.

This potential position would be classified as a seasonal employee, not Patrolman 2 position; would submit a timesheet on a monthly basis; and would coordinate on his own with the unemployment office for reporting work correctly. There is a potential for an end of the season bonus as the Board has found it difficult to find a second person to snowplow this season.

Motion by Hasse, seconded by Lambert if applicant, Tony Wilhite, will agree to the terms listed above. Motion carried by voice vote.

Discussion/possible action on transfer of funds to Monroe Rural Fire District account

Motion by Spotts, seconded by Lambert to approve the \$20,000 startup fund to the Monroe Rural Fire District. Motion carried by voice vote. The Town of Clarno is also contributing the same amount.

Discussion/possible action on Revolving Line of Credit (RLOC) with Woodford State Bank

Motion by Lambert, seconded by Spotts to approve both the revolving line of credit and the real estate loan from Woodford State Bank. Motion carried by voice vote per the details listed below:

1. The Town of Monroe will be borrowing money from Woodford State Bank
The Line of Credit in the amount of \$150,000 from each town for a total of \$300,00 for two years at 2.5%; and Real Estate Loan amount of \$212,000 from each town for a total of \$424,000 for 10 years at 2.5%.
To purchase the Cheese Louise, Inc. property at 840 W 8th Street, Monroe, WI, and equipment necessary to operate the Monroe Rural Fire District.
2. The Town of Monroe does not have any outstanding debt.
3. The Town Chairperson is Todd Hasse and the Clerk/Treasurer is Peggy Murphy.

Discussion/possible action on refund of Road Security Deposit to Kevin & Julie Harn for N3228 Monroe-Sylvester Rd

All inspections have taken place and the road is in good condition. Motion by Lambert, seconded by Spotts to approve the refund of the road security deposit to Kevin & Julie Harn. Motion carried by voice vote.

Planning Commission Report - Progress of Month's Business

Have proposed dates to Planning Commission and Board for a meeting in December. Phil will confirm the final date and time with an email.

Phil corresponding with Jeremiason's insurance agents regarding the bridge installation and roadway ordinance concerns.

Erdley's asked about road security deposit refund. Phil reiterated the specifications of the driveway ordinance to ensure compliance. They will work on becoming compliant. This may not be finalized until next year depending on weather.

Off County N, Gobbler Creek subdivision, realtor indicated only one more house to be able to have township take over the roadway. This is not accurate as there are not enough houses yet as that subdivision states that they need 7 houses per 1/2 mile.

Planning Commission terms to be looked at and look at 3 year term renewal. Will update last appointment dates and renew terms in January 2021.

Road/Maintenance – Progress of Month's Business

Received a contact name of Wayne Hess who is willing to train/backup at the recycling center
Town of Clarno plowing for this year. Just want to verify that we are still going to do that. Per Board unless we hear back differently, plan to continue snowplowing.

Chairman's Report - Progress of Month's Business

Fenceline issue hasn't heard anything further

Jewel Engineering report passed along from Jeff Lanz to complete and return.

Furnace is almost complete

Text message from Scott Olson, underground utility busted up road on Monroe-Sylvester Road north of Greenbush Road so will need to check on this to see if it is for the Town of Monroe or another municipality.

Interest in having a get-together with Board and families after December meeting.

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

- Bulletin boards – installed outside town hall and is great for posting all the notices in an efficient manner – not on top of each other!!; recycling center – Jeff will mount
- Drop box leaking – Jeff found a way to keep water out. Should this be mounted right to the side of the building, underneath the bulletin board. This would prevent water getting in the back side of the box. Jeff would prefer not to move this as it took a while to get the post in the ground. Won't move the drop box unless it keeps leaking.
- Rekeying the town hall doors – Ray Kneller asked how many – told him 15 and he will number them so we will know who has what key; he has code so can make additional keys and number them for us in the future!!
- Election – 752 ballots counted (included 248 absentee voters); electioneering was an issue so will have a greeter work every election to ensure that this won't happen in the future (anyone know a bouncer type of person that would be willing to do this?); extra helpers were definitely needed and may happen more for future elections as G.C. Clerk's office doesn't want Clerks to act as election inspectors so will work on training poll workers in additional tasks and recruit more regular workers – some have already taken an interest in the testing and setup of the ballot machine, so in case I wouldn't be available at election all areas would still be covered/have trained personnel.
- Recycling Center emails
- WEC Cares Subgrants – allotted money that was paid up front was \$1,023.90 and submitted report on 11/10/20 for the total of \$1,037.98 which was over by \$14.08
- Route to Recovery Program – allocated an amount of \$20,550; submitted receipts in the amount of \$16,272.97, the remaining balance of \$4,277.03 was designated to Green County in hopes that they could use that allocation, otherwise it will go back to the State of WI for them to distribute the funds for anyone who spent over their allocated amount.
- Advanced Disposal bought out by Waste Management
- Paperwork for elected officials to be distributed as soon as I gather updated forms and have tax bills proofed for Green County Treasurer's office
- Caucus in January (between Jan 2 & Jan 21, 2021)

Next regular monthly board meeting is scheduled for Thursday, December 17, 2020 at 5:30 p.m.

Tentative regular monthly board meeting for January 2021 is scheduled for Thursday, January 21, 2021 at 5:30 p.m. Caucus meeting first and then regular monthly board meeting.

Motion by Hasse, seconded by Lambert to adjourn at 8:19 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer