

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

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Thursday, September 22, 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 September 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: Jeff Lanz, Dan Neuenschwander, Fritz Wenger, Diane Elmer, Jim Skogstad, Phil Vosberg

Minutes of the August 17, 2022, 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)

None

Discussion/possible action on Right of Way permit for Utelco on Cty KK Coplien Rd

Utelco, dba TDS, emailed the completed town's right of way permit form for a fiber optic project on Coplien Rd / Cty Hwy KK and the information was presented to the Board for their review.

Motion by Spotts, seconded by Zimmermna to approve the Right of Way permit. Permit signed by Zimmerman. Clerk will scan and email a copy back to the appropriate party at Utelco.

Discussion/possible action on Driveway permit for Diane Elmer / Jim & Pamela Skogstad on W6763 Rothenbuehler Rd

Diane Elmer and Jim Skogstad were both present and explained the current driveway information and future plans for a driveway off of the current driveway. Recommendation by the Planning Commission is as follows per an email from the Planning Commission Chair, Phil Vosberg: The plan commission conducted a site visit related to this zoning permit for Diane Elmer. They are installing a new driveway to adjoin an existing shared driveway that adjoins Rothenbuhler Rd. We recommend the driveway permit be approved, installed according to driveway ordinance specifications, but no requirement for a culvert. We recommend the \$500 permit fee be required, but no requirement for the security deposit. Their driveway won't adjoin a town road.

Motion by Lambert, seconded by Spotts to approve the driveway permit request, with no culvert requirement, \$500 fee only. Permit signed by Zimmerman and check presented to Clerk at meeting.

Discussion/possible action on Cemetery guidelines / rules

Dan Neuenschwander present and Zimmerman passed along guidelines/rules that are to be discussed by Board. Discussion ensued of what other cemeteries have established. Articles not to impede with mowing operation by cemetery personnel. Dates of May 1st – October 15th for articles to be displayed. Will put on the website as well, when finalized.

Motion by Zimmerman, seconded by Spotts to approve the cemetery guidelines as discussed.

Spotts suggested to put signage at the entrance of the cemetery so all entrants would be aware of the guidelines and guide the to the website for reference.

Dan N also brought up the prospect of having a survey done. This was discussed several years ago and Todd Hasse was going to do it but no longer has time. Board will look into.

Discussion/possible action on request to Green County for access to county highways by ATV's/UTV's

Zimmerman had paperwork that was passed along from Diane Weckerly, to request the county provide access to county highways. Suggested county highways: N, J, and Y.

Motion by Spotts, seconded by Lambert to approve the request as stated pending paperwork to the County.

Discussion/possible action on updating Recycling Center signs

Zimmerman explained that we would be updating the large wood sign in the center of the fence, \$425, and smaller sign – sun faded, listing what we don't take and would need to go to Green County landfill, \$45.

Motion by Spotts, seconded by Zimmerman to approve the expenditure of the signs to update at the recycling center.

Discussion/possible action on Patrolman position

Zimmerman wants to move forward and actively recruit for the Patrolman position.

Suggested to send an email to our list of residents to see if anyone knows of someone interested.

Possibly put a sign up at the recycling center for possible candidates. Town of Wiota recently placed an ad for Patrolman, so could start building an ad with that information.

Need to work on a job description.

Don't post wage rate at this time.

Discussion/possible action on Broadband flyer in the tax bills

Clerk discussed the email from Green County Treasurer's information about the Broadband Committee asking to include a flyer in the tax bills.

Motion by Zimmerman, seconded by Lambert to approve the flyer to be included with the tax bills.

Discussion/possible action on Green County Treasurer tax collection agreement

Motion by Zimmerman, seconded by Spotts to approve the tax collection agreement as supplied by the Green County Treasurer's report. Signed by Town Chair and Town Treasurer and will be sent to Green County Treasurer's office tomorrow.

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

\$	7,667.85	in Checking	
	254,694.03	in General Savings	(includes ARPA both payments = \$130,521.68)
	305,144.89	in Tax Collection	
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\$	558,506.77	Total available	(\$427,985.09 without ARPA)

Motion by Spotts, seconded by Lambert, to pay the reviewed bills of \$19,177.79, accept the Treasurer's Report, and transfer \$14,500.00 from Tax Collection to Checking. Motion carried by voice vote. Revenues received since the August meeting were \$6,300.19.

Green County Board of Supervisors Town Representative Report

Nick Hartwig not present at meeting.

Planning Commission Report - Progress of Month's Business

Phil Vosberg present at meeting. No further business than what was discussed on the agenda.

Road/Maintenance – Progress of Month's Business

Iliff Road paving job – Eric Wild wasn't aware that the road was paved at 22', so will look into the discrepancy.

Call out list for the County, still need to address this. Per Board move Jeff down on order
Order for call out is to be: Ron, Duane, Chad, Mike, Jeff
Emailed Jami @ Green County Highway Department on 9/26/22.

Chairman's Report - Progress of Month's Business

Carol Mayer commented that will need to look at December holiday pickups – 12/23 & 12/30 instead.

Round Grove Road issue, is in communication with DNR contact, and urging resolution or -- and now being referred to another person. DOT owns the trail, the railroad commission owns the bridges, and the DNR leases the land – with no legal authority. DOT wants the bridge removed and the railroad commission is dragging their feet. The insurance company doesn't want to incur cost for replacing bridge and rebuilding the rail that had existed. If they don't act on it soon – with the possibility of snow and how to plow the road?? – do we pursue legal advice. Reaching out to contacts, including Marklein, to see if we can get it resolved.

Ryan Lindsay, building inspector with the City of Monroe, reached out to Duane to see if we needed his services as a building inspector.

WISLR packet to review with Jeff Lanz. Clerk asked for a copy before mailed and Clerk could mail it with stamps purchased for the town's use.

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.
- August Partisan Primary election recount resulted in the same candidate in Congressional District 2 winning
- November General Election – issues with absentee ballots printed wrong, that issue resolved, as of today another issue in Congressional District 2 has arisen
- Referendum is on the ballot for the Town of Monroe and the Green County Clerk's office is coordinating all the referendum information for the entire county to publish in the paper. They will send us a bill for our portion after they receive the amount.

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

Tentative regular monthly board meeting for November is scheduled for November 17, 2022 at 5:30 p.m. – will need to have Special Electors Meeting and Budget Hearing before the regular meeting

Motion by Lambert, seconded by Zimmerman to adjourn at 7:34 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer