

**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 15, 2022 Monthly Business Meeting**

The meeting was brought to order by Chair, Duane Zimmerman at 5:30 p.m.

The Clerk verified that the open meeting notices were posted on December 14, 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, Jim Becker, Nick Hartwig, Phil Vosberg

Minutes of the November 17, 2022, regular monthly meeting were emailed 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.

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

None

**Discussion/possible action on Resolution for the ATV Club to represent the Town of Monroe to the County for suggested county highway ATV/UTV access**

Motion by Lambert, seconded by Zimmerman to approve the resolution presented by the ATV Club to represent and submit to the County, on the Town's behalf, for the suggested county highway ATV/UTV access. They will cover the fees associated with submitting the information on behalf of multiple municipalities. Resolution signed by Zimmerman and attested by Clerk/Treasurer. Clerk will scan and email to Lambert and he will return to the ATV Club that requested this information.

**Discussion/possible action on Revoking the combined position of Clerk and Treasurer**

Information was sent to the Board regarding the WI Election Commission and WI Towns Association information referencing WI state statute on revoking the combined position of Clerk and Treasurer.

"It would be too late to make this change at this point. Under state law, the town was required to provide a notice of Spring Election back on the fourth Tuesday in November stating which offices would be on the ballot. I assume your notice indicated that this would be a combined office. In the past, the WI Elections Commission has said you cannot make changes in the offices to be elected in April after that November date, if you want them to be effective for the spring election.

Also, it takes a town elector meeting to vote to separate the offices under s. 60.305, Wis. Stat., so when you do decide to this your board would need to call a special town elector meeting for this purpose under s. 60.12, Wis. Stat. or have it addressed at the annual meeting in April (and it will then be effective in April 2025)."

**Audit Bills for Payment:**

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

\$	9,051.82	in Checking	
	288,751.88	in General Savings	(includes ARPA both payments = \$130,521.68)
	135,709.85	in Tax Collection	
<hr/>			
\$	433,513.55	Total available	(\$302,991.87 without ARPA)

Motion by Spotts, seconded by Zimmerman, to pay the reviewed bills of \$20,912.98 (not authorized to pay G.C. Hwy Dept bill as it is more than the bid they gave us), accept the Treasurer's Report, and transfer \$14,000.00 from General Savings to Checking. Motion carried by voice vote. Revenues received since the November meeting were \$6,824.91.

Transfer the Tax Collection account balance to General Savings to clear that account for 2022. Need to wait until there is money in account from first tax bill payments for the next year, otherwise with a zero balance it may signal the bank to close the account.

Duane will talk to Eric at the County regarding the bid amount vs what was actually billed to us on the Green County Highway Dept bill.

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

Nick Hartwig present at the start of the meeting and had to leave, but no new information.

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

Phil Vosberg present at meeting.

Vera Cruz remodeling the former Monroe Den and assume no new driveway needed – correct.

Bridge issue, did this get resolved?? – DNR did nice job (per Jeff Lanz) put 15” culverts in and helped Dan Roeschli with his driveway. Everything is opened and signs are up. May still need some work next spring.

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

Gary Kleppe relayed to both Jeff and Zimmerman that he is only going to snowplow if it snows the night before the recycling center is open.

Call out list – need to revise as Ron doesn't want to be at the top of the list. Also need to contact Sheriff's Department as well!!! Chad to be on the top of the list for the winter!!

Stauffacher, whomever is plowing the church parking lot is the one pushing snow into the driveway – we aren't sure who it is but it is not the town of Monroe – Clerk to respond to him.

Buehler Rd and Benkert Rd starting to strip off, so contacted Scott Construction.

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

Nothing additional, have addressed all issues during the meeting

### **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.

- Tax levy information was filed online with the State of WI before the deadline of December 15<sup>th</sup>.
- Working on filing for the WEC security subgrant of \$1,200 before the deadline of December 31, 2022
- Green County Hwy Dept matching funds for 2023 – has that form been completed yet? No, so completed at meeting and Clerk will return to the county.
- Tax bill information was finalized last Friday but County Treasurer sent final reports on Tuesday and indicated that she thought the tax bills would be mailed that day as well.
- Resident of Town of Monroe has already reached out to me stating that her vacant land on View Point Drive was changed from Agriculture to Residential – why?? – and raised her taxes by over \$400. I replied to her with the new assessor copied and asked him to look into this as we haven't been made aware of any reassessments – resident indicated that she was reassessed but her neighbors weren't.
- Tax bills in the City of Monroe – residents are very frustrated with how much their taxes went up, as that is not what was indicated by the School District of Monroe. The Town of Monroe went up about 12%. Electors at the school board meeting did not approve the proposed site. Equalized values increased by State of WI more than expected, school district rate is not based on the same amount as the municipality is calculated, per school board member that was present at the meeting.
- Clarify with Ron N. regarding the county highway access question he had? Zimmerman will respond after the discussion at tonight's meeting
- Jeff Stauffacher website email resolved re: plowing on Old Argyle Road? Addressed previously
- Green County Clerk sent out an email on Monday stating that the Deputy Clerk was no longer with the Clerk's office

Next month regular monthly board meeting is scheduled for Thursday, January 19, 2023, starting with the Caucus at 5:30 p.m.

Tentative regular monthly board meeting for February is scheduled for February 23, 2023 at 5:30 p.m.

Motion by Zimmerman, seconded by Spotts to adjourn at 7:06 p.m. Motion carried.

**Peggy Murphy, Clerk/Treasurer**