

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

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Thursday, August 19, 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 August 12, 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: Jeff Lanz, Nate Lancaster, Lonnie Krebs

Minutes of the July 15, 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)

None

Discussion/possible action on Ordinance for Fire Protection – update wording referring to fire protection provided by Monroe Fire Department (tabled from June & July meeting)

Spotts presented an updated Fire Ordinance stating that Monroe Rural Fire District is responsible for fire protection for the Town of Monroe to Board members.

Motion by Spotts, seconded by Zimmerman to approve resolution as presented. Board members present signed the resolution. Clerk will post as necessary.-need Mike L's signature yet

Discussion on Nate Lancaster's inquiry about driveway standards/requirements for Gobbler Creek subdivision

Nate Lancaster was present and handed out plot maps and a question summary regarding surveys.

Current private road to township specifications? Not sure

Length of road? Not sure. Per Board, has to be a minimum of ½ mile in length.

Lonnie Krebs spoke – if 3 homes were built (with Clark – 2005ish); says have paperwork stating the arrangement but no one had a copy at the meeting

Jeff Lanz is patrolling next week and will measure the road to see if it meets specs.

Nate also asked what to do for maintenance. Per Spotts – unless paperwork is produced and reviewed by Board, the current road ordinance would be enforceable for 7 houses per ½ mile before starting the process of having the town take over the maintenance.

Nate requested to be on next month's agenda. Contact info: 608-214-4435 or nate@c21advantage.com

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

Motion by Spotts, seconded by Zimmerman to approve operator's license application for Bennett's Junction House. This license was already paid for so Clerk will let Brad Bennett know of approval.

Discussion/possible action on driveway permit for Nick Hartwig, Joy-Del Rd

Contingent on Phil from Planning Commission review on culvert issue and update on ag driveway after culvert has been placed.

Motion by Zimmerman, seconded by Spotts to approve/sign paperwork. No fees to be assessed for ag driveway.

Discussion/possible action on driveway permit for David L. Bischoff, W4958 Greenbush Road

Driveway permit application emailed to Clerk.

Motion by Zimmerman, seconded by Spotts to approve driveway permit form. No fees to be assessed.

Discussion/possible action on driveway permit for Joann Huber, Voegeli Rd

Driveway permit application emailed to Clerk.

Motion by Zimmerman, seconded by Spotts to approve driveway permit for field / ag entrance only at this time. No fees to be assessed for ag driveway. Clerk will clarify in email when scan and return signed copy to Joann that there won't be a permanent structure. If a permanent structure is put into place on the property, then the driveway permit would need to be submitted again and fees will be assessed at that time.

Discussion/possible action on review of multiple roads that may require public hearing

Dolan Lane -- Spotts called Register of Deeds and it doesn't have any information of being platted. He also found out that the State of WI has right of way on each side of the road. Examples of all the resolutions that we would need to complete was also supplied from the WTA website. Zimmerman to touch base with Brad Bader to see if he wants to pursue this abandonment.

Discussion/possible action on Lightning Ridge Road adoption

Per Phil Vosberg's email on behalf of the Planning Commission, it appears all necessary maintenance has been performed, therefore the plan commission recommends the road be adopted to the township road system.

Town Board approves the initiation of the application process. Landowner is responsible to review Section 6: A of the Road Ordinance and provide the required documentation.

Spotts will contact Lambert to convey this information.

Jeff Lanz will order signs for the road. County will need to install a stop sign

Per the WI Towns Association for accepting subdivision road:

Does NOT need a public hearing unless stated in subdivision ordinance (which a municipality would need to have Village Powers to establish a subdivision ordinance, so this would not be applicable to us)

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.

Audit Bills for Payment:

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

\$	11,609.34	in Checking
	215,394.04	in General Savings (includes ARPA first 1/2 pmt of \$65,260.84)
	103,612.67	in Tax Collection
	0.00	in Truck & Equipment
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\$	330,616.05	Total available

Motion by Spotts, seconded by Zimmerman, to pay the audited bills of \$70,201.29 accept the Treasurer's Report, and transfer \$65,000.00 from General Savings to Checking. Motion carried by voice vote. Revenues received since the July meeting were \$3,742.05.

Green County Board of Supervisors Town Representative Report

Nick Hartwig not present at meeting.

Planning Commission Report - Progress of Month's Business

Phil Vosberg not present at meeting.

Road/Maintenance – Progress of Month's Business

Bruni Miller fixed door at shop

Grader – painted, front axle seals leaking again – will just keep checking the oil as can't get parts for it (1973 – only 2000 hours on it)

Okay to rent brush cutter and County for remaining cutting – yes, per the Board.

Chairman's Report - Progress of Month's Business

Todd Jensen mailed him information on Farmland Preservation Plan

ATV / UTV – Spotts had discovered that the ordinance by the County and/or WTA has an example as well that can be used. Must follow Chapter 23.33 (8) statute with very minimal changes allowed.

House on Joy Del Rd across from Hartwig's with no fire number?

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.
- Green County Unit Meeting of WTA on 8/25/21 at 7 p.m. in person at the Green County Justice Center or zoom call
- WI Dept of Revenue equalized value report – can make copies for each Board member if needed.
- Green County Zoning – certified mail – for public hearing on 9/13/21 at 3 p.m. at Green County Courthouse for proposed amendments to Ordinances to the Green County Zoning Code
- Registration for WTA fall workshops. Would like to register for virtual dates at the end of September. Cost has been included in bills to be paid. Duane do you want to attend as well? - yes in person.
- 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

Additional information per the WI Towns Association on roads:

- Vacating / discontinuing a road, we have to find out how the road originated:
 - was it by deed from landowner (then we can deed it back to them)
 - was it a platted road (would be listed with Register of Deeds)
 - was it by highway order (may be in town records)
 - was it by use of the road (which is a common reason) and covered under 8210
- ATV / UTV ordinance:
Chapter 23.33(8) addresses ATV/UTV information
Should be established by an ordinance (not resolution - as this may not hold up in court) but does NOT require a public hearing

Next month regular monthly board meeting is scheduled for Thursday, September 23, 2021 at 5:30 p.m.
Tentative regular monthly board meeting for October 2021 is scheduled for October 21, 2021 at 5:30
p.m.

Motion by Zimmerman, seconded by Spotts to adjourn at 8:24 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer