

**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 22, 2023, 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 June 20, 2023, 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, Dave Meister, Mike & Lynn Molinaro, Marc Blanc, Jim Davidson, Lance McNaughton

Minutes of the May 18, 2023, regular monthly meeting were emailed 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.

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

None

**Discussion/possible action on potential of Sunset Hills Subdivision road maintenance to be assumed by the Town of Monroe**

Dave Meister was present at the meeting to update the Board. Marilyn Bahe, last survivor of the Bahe Trust has passed away. Dave is trying to transition out of trust and have a committee of landowners that will take over the items needed to be done to have road taken over by Town of Monroe.

Rec'd 2 quotes for road repairs – includes 625' easement

A question that was posed: if resurface road and homeowners can't afford or don't want to participate, can it be put on the tax bill? Per Board, no as this is still a private road so they need to make a commitment to pay the contractors. Per Lance McNaughton, attorney for the association, since this is a private road, there is no legal obligation for the town to step in and assess tax bills for this expense. What is the guarantee for the homeowners to invest the money in having the road repaired and ensure not to have the Board change their mind and not approve taking over the responsibility of maintaining the road? Per Lambert, the motion will be in the meeting minutes for any future record, in the case of the Board being different at the time of the final completion. Per Dave M – won't be this year, as the GCHwy Dept needed an answer by tomorrow to get on schedule this year.

Spotts questioned if it is okay for a town to take over an easement??

Future direction:

Have town lawyer look at deed for permanent easement

If not acceptable, landowners may need to get appraisal

Board is looking to the estate for payment in order to reimburse the Town of Monroe – Spotts suggested that all payments from landowners should be paid to the estate.

**Discussion/possible action on easement to Sunset Hills subdivision**

Per Zimmerman, spoke with WI Towns Association, and the town has no authority between landowner and subdivision.

Novak's property has the easement, so wouldn't he need to be part of the agreement, even though he isn't part of the subdivision? Spotts asked how long is the easement-for what duration of time? It is a permanent easement per Dave Meister. Any future property sale would include that easement as well.

66 x 125??? – 625' easement

Covenant covers maintenance within the subdivision only – not the easement

Deed would cover the maintenance

Novak to be paid for taking that 625' away from him?? – would change tax bill as well??? – has Richard already been paid for this from Burnett Bahe?? The trust would need to initiate what type of compensation

Dave Meister supplied the deed which stated the permanent easement. Referred to as Right of Way easement.

Town of Monroe Board – to have lawyer (Consigny Law Firm) review deed document.

### **Discussion/possible action on Right of Way permit application from TDS Metrocom for fiberoptics on W5032 State Road 59, Monroe**

Motion by Zimmerman, seconded by Spotts to approve Right of Way permit from TDS Metrocom.

Zimmerman signed form. Clerk will scan and email copy to requestor.

### **Discussion/possible action on CD rates for township funds**

Board reviewed the different CD rates from several different financial institutions.

Motion by Spotts, seconded by Lambert to invest town money in CDs on a rotating basis (12 mos and 6 mos basis). Money will be taken out of Tax Collection account to supplement the CDs.

The Bank of New Glarus was chosen for ease of setup to initially start with \$100,000 for 12 mos and if the 6 mos rate is over 5%, put \$50,000 for 6 mos.

If the 6 mos. rate is not over 5%, then the \$50,000 for 6 mos. should be invested with Woodford State Bank.

Signers will be Peggy Murphy, Clerk/Treasurer and Chad Spotts, Supervisor 1.

What documents do they need? Will need to provide meeting minutes, EIN, and if not a customer at the bank already will need a copy of the signers driver's license and social security number.

### **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 Spotts to approve license renewal applications that have been received upon payment from each entity.

### **Discussion/possible action on the auditor's report from Benning Group for Town of Monroe 2022 financial**

Adjusting entries for 2022 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.

Tabled until July meeting based on further review by the Board, as they want a few more answers on the Balance Equity line items.

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

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

\$ 5,249.01	in Checking	
282,634.53	in General Savings	(includes ARPA both payments = \$130,521.68)
225,984.54	in Tax Collection	
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\$ 513,868.08	Total available	(\$383,346.40 without ARPA)

Motion by Spotts, seconded by Lambert, to pay the reviewed bills of \$49,227.63, accept the Treasurer's Report, and transfer \$47,00.00 from General Savings to Checking. Motion carried by voice vote. Revenues received since the May meeting were \$3,404.40.

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

Nick Hartwig not present.

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

Phil Vosberg not present. No additional business to discuss at this time.

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

Karl from Scott Construction will be here next week for work on Benkert Rd and Buehler Rd. It has been mowed already so ready for them.

Jeff will be on vacation from Sunday 6/25 to Sunday 7/2.

Next time mow – probably July – can Jeff use Mike L's boom mower (about 2 hours)? Yes, Lambert will note that Jeff would like to use this equipment.

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

Green County Board of Supervisors approved all of County Road N, so all county roads are open for our township.

Jeff and Zimmerman put up ATV signs on town roads, so all are now posted.

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

ARPA update: total allocation is \$130,521.69. Still working on the NEU and SAMS number.

- Thursday, July 13<sup>th</sup> is next MRFD meeting
- Two fireworks permits signed and returned so far. It is homeowners responsibility to notify the Green County Sheriff's Department.

Next month regular monthly board meeting for July is scheduled for Tuesday, July 18, 2023 at 1:30 p.m.

**\*\* this is a change from last month \*\***

Tentative regular monthly board meeting for August is scheduled for Thursday, August 17, 2023 at 5:30 p.m.

Motion by Zimmerman, seconded by Spotts to adjourn at 6:58 p.m. Motion carried.

**Peggy Murphy, Clerk/Treasurer**