

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

**TOWN OF MONROE**  
**N3302 Monroe Road, Monroe, WI**  
**Thursday, November 17, 2022 Monthly Business Meeting**

The meeting was brought to order by Chair, Duane Zimmerman at 7:00 p.m.

The Clerk verified that the open meeting notices were posted on November 15, 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: Joseph Najat, Kelly Wixom, Ryan Voegeli & Tanya Guntly

Minutes of the September 22 and October 20, 2022, regular monthly meetings were emailed to Town Board members and will be posted on the website upon approval at this meeting. Motion by Zimmerman, seconded by Lambert to accept the regular monthly meeting minutes.

**Public Input** (Limit of 5 minutes per person)

Kelly Schiefelbein-Wixom, new business development manager for Bug Tussel to introduce herself and have goodies to hand out. Left business cards and material on their services.

**Discussion/possible action on Land Division request from Talarczyk Land Surveys on behalf of Joseph Najat to divide property at W6365 Wald Rd**

Joseph Najat present to explain the property division and will share the land with his brother. Land is currently held in trust until the division is finalized. Motion by Spotts, seconded by Zimmerman to approve the land division request. Zimmerman signed the necessary county paperwork that was provided. Copies made by Clerk for the town and Joseph. Original back to Joseph to return to Talarczyk Land Surveyors.

**Discussion/possible action on Right of Way permit application from Bluebird Network for fiber optic line by Coplien Rd**

Zimmerman received an email request from Bluebird Network for Right of Way permit application for fiber optic line by Coplien Rd. Motion by Spotts, seconded by Lambert to approve the permit application. Zimmerman signed the form. The Clerk will scan and return to the necessary requestor.

**Discussion/possible action on Conditional Use Permit from R&T Blackcat Properties LLC, for land surrounding N3037 County N**

Ryan Voegeli present at the meeting and explained the change in the Conditional Use Permit and additional items needed for the County. He does not need to be zoned as Commercial which will allow the potential of a house to be built someday as well.

Motion by Spotts, seconded by Lambert to approve the Conditional Use Permit. Zimmerman signed the permit. Clerk made copies and returned the original for Ryan to submit to County Zoning.

**Discussion/possible action on DNR easement agreement for the trail temporary bypass at Round Grove Rd.**

Zimmerman – Jeff Lanz passed along that Dave Bischoff hasn't signed off for his section of property – concern whether stipulated if the DNR is going to pave it. Will put in culverts on both sides of road due to the slope – 12" culvert proposed and Jeff thinks a bigger one is needed. Ryan Voegeli said that he thought 12" may be okay on the north side but the south side should be bigger. Discussion expressed concern that the DNR

should be applying for driveway permits through the town. Zimmerman to contact DNR and discuss driveway permits (2) to be submitted on behalf of the property owners.

### **Discussion/possible action on speed limit reduction on Round Grove Rd**

DNR also asking to reduce the speed limit, suggested 45 mph, for trail safety. Yellow 45 mph is a suggested limit – rather than a white 45 mph. Jeff just wanted to post closer to the trail. Not sure what will go in the ground right now either.

Motion by Zimmerman, seconded by Spotts authorizing Jeff Lanz to put up yellow 45 mph trail crossing at each approach by the trail.

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

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

\$	5,023.10	in Checking
	267,794.93	in General Savings (includes ARPA both payments = \$130,521.68)
	<u>135,709.85</u>	in Tax Collection
\$	408,527.88	Total available (\$278,006.20 without ARPA)

Motion by Spotts, seconded by Lambert, to pay the reviewed bills of \$9,798.57, accept the Treasurer's Report, and transfer \$7,000.00 from General Savings to Checking. Motion carried by voice vote. Revenues received since the October meeting were \$2,422.23.

### **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.

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

Jeff Lanz not present at meeting. Relayed issues to Zimmerman that were discussed.

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

Call from Carol Mayer that light on top of pole at recycling center is burnt out so would need a facility with a boom truck to reach. Spotts will contact his electrician, who has boom truck, to replace.

Nick Hartwig asking for feedback on Zoning Committee regarding raising fees – looking to see if general fund would cover the 11% deficit or increase fees. Board agreed that the fees should cover the costs of the zoning department rather than cut into the general fund.

MRFD fire call for Round Grove Road should be billed to the DNR.

### **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 ballots printed wrong so had to remake over 50 ballots that day; 87 absentee ballots mailed out with 82 being returned for the election; 659 ballots cast; was thanked by a resident a couple days later at a school event saying that our service was appreciated and that I ran a tight ship.
- FusionFly has the new website and email up and running. The flyers were handed out at the November election with the new addresses. Will install the full Outlook package/software when it is determined that we qualify for the WEC security subgrant.
- Discuss Associated Appraisal Consultants information – get contract signed and talk about revaluation

- Discuss auditor email re: increase in cost
- Green County Hwy Dept matching funds for 2023 – has that form been completed yet? No
- WI Towns Association Green County Unit meeting is Wednesday, November 30<sup>th</sup> at 7 p.m.

Next month regular monthly board meeting is scheduled for Thursday, December 15, 2022 at 5:30 p.m.  
Tentative regular monthly board meeting for January is scheduled for January 19, 2023, with the Caucus being held first at 5:30 p.m.

Motion by Lambert, seconded by Zimmerman to adjourn at 8:07 p.m. Motion carried.

**Peggy Murphy, Clerk/Treasurer**