

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

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Tuesday, July 18, 2023, Monthly Business Meeting

The meeting was brought to order by Chair, Duane Zimmerman at 1:30 p.m.

The Clerk verified that the open meeting notices were posted on July 17, 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, Dennis Burkeland, Todd Hasse, Werner Vogel

Minutes of the June 22, 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 Land Division for Dennis & Debra Stoneback located at the intersection of Hwy 81 & Iliff Road

Todd Hasse with Hasse Surveying in attendance with map of the land division for Dennis & Debra Stoneback.

Motion by Spotts, seconded by Lambert to approve land division request.

Zimmerman signed paperwork and Clerk made copy of form.

Discussion/possible action on Driveway Permit request for Dennis Burkeland, N3327 Joy Del Road, making changes to his existing driveway

Planning Commission did a site visit on 7/15 and homeowner wasn't sure which direction he may go – depending on if a new driveway would be made or just change the existing driveway. Dennis Burkeland in attendance and dropped off driveway permit information yesterday. \$500 permit fee doesn't apply as it is an existing driveway. Extending culvert and widening the driveable surface of the existing driveway.

Security deposit of \$1,500 still to be collected. Homeowner will drop check off next week when Clerk is back in town.

Motion by Spotts, seconded by Lambert to approve driveway permit, pending payment of \$1,500 and waive the \$500 driveway fee due to this being a revision to the existing driveway.

Discussion/possible action on Driveway Permit request for Jeff & Rick Maliszewski, Old Argyle Road (west of YMCA) for new construction

Planning Commission did a site visit on 7/15. Jeff dropped off the permit and check prior to the meeting.

Motion by Lambert, seconded by Zimmerman to approve the driveway permit for Maliszewski's.

Will mail copy of approved form back to them.

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.

On 7/18 Tyler @ Benning Group explained the Board questions as follows: "Bucket" for net income rolling into that account; carries over from all the other years; Net Income line is current year activity. Look at auditor report at the end of the year for a clear picture of what was audited.

Where does the truck & MRFD assets show on balance sheet? For reporting purposes to the state, don't need a detailed balance sheet to show each asset(s).

Motion by Spotts, seconded by Lambert to approve audit from Benning Group for 2022.

Audit Bills for Payment:

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

\$ 6,695.43	in Checking	
265,605.38	in General Savings (includes ARPA both payments = \$130,521.68)	
76,039.19	in Tax Collection	
100,000.00	in CD at New Glarus Bank	
<u>50,000.00</u>	in CD at Woodford State Bank	
\$ 498,340.00	Total available	(\$367,818.32 without ARPA)

Motion by Spotts, seconded by Lambert, to pay the reviewed bills of \$5,798.69, accept the Treasurer's Report, and transfer \$1,000.00 from General Savings to Checking. Motion carried by voice vote. Revenues received since the June meeting were \$3,361.13.

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

Crack filling was almost double what was quoted but did a great job on the roads.

Jeff Lanz submitted his resignation as of September 1, 2023. Will stay and do mowing for the future.

Thank you from the Board and residents on a wonderful job done and service to the Town of Monroe. We are willing to take any hours that Jeff is willing to give in the future.

Chairman's Report - Progress of Month's Business

Ryan Lindsey communication regarding the current building inspector. Chair has a personal conflict of interest so is declining to comment on the situation.

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

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

- Associated Appraisal Consultants sent certified mail a non-renewal of existing contract; will provide a new contract proposal by 7/31/23 for review and consideration
- MRFD update on officers next meeting is Thursday, October 12 at 6 p.m.
- Septic System maintenance due 8/1/23 – do we need pumped yet or just reported? Just reported.

Next month regular monthly board meeting for August is scheduled for Thursday, August 24, 2023 at 1:30 p.m.

Tentative regular monthly board meeting for September is scheduled for Thursday, September 21, 2023 at 1:30 p.m.

Motion by Lambert, seconded by Zimmerman to adjourn at 2:26 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer