

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 20, 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 October 18, 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, Mike Lambert

Board members absent: Chad Spotts

Clerk/Treasurer present: Peggy Murphy

Other attendees: Jeff Lanz, Aaron Grossman

Minutes of the September 22, 2022, regular monthly meeting still need some updating and will be email to Town Board members for their review and approved at the November meeting.

Public Input (Limit of 5 minutes per person)

None

Discussion/possible action on permit for Aaron Grossman regarding starting a business involving aircraft parts at old Styleline Building

Aaron Grossman present at the meeting and described business as a small aircraft parts repair station. Has application form from Green County Zoning to be reapproved as a different business from what the previous business was zoned for. His business name is Aviation Component Engineering LLC, N2937 N 18th Avenue, Monroe.

Motion by Lambert, seconded by Zimmerman to approve the conditional use permit application for the Zoning Department

Chair signed form and a copy kept for town records.

Aaron will submit the form to the Green County Zoning Department.

Discussion/possible action on View Point Drive ownership

No action can be taken as of now by the Board, since the road does not meet the current Road Ordinance.

Discussion/possible action on Patrolman position

Suggestion by Lambert to have a flyer to hand out at the November election

Jeff Lanz or Zimmerman to pass the ad from Town of Wiota on to the Clerk to work on an ad to be placed at the election for residents.

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

Carol Mayer, Recycling Center Attendant, is willing to have the recycling center open on Christmas Eve, 12/24, and New Year's Eve, 12/31 so no need to post alternate days to be opened.

Discussion/possible action on annual Green County Treasurer tax resolution

Motion by Zimmerman, seconded by Lambert to approve the resolution for the Green County Treasurer's office. Signatures were secured by Zimmerman and Lambert and will get Spotts signature as soon as possible. Then the Clerk/Treasurer will bring to the county treasurer office to have signature notarized.

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

\$ 4,091.73	in Checking
267,794.93	in General Savings (includes ARPA both payments = \$130,521.68)
<u>290,709.85</u>	in Tax Collection
\$ 562,596.51	Total available (\$432,074.83 without ARPA)

Motion by Zimmerman, seconded by Lambert, to pay the reviewed bills of \$156,726.98, accept the Treasurer's Report, and transfer \$155,000.00 from Tax Collection to Checking. Motion carried by voice vote. Revenues received since the September meeting were \$50.00.

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.

Rick Rufenacht on Wald Rd, new building permit issued in August from Green County Zoning Dept, West field ag driveway; contractors are responsible for some damage, so Zimmerman will draft an email and have the following points for Rick to agree to:

- For the duration of the construction project, the west field access will be used by all contractors. This is the entrance near the bridge and is an existing agricultural access.
- Contractors are responsible for placing temporary cautionary signage on Wald Road on any days that there is construction activity taking place. This is to be placed east of the property and prior to the curve in the road so it is visible to traffic approaching from the east.
- At the conclusion of the construction project, the town will inspect the town roadway to ensure no road damage has occurred. If roadway damages have occurred, Mr. Rufenacht is responsible for associated costs for the township to repair.
- If in the future the existing agricultural access is to be used for other purposes, Mr. Rufenacht will be required to apply for and gain approval for a township driveway permit.

Zimmerman emailed Rick Rufenacht and received a reply on 10/21/22 that he is in agreement with all of these points.

Road/Maintenance – Progress of Month's Business

International will have oil changed and ask about letter regarding steering.

Snow fencing has started with Zimmerman and Doug Mayer.

Clerk to send a final reminder bill for Burch re: Rufenacht Road – state that the \$1,500 security deposit won't be refunded – didn't follow road ordinance as provided by the Planning Commission; mention that we will put on tax bill for 2022, to be paid in 2023 if this isn't addressed.

Chairman's Report - Progress of Month's Business

ATV/UTV – County highways will need to have separate application to be done

Round Grove Rd still continues with multiple departments; have Howard Marklein's office involved now to see if they can assist with resolution of the ongoing issue – haven't heard any update lately; Alliant Energy – local office didn't really know anything about this process, unfortunately haven't keep them in the loop other than does know that it has gone out for bid to take the bridge down;

Gary Kleppe will continue to help with plowing for Recycling Center. Ron Albright will also assist with snowplowing, depending on his schedule. Jeff Lanz will do a thorough cleanout of the recycling center.

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

- ARPA update: 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.

- November General Election – issues with absentee ballots printed wrong, that issue resolved, as of today another issue in Congressional District 2 has arisen
- Referendum flyer has been handed out by Recycling Center attendant – roughly 200 copies have been printed off. Has Board received calls/questions on the referendum??
- FusionFly has worked diligently on our behalf to set up new .gov website and email; have used up the “credit” hours we had when we were paying the monthly contract; the changes \$6.99 to \$15.99 – should qualify for the WEC security grant and will work with us on whatever we decide as far as how much to bill us to take advantage of this grant money in full; amounts could be \$6.99 to \$15.99 per month and can pay in advance or several years at a time.
- Don’t have the full Outlook package/software so using an app or desktop version and may run into additional problems with changing the emails – ex. Waste Mgmt’s site said we weren’t using a browser that they supported so wasn’t able to change the email on the account. – It is a monthly contract amount that should be able to be submitted as part of the WEC grant
- MRFD meeting – anything I should know? Per the Board members present, either did not attend or didn’t know about the meeting.

Next month regular monthly board meeting is scheduled for Thursday, November 17, 2022 at 5:30 p.m. with Special Electors Meeting and Budget Hearing before the regular meeting
Tentative regular monthly board meeting for December is scheduled for December 15, 2022 at 5:30 p.m.

Motion by Lambert, seconded by Zimmerman to adjourn at 7:33 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer