

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

**TOWN OF MONROE**  
**N3302 Monroe Road, Monroe, WI**  
**Thursday, October 21, 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 October 18, 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, Mike Lambert

Clerk/Treasurer present: Peggy Murphy

Other attendees: Jeff Lanz, David Meister, Brian and Cindy Lincoln, Nick Hartwig, Dave Knepel, Phil Vosberg

Minutes of the September 23, 2021, 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)

Dave Knepel asked about short summary of MRFD – is it on budget? Any additional information? Building okay? Needs being met??

Per Lambert, next meeting for the MRFD is set for November 16<sup>th</sup> and they are to submit a budget for next year

**Discussion/possible action on Lightning Ridge Road adoption – follow up from Sept meeting**

Mike Lambert present with application to have Board review final paperwork.

Motion by Spotts, seconded by Zimmerman to adopt Lightning Ridge Road from a private road to a Town of Monroe road.

Non-refundable fee of \$500 was paid at the meeting.

10/21/21 – via phone, Sara @ Green County Zoning. All is okay with zoning as they have documents where they were issuing fire numbers on this road. The road name signs are the towns responsibility.

Rob in G.C. Treasurer's office would like to review paperwork that is to be submitted to the Register of Deeds when we do adopt the road, just for review – not policing!!

\*\* Call Register of Deeds to find out what paperwork is to be filed and if a fee - yes

Normal documents are \$30, plats are \$50 (on their website)

Register of Deeds is where to list the platted roads???? Form 840.11

10/21/21 – per Heidi / Linda @ Register of Deeds office 328-9439, they don't have forms only record based on state statutes

Register of Deeds association may have something online to help???

Abandoning roads as well would need a form submitted to them

File with Cindy, Register of Deeds

**Discussion/possible action on Sunset Hills Subdivision adoption**

Dave Meister present and acting as Trustee. Contacted Green County Hwy Dept and thought if weather holds could be done yet this year for crackfill and sealcoat but may have to wait until next Spring.

How many feet of road?? 4700 feet

How many houses?? 8 houses existing as of today (need 7 per ½ mile of road); the way the Road Ordinance is worded will need 12.6, Board is okay with 12, houses for the length of the road (9/10 of a mile)  
Planning Commission – width and shoulder meet specs  
Sunset Hill Lane and View Point Drive, included survey maps  
Stop sign and speed sign where intersects with Aebly Road are already in place

Green County adopted ordinance so the lots would need to be developed to the center of the road; part of the problem/solution need to be resurveyed to the center of the road – to eliminate any issue with townships taking over the private road and don't want to own property. Lot lines need to be redone.

Per Jeff Lanz – trees and brush need to be cut back along the road also. Per Dave Meister, Rich Novak 362.10 owns the trees along that area and has an easement, so would not be taking over that portion of the road? Spott's advice is to see what the WTA would say about easement and whose responsibility it is for trimming the trees – is this for Dave Meister or for Clerk to look into???

10/21/21 – per Sara @ Green County Zoning - All is okay with zoning as they have documents where they were issuing fire numbers on this road. The road name signs are the towns responsibility.

Rob in G.C. Treasurer's office would like to review paperwork that is to be submitted to the Register of Deeds when we do adopt the road, just for review – not policing!!

### **Discussion/possible action on Recycling Center dates of operation during Christmas and New Year's**

Per Zimmerman, Christmas Day and New Year's Day fall on Saturdays  
Motion by Zimmerman, seconded by Lambert to have the recycling center open on Fridays those two weeks only. Zimmerman will let Carol Mayer know this was approved.

### **Discussion/possible action on Resolution for Ward Creation, Designation of Polling Place, and Combing Wards for Elections**

Clerk presented resolution form provided by Green County Clerk's office.  
Motion by Spotts, seconded by Lambert to approve the resolution. Signed by Chair and attested to by the Clerk/Treasurer.

### **Discussion/possible action on Conditional Use Permit from Brian & Cynthia Lincoln for Double G Concrete property**

Brian & Cindy Lincoln are present and have the Conditional Use Permit form for putting up a new building for the trucks – 60 x 100.  
Motion by Spotts, seconded by Lambert to approve the Conditional Use Permit. Signed by Chair and copied for our records and gave original to Lincoln's  
Spotts asked why this was requested by the County. Nick Hartwig will ask at the next County Board meeting.

### **Audit Bills for Payment:**

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

\$ 15,077.04	in Checking
172,044.42	in General Savings (includes ARPA first ½ pmt of \$65,260.84)
94,299.96	in Tax Collection
0.00	in Truck & Equipment
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\$ 281,421.42	Total available (\$216,160.58 without ARPA)

Motion by Spotts, seconded by Lambert, to pay the audited bills of \$11,262.55, accept the Treasurer's Report, and no need to transfer any money this month. Motion carried by voice vote. Revenues received since the September meeting were \$1,705.36.

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

Nick Hartwig present at meeting.

Letter from Adam Wiegel at Green County Zoning Department, dated October 15, 2021, regarding possible code changes in the Ag District. Board had reviewed information that was forwarded via email

Has book detailing budgets for Green County for 2022.

Approved expenditure over \$75,000 for security of election system.

Downtown courthouse reconstruction ongoing to outside of building. Sprinkler system approved but not sure where in the process

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

Phil Vosberg present at meeting.

Joel Hedeman questions for Dolan Land, west side of County N may be county zoning issues as he hasn't returned Phil's call back.

Keith McCormick house in Sunset Hills subdivision, culvert question due to crossing over gas line in close proximity.

Building Inspector responsibilities. Sent driveway permit log sheet to Phil Vosberg, so it can be reviewed with Scott Jelle to see if anyone has upcoming driveway inspections

Clerk will communicate with other townships as to who they use for building inspection and send information to Board. Sent email on 10/20/21 with results of those who responded.

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

Tractor service due for first service, take to Sloan's since it should be under warranty

Mixing 50/50 pretty soon

Half done with snow fencing

On Iliff Road, farming on corn field on skinny driveway, taking grain carts up to Koch Trucking and fill semis there; now the road is busted up. Should driveway be upgraded so a semi can get in there and hopefully prevent further damage? Spotts agreed with Jeff Lanz that need to bill them for repairs.

Snowplowing – Ed will plow next year; Rick Gutzmer not available, and Ron Alright may not available.

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

Monroe Truck Equipment – inquiring about ditch work; dug out, laid erosion mat so working on the water issues they were having

Attended WTA convention in WI Dells – helpful sessions; caution about solar farms in negotiation in advance – restore land back once cease and desist to have plans in place beforehand rather than at the end

Met with Jeff Lanz and finalized list for matching funds to Green Cty Hwy and WISLR which is due December 15<sup>th</sup>.

Duane will contact Scott Jelle & Mike Finley to see about what type of response time we are receiving for residents; wait time concerns from residents and Board. – still need to do

## **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.  
revised Loss of Revenue calculator recently sent from WTA – will forward to Board to review.  
Still working on the SAM number as well.

- Poll Worker selection webinar from WEC, will watch recorded version. Is a struggle to understand the priority this next year with political parties involved.
- Green County Treasurer's office has meetings scheduled for October 27<sup>th</sup> for Clerks and November 12<sup>th</sup> for Clerk/Treasurer positions
- If any changes needed to the tax bill insert, need that before November 15<sup>th</sup> as that is the due date
- Joint Fire District line is now on the levy limit worksheet; per Jim R. Town of Clarno is not going to increase their levy limit
- Continued work on budget information

Next month regular monthly board meeting is scheduled for Thursday, November 18, 2021 with Budget Hearing and Special Electors Meeting starting at 5:30 p.m.

Tentative regular monthly board meeting for December 2021 is scheduled for December 16, 2021 at 5:30 p.m.

Motion by Lambert, seconded by Zimmerman to adjourn at 7:50 p.m. Motion carried.

**Peggy Murphy, Clerk/Treasurer**