

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

**TOWN OF MONROE**  
**N3302 Monroe Road, Monroe, WI**  
**Thursday, June 17, 2021 Monthly Business Meeting**

The meeting was brought to order by Chair Duane Zimmerman at 5:30 p.m.

The Clerk verified that the open meeting notices were posted on June 14, 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, Chad Spotts,

Board members absent: Mike Lambert

Clerk/Treasurer present: Peggy Murphy

Other attendees: Jim Schindler, Keith McCormick, Jeremy Gokey

Minutes of the May 20, 2021, 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 Zimmerman to accept the regular monthly meeting minutes. Motion carried by voice vote.

**Public Input** (Limit of 5 minutes per person)

Jim Schindler asked about garbage/recycling issues of pick-ups lately. This is addressed under the Clerk's report

**Discussion/possible action on new Alcohol Beverage License Application for A & C Warehouse Inc.**

Motion by Zimmerman, seconded by Spotts to approve the new license application for A & C Warehouse Inc.

**Discussion/possible action on Alcohol Beverage License Applications – 4 businesses submitted applications**

Motion by Spotts, seconded by Zimmerman to approve renewal licenses for the four businesses that submitted applications.

**Discussion/possible action on driveway permit request for Keith & Devin McCormick, Sunset Hills subdivision – W3675 View Point Drive**

Keith McCormick was present at meeting. Excavator will be taking care of the culvert order, delivery, and installation.

Jim Schindler relayed that the Planning Commission did review the site and recommend approval.

Motion by Spotts, seconded by Zimmerman to approve the driveway permit request. Phil Vosberg has the paperwork and Keith wrote a check for the required fee.

**Discussion/possible action on Ordinance for Fire Protection – update wording referring to fire protection provided by Monroe Fire Department**

Table this agenda item until next month. Clerk emailed Board with the current ordinance for their review.

**Discussion/possible action on Snowplow driver position (Patrolman II)**

Spotts will talk with a couple contacts to see if they are interested. Discussion regarding the payrate increase but no motion made.

**Discussion/possible action on ATV Ordinance – County decision pending**

County vote has been postponed until next month. Waiting for future action from the county.

**Discussion/possible action on public concerns of roadside trimming**

Residents from Sylvester township have contacted Zimmerman, due to it being on Monroe Sylvester Road, regarding the mess in people's yards. They contract with Doug Mayer for these services.

Jeff Lanz usually does cleanup in Feb / March. County does work on our roads that are too big for the town's equipment.

Towns are required to have clearance up to 16' that are the responsibility of the towns to ensure proper trimming.

**Discussion/possible action on Conditional Use Permit for TMR Manufacturing, W5370 County DR**

Jeremy Gokey present at meeting to provide information for the business that his in-laws bought In-laws bought business on DR and need county zoning permit signed.

Motion by Spotts, seconded by Zimmerman to accept conditional use permit form for the county and Chair signed.

**Discussion/possible action on financing the plow truck purchase**

WSB – 2.25% for 5 years financing which is 1.05% cheaper than financing with Lakeside. Motion by Zimmerman, seconded by Spotts to approve financing through Woodford State Bank.

Still on schedule with the truck order at Lakeside International, then going to Monroe Truck in mid July.

Spotts said that Jeff made two changes to the plow that may hold up the order but can discuss next month when Jeff is back from vacation.

Motion carried by voice vote per the details listed below:

1. The Town of Monroe will be borrowing money from Woodford State Bank for an Equipment Loan amount of \$150,000 for 5 years at 2.25%. To purchase a 2022 HV507 International fully equipped snow plow truck.

2. The Town of Monroe has a Real Estate Loan for the Monroe Rural Fire District with Woodford State Bank.

3. The Town Chair is Duane Zimmerman and the Clerk/Treasurer is Peggy Murphy.

**Discussion/possible action on driveway permit request for Stonefield Custom Homes, Sunset Hills subdivision, Lot #22, View Point Drive.**

Jim Schindler on behalf of the Planning Commission stated that this foundation was noticed during a driveway inspection of a neighboring property. No permits had been requested prior to their discovery. Phil Vosberg investigated and contacted the landowners to ensure that the proper permits were being requested.

Don't need a culvert.

Motion by Spotts, seconded by Zimmerman to approve the driveway permit request upon completion of the paperwork and a check for \$500 given to Town of Monroe, neither of which were provided at this meeting.

**Audit Bills for Payment:**

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

\$ 11,763.09	in Checking
98,477.46	in General Savings
103,585.76	in Tax Collection
<u>70,710.40</u>	in Truck & Equipment
\$ 284,536.71	Total available

Motion by Spotts, seconded by Zimmerman, to pay the audited bills of \$21,535.78 accept the Treasurer's Report, and transfer \$12,000.00 from General Savings to Checking. Motion carried by voice vote. Revenues received since the May meeting were \$4,184.03.

- Woodford State Bank – letter re: Truck and Equipment account – restructuring accounts and no longer offering Golden Passbook Savings Account – moving to a Platinum Money Market Account as of 7/1/21: \*\* maintain daily balance of \$50,000 to avoid \$10 monthly service charge, keep same account number, fewer account restrictions, able to have automatic deposits or payments and checks available upon request. Board would like this on the June agenda under Treasurer's report as we need to close the Truck & Equipment and move to the General Savings account. Per Woodford State Bank, since this is just transferring money from one account to another existing account, can do that with a signature of one of the signers and then will close

out the account. Motion by Spotts, seconded by Zimmerman to approve the Clerk to transfer the money from Truck and Equipment into the General Savings before July 1, 2021.

## **Green County Board of Supervisors Town Representative Report**

Nick Hartwig not able to attend meeting. No news passed on to report.

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

Phil Vosberg not able to attend meeting. Jim Schindler present to represent the Planning Commission.

Nothing additional to discuss.

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

Jeff Lanz on vacation so not able to attend meeting.

Done with road ditch mowing.

Dolan Lane abandonment for WISLR report to be off our “books”

Bader Lane sign to order and have them pay? Board did okay, when? look at which month and wording (from Feb 2020 meeting as agenda line item): Discussion/possible action on vacating Dolan Lane

Brad Bader was in attendance – owns land all the way around Dolan Lane and has maintained it for four years and would like to take it over and possibly change name to Bader Lane– cheese factory will be taken down. There is 475 feet of paved surface, per Jeff Lanz's opinion, if sealcoated that should help the quality of the road. Brad is willing to pay for the sealcoating if needed as well.

Town will pay for sealcoating in the fall, order sign name (if changing names), and then file paperwork to vacate road and turn over to Brad Bader. Doesn't indicate who is to pay for sign though, so will need to clarify this before ordering the sign.

Lightning Ridge Road sign to order as well as we will be taking that over.

Cold Patch amount billed from Scott Construction ?– haven't received the actual bill yet

Vogel Road – old fence close to the road and post/steel brace leaning out toward the road; dangerous and needs to be removed. Lambert possibly know who owns and can request the owner to remove?

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

Nothing additional

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

- Board of Review took place on June 2<sup>nd</sup> from 6-8 p.m. No residents appeared. The new item mentioned in the training is that one member of the BOR board would need to be trained “in-person” and all the remaining board members would need to be trained as well. This new certification would be each year instead of every two years. Will keep everyone updated as additional information is relayed.
- Fireworks Permit form – date (length of time limited?) change where to send form to? Need to either ask for revised dates or sign the form and return to Travis Patterson by Friday. Board okay with multiple dates on one form and send all requests to town's email address.
- ARPA update – DUNS was created and response received on 6/14. Electronically filed Form SL-330 with DOR on Wednesday, 6/16/2021 (due date was 6/18/21) so will see the first ½ of payment = \$65,260.84 at the end of June and the other ½ in 2022. Our total allocation is \$130,521.69. Have read recently that if a municipality can prove loss of revenue, can use the money for infrastructure expenses. WTA is developing a formula for this calculation based on 4.1% revenue increase but most towns are only at 2% so the difference is what can be used under the loss of revenue definition. This may change, so will keep reviewing this information.
- Recycling vendor – have had several issues with Advanced Disposal (5/1, 5/15, 6/4, 6/12) and now we are fully a Waste Management customer. Very productive phone call with WM customer service on Tuesday and our Account Specialist on 6/16 to resolve the most recent issues of not collecting from 6/10 recyclables; so hopefully we are on the right track with the contacts we have now and the quick resolutions to any issues. Very eager to be customer friendly and resolve issues in a timely manner.

Next month regular monthly board meeting is scheduled for Thursday, July 15, 2021 at 5:30 p.m.

Tentative regular monthly board meeting for August 2021 is scheduled for August 19, 2021 at 5:30 p.m.

Motion by Zimmerman, seconded by Spotts to adjourn at 8:03 p.m. Motion carried.

**Peggy Murphy, Clerk/Treasurer**