

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

**TOWN OF MONROE**  
**N3302 Monroe Road, Monroe, WI**  
**Thursday, December 16, 2021 Monthly Business Meeting**

The meeting was brought to order by Chair, Duane Zimmerman at 5:33 p.m.

The Clerk verified that the open meeting notices were posted on November 15, 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, Phil Vosberg, Nate Lancaster, Nick Hartwig, Anna Anderson

Minutes of the November 18, 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 Resolution for Election Worker Nominations for the 2022-23 term**

Zimmerman read resolution to appoint election worker nominations. Motion by Spotts, seconded by Zimmerman to approve the resolution as read. Approved.

**Discussion/possible action on Driveway Permit request for Stonefield Custom Homes, View Point Drive, Lot #17**

Zimmerman reviewed what Dave Meister had been instructed to do to bring road up to township's Road Ordinance

Motion by Spotts, seconded by Lambert to approve driveway permit request. Form completed by Stonefield Custom Homes, LLC and \$500 fee paid.

**Discussion/possible action on Driveway Permit request for Jim & Laurie Kampa, View Point Drive, Lot #15**

Spotts confirmed with Phil Vosberg that driveway inspections went well and all looks good.

Motion by Spotts, seconded by Zimmerman to approve driveway permit request. Kampa's had submitted paperwork and a check for \$500.

**Discussion/possible action on road maintenance understanding between Town of Sylvester and Town of Monroe**

Anna Anderson at meeting to clarify road agreement between the Town of Sylvester and Town of Monroe. [sylvesterchair@outlook.com](mailto:sylvesterchair@outlook.com)

Town of Sylvester responsible for: all of Monroe Sylvester Road from Hwy 59 to Burkhalter

Greenbush Road from Hwy 59 to Monroe Sylvester Road

Monroe Sylvester Road from Greenbush Road to cul-de-sac

Town of Monroe responsible for: Goepfert Rd from Burkhalter to Cty FF

Gutzmer Rd from Cty FF to Allison Road (includes connector leg on to Cty FF)

Day to day maintenance includes: road patching, mowing, snowplowing, brush cutting, gravel shoulders, erect signs, and additional items as needed to maintain the roads

Any major projects, including paver patch expenses should be split equally with both townships

Monroe Sylvester and Gutzmer are close in length

Significant road repairs expected for Monroe Sylvester Road may be needed for 2022. Is an item that both parties may need to take a look at in the spring. Also looking at Gutzmer Road to review for future consideration.

LRIP funds are due in October of each year and can be used for complete overlay or reconstruction.

**Discussion/possible action on a private road name change at Gobbler Creek subdivision for Nate Lancaster at Wausau Homes Monroe**

Zimmerman spoke with Green County Zoning as well regarding the information sent to Nate Lancaster to clarify the road name change. Per Nate Lancaster, need to have the survey redone to 8 lots to meet the Zoning requirements for a private road. Spotts and Lambert suggested to have the survey redone to the middle of the road for each road.

Motion by Lambert, seconded by Spotts to approve the private road name change to Lancaster Lane.

Zimmerman will contact Green County Zoning Department for a name search to ensure it doesn't conflict, for emergency personnel purposes, with any other road.

**Audit Bills for Payment:**

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

\$	3,375.37	in Checking
	193,897.46	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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\$	291,572.79	Total available (\$226,311.95 without ARPA)

Motion by Zimmerman, seconded by Lambert, to pay the audited bills of \$86,220.36, accept the Treasurer's Report, and transfer \$30,000 from Tax Collection to Checking and Mike Lambert will have the bank transfer \$56,000 into Checking. Motion carried by voice vote. Revenues received since the November meeting were \$1,273.87.

Moved the remaining balance from Tax Collection (\$64,299.96) to General Savings before the first tax collection for this year.

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

Nick Hartwig at meeting.

Zoning issues with shooting range concerns with other townships.

Contractors storage – those in place already are grandfathered in, any new contractors will need to meet new standards with building size, employee to manage building, and additional factors still to be worked on

Seven county board members leaving so will have new members next year. Finance committee will only have two remaining members Art Carter is retiring, so a new chair will be in place next year.

Nick has a petition to be signed for renewal to his position.

Resident concerns mentioned to him about culverts that go under the road with holes in it – Wald Rd and Buckskin Rd. Jeff looks at the culverts every spring, so will look at again.

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

Phil Vosberg present at meeting.

Driveway inspections done for the agenda line items listed above

Next year, will get back to reviewing Driveway Ordinance and Road Ordinance

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

New truck has an air leak – contact Lakeside to look at

Grader tire is bulging and Pomp's can't find the tire that was supposedly shipped already. Spare could be used but not for long.

Used M&D Truck Equipment's brush cutter that used

Rick Gutzmer will start January 3, 2022, so will need to contact Green County Sherriff and Green County Highway Department for call out list. Rick, Jeff, Ron, and then Board  
Would like one more person available for snowplowing.

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

Interview with Rick Gutzmer and pleased to have snowplow personnel

Ray – over the road truck driver, just bought a lot on View Point Drive and has tractor/trailer weighs 10,000 over Class B?? – questionable per Board as it is 60% of weight – thought it would be okay since it would be 37,000. Has plans to be off road as it is a 2 acre lot. Should check to see if there are any covenants in place to consider.

WISLR report completed and mailed.

PACER reading from Eric Wild. Will review with Jeff Lanz to understand better.

WI Town Advocacy Council – do we want to participate. No at this time.

Received official resignation from Ed Hille that he is no longer available after December 31, 2021.

### **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.
- Benning Group, our audit firm has responded to and corrected the inquiries from the State of WI annual form. In regards to the way an entry needs to be corrected in Quickbooks email re: which option to pick – need to let them know ASAP
- Reimbursement for mailbox expenses to replace for residents??
- Tax bill verification completed with the Green County Treasurer's office last Friday, December 10<sup>th</sup> and tax bills mailed on Monday, December 13<sup>th</sup>. New direct entry of levy information / mill rate worksheet replica into the county Ascent program worked well.

\*\*\* Need to have checks signed – add'l 4 signed for January tax settlement \*\*\*

Next month regular monthly board meeting is scheduled for Thursday, January 20, 2022 at 5:30 p.m.

Tentative regular monthly board meeting for February 2022 is scheduled for February 17, 2022 at 5:30 p.m.

Motion by Lambert, seconded by Zimmerman to adjourn at 7:05 p.m. Motion carried.

**Peggy Murphy, Clerk/Treasurer**