

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 23, 2022 Monthly Business Meeting

The meeting was brought to order by Chair, Duane Zimmerman at 5:32 p.m.

The Clerk verified that the open meeting notices were posted on June 20, 2022, 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: Nick Hartwig, Ron Neuenschwander

Minutes of the May 19, 2022, 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 Lambert 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 Pleasant View Nursing Home property solar farm proposal

Jeremy Broge from PVNH not present

Board has reviewed the information in what was presented last month by Jeremy. This is in the preliminary stages so will await further contact from Jeremy to put back on the agenda in the future.

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

All four businesses in the Town of Monroe have submitted their renewal applications along with other license requests and operator licenses.

Motion by Lambert, seconded by Zimmerman to approve the license applications that have been received upon payment from each entity.

Discussion/possible action on Auditor's report from Benning Group for Town of Monroe 2021 financial

Adjusting entries for 2021 have been entered in Quickbooks and a new P&L has been printed for the Board, and residents can view a report at the town hall. Clerk would like to work on getting account numbers assigned in Quickbooks to make the reporting process easier to match up to the annual CT form. Benning Group also works with Town of Decatur and they already implement these account numbers, so the Clerk will reach out to Decatur's Clerk for additional information.

Motion by Spotts, seconded by Lambert to approve the auditor's report from the Benning Group, with the year end adjusting entries completed.

Discussion/possible action on Emergency Operations Plan and appointing the Emergency Management Coordinator

Clerk picked up a binder from Tanna McKeon, the binder was developed for Green County, and by state statute an Emergency Management Coordinator needs to be appointed and the paperwork completed, so she has on file.

She is on vacation this week or would have been at tonight's meeting to answer any questions.

Motion by Spotts, seconded by Lambert to appoint Duane Zimmerman as the Emergency Management Coordinator for the Town of Monroe.

Discussion/possible action on LRIP Sealed Bids

Zimmerman will review the bid information and respond back to the businesses that were not awarded the project.

Amended to include the following details on 8_17_22:

Payne & Dolan, Inc., amount of bid submitted \$186,949.50

Green County Highway Department, amount of bid submitted \$121,642.00

Rock Road Companies, Inc., amount of bid submitted \$222,138.09

The contract is awarded to the Green County Highway Department.

Green County Hwy Department will have the grinder in the area in August – project may not be able to be complete until mid September.

Zimmerman asked if we need to contact residents? Per supervisors, haven't in the past.

Can Hwy Dept put us on schedule earlier, as we have farmers and heavy equipment that need to travel on Iliff Rd in September? Or possibly see what Dylan can do – hold off or get done earlier – and we can be later on the list with the county schedule. Chad will talk with Dylan closer to chopping time.

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

\$ 4,759.16	in Checking
261,386.25	in General Savings (includes ARPA both payments = \$130,521.68)
<u>223,423.35</u>	in Tax Collection
\$ 489,568.76	Total available (\$362,909.69 without ARPA)

Motion by Zimmerman, seconded by Spotts, to pay the reviewed bills of \$25,590.60, accept the Treasurer's Report, and transfer \$25,000 from General Savings to Checking. Motion carried by voice vote. Revenues received since the May meeting were \$4,018.84.

Green County Board of Supervisors Town Representative Report

Nick Hartwig arrived later in the meeting.

Zoning Committee approved large amount for projects to be completed.

Working on resolutions for: How many port a potties you can have, if need one. Nuisance laws.

Golf Course in Brodhead received their approval to zone as Commercial. \$2.7 million of ARPA money designated for clock tower repairs. Changing to Google Works – cost \$400,000 from ARPA funds. Hwy Dept requested \$816,000 for equipment.

Planning Commission Report - Progress of Month's Business

Phil Vosberg not present at meeting. No new business to report.

Road/Maintenance – Progress of Month's Business

Jeff Lanz is on vacation.

Per Zimmerman, on Wald Road, Rufenacht purchase of Thompson farm, a cut thru the tree line / brush was a concern as he thought it was for the driveway, but this was to clear for better access.

Chairman's Report - Progress of Month's Business

1 ton in for repair – when hot out it seems to not work well

BIL report - not acting on it with Sylvester at this time, as their previous requests have not been addressed yet

Nate Trickel concern about sweeping pea gravel off Lightning Ridge Road. Board that this was put in place before the town took over the maintenance of the road and the town hasn't authorized sweeping on any township roads. Zimmerman will call him back and explain.

Call from Scott Jelle, asking about feedback from their service – yes, he would be

Rick Gutzmer not likely to be able to return. Would like meeting to discuss – Lambert suggested that we meet with Jeff Lanz also – perhaps put an ad in paper again. Look at FT employee and what additional costs would that incur????

Get Jeff to help with job description – before next meeting??

Carol Strommen hurt her back. Carol Mayer said Carol S is feeling better so hopefully should be able to substitute again.

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 was deposited on 6/20/22. Our total allocation is \$130,521.69.

Have eliminated the DUNS information. Still working on the SAM number as well. Have the NEU number so not sure if this is what they are now referring to as the SAMS number.

- Town of Clarno snowplowing bill to be mailed by the end of the month. Had additional time in early April, so need to add that on to the bill.

- **Forgot to mention this last month:** Clerk -- Contact Triangle Truck for keys to get fuel:

5/12/22 – per Shelly, need to complete a credit application from Fuel-Ocity, LLC

bill weekly on Mondays; if we have over 100 gallons – 4 cent/gallon discount if paid by the following Friday. In other words, we would need to pay this twice a month to receive discount, which may be worth the savings.

Once application is completed – please NOTE # OF KEYS needed, can ask for extra key to have in their office so driver can still get the discount or extra keys at our office/shop.

- Tax Exemption report PC226 filed online already. This is done every two years so entities that are tax exempt can retain that status.
- Postage stamps increase in price on 7/10. Okay to purchase a large amount? If so, how many?? 58 cents now, going up to 60 cents for first class mail
- Carol Mayer asked me to purchase a First Aid kit for the recycling center. She used the one at the town hall that was supplied by the Girl Scouts.
- Nate Trickel question about Lightning Ridge Road answered in Chairman report above. Duane will address – call him back
- Green County ATV club put on Facebook that some town roads are open, with signs installed and suggest going to their website for specifics. County roads are still not established.
- Will connect with George Mau, recycling center substitute, for paperwork to get him paid next month. Other than his name, I didn't have any information and Carol thought I should mail him the paperwork, but better/easier to do in person I think.
- Fritz Wenger called me earlier this week to ask about the cemetery rules being discussed at this month's meeting – told him that no one had contacted me about it. He asked for it to be put on next month's agenda. I said I would take it to the Board. He apparently already spoke with Dan Neuenschwander. Duane to speak w/Dan Neuenschwander. Will put on the agenda for next month.
- Absentee ballots for the August election are in the mail. There is one military request and the other 31 are either indefinitely confined or regular absentee ballot requests.

Next month regular monthly board meeting is scheduled for Thursday, July 21, 2022 at 5:30 p.m.

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

Motion by Lambert, seconded by Spotts to adjourn at 6:48 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer