

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

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Thursday, March 21, 2024, 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 March 18, 2024, 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 Davidson, Cory Ritterbusch, Jacob Nelson, Rodney Figueroa, Phil Vosberg

Minutes of the February 22, 2024, 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 Zimmerman to accept the regular monthly meeting minutes.

Public Input (Limit of 5 minutes per person)

None

Discussion/possible action on Sunset Hills Ag Committee proposal for Town of Monroe to take over Sunset Hills subdivision roads

Jim Davidson present representing the architectural group for Sunset Hills subdivision.

The Town of Monroe taking over the Sunset Hills subdivision roads was previously brought before the Board by Dave Meister in June 2023, and he has been released from responsibility of this subdivision.

Jim provided updated quotes from Green County Hwy Department.

The group is in the process of collecting money from landowners to pay the township to cover the updated estimate cost.

Easement concern – has attached snippets that the town’s attorney wouldn’t create a legal issue.

Which or both of the updated quote would be acceptable to the Town of Monroe to satisfy the road ordinance requirements?

Quick claim deed was also included in the quotes provided, that states that the landowners own the property to the middle of the road as was needed for the trust to be satisfied and be in compliance with the Town’s road ordinance.

G.C. Hwy Dept could get started on road in the July / August timeframe, if approved by the board.

In Sunset Hills subdivision, 9 homes currently and 3 outside of the subdivision per the quick claim deeds that currently own the road. This meets the requirements from back in 2023.

Per Jeff Lanz, the first quote is the better than (fill and seal) the second quote. He would like to watch the process to ensure that the hwy dept is filling it properly. Per Spotts, the hwy dept typically comes in 10 – 20% above their quotes.

Jeff also asked about additional signage. Do they need any additional stop signs or speed limit signs. Jim doesn’t see a problem currently with having lived there for the last 3 years.

Motion by Lambert, seconded by Spotts to approve the Hwy Department quote and that all pending funds are in by July 1st. The amount of \$60,000 is due to the Town of Monroe to cover work order #2026-24, and upon completion of the Green County Hwy Department of the road, the town will take over the road and maintain it in the future. After the counties work is completed and billed, and reviewed by the Town Board for approval, any excess collected will be returned to Sunset Hills subdivision.

Discussion/possible action on Comprehensive Plan from Southwest Regional Planning Commission

Kory and Jacob present from SW Regional Planning Commission.

Last Comprehensive Plan for the Town of Monroe was done in 2005, provided with data about township. Provided maps and included proposed land use as well.

Per Phil Vosberg, is there a specific requirement from the state to update? Per Kory, it is encouraged but not required. Per Phil, should we do a specific item or a complete update. Per Kory, would hold a workshop to talk about any changes, what are the trends? Solar / wind farms? ATV/UTV type of tourism? And from this workshop would start to implement any additional information needed.

30 day public notice/hearing – no matter what you do

Cost would depend on how many items would need to be addressed....complete update would be \$20k but most recent updates are from \$1k - \$5k.

Things to think about are the shared services with the City of Monroe, additional subdivisions requesting taking over their roads, land use, impacts of solar/wind farms, ATV/UTV activity picking up.

Vosberg question – re airport and city regulations of having a say in what happens in the 1 ½ miles surrounding the airport.

Discussion/possible action on Security deposit refund for Lambert Properties on Youth Cabin Road issued in 2021

Per Phil Vosberg the Planning Commission conducted a site visit and recommends security deposit refund.

Motion by Spotts, seconded by Zimmerman to approve security deposit refund.

Discussion/possible action on remaining Security deposit refund for Brett & Shelly Ritschard on N3233 Monroe Sylvester Road

Per Board, Scott Olson from Olson Logging had cold patched the entire road as his trucks also damaged part of the road with his logging company.

Motion by Zimmerman, seconded by Lambert to issue the remaining \$500 refund.

Clerk will put on bills to be paid for next month.

Per Spotts, Clerk is to review a list of any back dated security deposit refunds that should be refunded and get it taken care of at the next meeting *** Clerk will compile a list to be reviewed by the Planning Commission at the April or May meeting.

Discussion/possible action on Driveway Permit for School District of Monroe on County Hwy KK

Driveway permit submitted by the School District of Monroe

Phil Vosberg from Planning Commission – conducted a site visit and the design requirements proposed exceeds the town's road ordinance . Road fee of \$500 is all that is needed

Per Rod Figueroa, will have 25 mph speed limit; County Hwy Dept did approve; Driveway permit from Town of Sylvester – approved at their March meeting. As construction continues with B&S property this is now considered a private driveway and maintenance done by the school district.

Motion by Lambert, seconded by Spotts to approve the driveway permit as submitted. Clerk made a copy and noted the check # and amount on the permit.

Discussion/possible action on Small Bridge / Culvert Program, Phase 1 requirement of the Town choosing who will conduct inventory

Per Zimmerman – Delmore Consulting has sent information on their services

Per Jeff Lanz, has completed the location and information requested for Phase 1 of this program.

Motion by Zimmerman, seconded by Spotts to conduct inventory with our own staff. Clerk will send form to county highway department and WTA by April 15, 2024.

Discussion/possible action on Agricultural Road Improvement Program (ARIP) application

Per Zimmerman, with the upcoming April 5th deadline for the first round of applications, due to the amount of work involved, doesn't feel that the information could be gathered to meet this deadline. Second round later in the year may be more feasible.

Audit Bills for Payment:

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

\$ 7,824.52	in Checking	
144,771.93	in General Savings (includes ARPA both payments = \$130,521.68)	
198,903.25	in Tax Collection	
100,000.00	in CD at New Glarus Bank	
50,997.26	in CD at Woodford State Bank	
100,000.00	in CD at New Glarus Bank	
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\$ 602,496.96	Total available	(\$471,975.28 without ARPA)

Motion by Spotts, seconded by Lambert, to pay the reviewed bills of \$66,494.34, accept the Treasurer's Report, and transfer a total of \$61,500 from Tax Collection to Checking. Motion carried by voice vote. Revenues received since the February meeting were \$4,940.97.

Green County Board of Supervisors Town Representative Report

Nick Hartwig not present.

Planning Commission Report - Progress of Month's Business

Phil Vosberg present.

Nothing further than what has already been discussed during the regular meeting.

Road/Maintenance – Progress of Month's Business

Town of Spring Grove has the same grater as we do and they are going to junk it, were we interested in parts? Board would need to look at it and discuss if it is a good investment.

Grappel bucket for tractor? Can we still get it? Per Lambert, yes that should be something we can still get. Takes about 2 to 3 weeks to receive.

Road bids. Green County Hwy Dept has their bids done. Scott Construction isn't able to come anywhere close to what the hwy department is able to offer. Possibly week after Easter Board will get together to review the road bid information.

Chairman's Report - Progress of Month's Business

Waiting to hear back from Eric Wilde for road cost for summer...asking for 50/50; looking for overlay to fix road

Havens Tree Care aiming for tree removal at cemetery should be early to mid April. Need to get them a W-9 form.

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

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

- MRFD next meeting is Thursday, April 18, 2024 at 6 p.m.
- Next election is April 2nd. Absentee ballots were sent and continue to be sent as requests come in and in-person absentee voting continues. Poll worker schedule setup already and election equipment testing and PVNH voting on 3/28.
- Shared Revenue update
- OB and BOR dates from Aaron @ Associated Appr

- Shared Revenue update re: Maintenance of Effort Requirement and penalty of 15% if not in compliance

Next month's board meeting for April is the annual meeting and is scheduled for Tuesday, April 16, 2024 at 5:30 p.m., for the annual town board meeting.

Following month's regular monthly board meeting for May is tentatively scheduled for Thursday, May 16, 2024 at 1:30 p.m., for the regular town board meeting.

Motion by Lambert, seconded by Zimmerman to adjourn at 3:28 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer