

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

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Thursday, August 24, 2023, Monthly Business Meeting

The meeting was brought to order by Supervisor 1, Chad Spotts at 1:30 p.m.

The Clerk verified that the open meeting notices were posted on August 22, 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: Chad Spotts, Mike Lambert

Board member absent: Duane Zimmerman

Clerk/Treasurer present: Peggy Murphy

Other attendees: Ty Cook, Kris Hasse, Rodney Figueroa, Daren Neuenschwander, Dennis & Angela Burkeland, Jesse Duff representing Fehr Graham

Minutes of the July 17, 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)

Kris Hasse asked about land purchase next to their current land. Do they need a permit for adding culverts and improving current driveway? No, Board is okay with them using current driveways.

Discussion/possible action on Land Division for Scott & Vickie Denure at 1219 4th Street North and Timothy & Samantha Lucas at 1223 4th Street North

Kris Hasse representing Hasse Surveying, LLC with CSM's discussing the land division as noted on the map provided, described the land division.

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

Paperwork signed by Chad Spotts.

Discussion/possible action on Annexation of land listed above from the Town of Monroe to the City of Monroe

Kris Hasse representing Hasse Surveying, LLC with CSM's discussing the land division as noted on the map provided, described the annexation of land to the City of Monroe.

Motion by Spotts, seconded by Lambert for the annexation to the City of Monroe.

Paperwork signed by Peggy Murphy, Clerk.

Discussion/possible action on Land Division for Whitetail Grove Properties, LLC at the intersection of Round Grove Road and Goepfert Road

Kris Hasse representing Hasse Surveying, LLC with discussing the land division as noted on the map that was provided and reconfiguring the house property area.

Motion by Lambert, seconded by Spotts for the land division permit.

Spotts signed form.

Discussion/possible action on Driveway Permit request for Syntayehu (Ty) Cook, new construction on Lancaster Lane which is currently a private road

Planning Commission has inspected and recommended approval.

Motion by Lambert, seconded by Spotts to approve the driveway permit. The amount due and paid is \$500 for the road fee, as this is a private road.

Spotts signed form.

Discussion/possible action on driveway permit for Dennis Burkeland putting in a second driveway at N3327 Joy Del Road

Dennis & Kathy Burkeland present and discussed sketch with Board regarding a second driveway.

Planning Commission met at the Burkeland's prior to last month's meeting and the suggestion was made about the second driveway in case their initial solution to join the current driveway doesn't work out for their situation.

Motion by Lambert, seconded by Spotts to approve the permit as stated.

The \$2,000 will be due after securing a contractor to put in the driveway. This may not happen this year yet, but the amount due is to be submitted before the contractor starts working.

Discussion/possible action on CSM from Fehr Graham on B & S Ltd property

Jesse Duff from Fehr Graham and Rodney Figueroa from School District of Monroe were present.

Discussed the CSM and several questions were answered about the land affected and the progress of the new high school site.

Motion by Spotts, seconded by Lambert to approve the CSM as presented.

Official cardstock will be printed in the future for Duane Zimmerman's signature as the Chair. This will be done before the September 13th City of Monroe meeting.

Discussion/possible action on Election Training provided by Green County Clerk's office for poll workers

Motion by Spotts, seconded by Lambert to approve paying for the election training offered by the Green County Clerk's office for three election workers at the Town of Monroe.

Discussion/possible action on Driveway Permit request for Daren Neuenschwander at N2715 Youth Cabin Rd for ag access for his renter

Daren is present

Planning Commission inspected area and recommends approval.

Motion by Spotts, seconded by Lambert to approve driveway permit. Security deposit of \$1,500 is all that is needed for an Ag driveway.

Spotts signed form.

Audit Bills for Payment:

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

\$ 2,993.70	in Checking	
269,458.57	in General Savings	(includes ARPA both payments = \$130,521.68)
157,002.54	in Tax Collection	
100,000.00	in CD at New Glarus Bank	
50,000.00	in CD at Woodford State Bank	
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\$ 579,454.81	Total available	(\$448,933.13 without ARPA)

Motion by Spotts, seconded by Lambert, to pay the reviewed bills of \$51,541.47, accept the Treasurer's Report, and transfer \$51,000.00 from General Savings to Checking. Motion carried by voice vote. Revenues received since the July meeting were \$2,363.10.

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

Jeff Lanz not present.

Chairman's Report - Progress of Month's Business

Zimmerman sent an email about items to be discussed at this meeting, as follows:

I met with Dan Neuenschwander at the cemetery on Friday to find out the situation with the tree problem that was the subject of an email recently. It is a walnut tree that grows up out of a grave at the southwest corner that should be removed. The problem is that there are a number of other gravestones surrounding the tree so there is no way to drop it without breaking stuff. I would recommend that we hire a tree service that could

remove it in pieces. There is also another tree right next to it, a huge old pine tree, that is dead and should be taken down. This one could be dropped towards the field behind the cemetery.

Can talk about when Duane returns.

Hate to be thinking snow but wondering if Chad and Mike would be considering snowplowing again this coming season plus needing to make contact with others that have helped us with snow last year.

Mike to see about another PT person – proposed salaried person, 30 hours/week – maybe more or less depending on what type of winter we have.

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 in June for non-renewal of existing contract; will provide a new contract proposal by 7/31/23 for review and consideration – Board wants exterior assessment only!! Will get back to Mark Brown at Associated that we want an external reevaluation to discuss at next month's meeting
- MRFD next meeting is Thursday, October 12 at 6 p.m.
- Have Dan Neuenschwander mow Iliff Cemetery as well for future?? Ask to see if interested?? Chad may have his nephew's available as well.
- Green County Clerk's office has received an election subgrant to assist with the cost of new absentee ballot envelopes for elections starting next year. If we would like to have preprinted return addresses appear on the envelopes, the cost would be \$30 for a one time expense for the setup of printing. Is this okay to do? Would be able to include this expense in the budget going forward as well.
- Election worker training coordinated by Green County Clerk's office to be held on 9/12 in Albany. Have three election workers attending this training.
- Date of sale for 2000 truck? Jeff may know ballpark – October 2021, to report back to Rural Mutual Ins.

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

Tentative regular monthly board meeting for October is scheduled for Thursday, October 19, 2023 at 1:30 p.m.

Motion by Lambert, seconded by Spotts to adjourn at 3:08 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer