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

TOWN OF MONROE
N3302 Monroe Road, Monroe, WI
Thursday, May 21, 2026, Monthly Business Meeting

The meeting was brought to order by Chair, Duane Zimmerman at 4:30 p.m.

The Clerk verified that the open meeting notices were posted on May 19, 2026, on the Town of Monroe website, at the Monroe Town Hall and Recycling Center.

Board members present: Duane Zimmerman, Chad Spotts

Board members absent: Mike Lambert

Clerk present: Peggy Murphy

Treasurer present: Alicia Kubly

Other attendees: Todd Hasse, Jim Doyle, James Baker

Minutes of April 21, 2026, 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 Driveway Permit application from Eldon Homes LLC, for Lot 3 of Lancaster Lane

Permit application supplied ahead of meeting but no representative available to attend meeting.

Motion by Spotts, seconded by Zimmerman to approve driveway permit application for Lot 3 of Lancaster Lane. Clerk will email signed copy to Eldon Homes contact.

Payment of $500 for a road fee will still need to be paid.

Discussion/possible action on Right of Way Permit application from TDS Telecom, 13th Street and 31st Avenue

Right of Way permit application emailed to Clerk ahead of the monthly meeting. No representative available to attend meeting.

Motion by Spotts, seconded by Zimmerman to approve the right of way permit application from Utelco / TDS Telecom. Zimmerman signed form and Clerk made copy for town records. Clerk will email signed copy to TDS representative.

Discussion/possible action on Land Division from Hasse Surveying and Rust & Timber LLC, N3189 County Rd N

Todd Hasse from Hasse Surveying was present and handed out plot plan and explain that it will be rezoned as Commercial on the outlined area, Lot 1. Motion by Spotts, seconded by Zimmerman to approve the land division and rezone Lot 1 to Commercial. Zimmerman signed applicable form and Clerk made copy for town records.

Motion by Zimmerman, seconded by Spotts to approve the county entrance permit form as provided by Rust & Timber LLC via email. Zimmerman signed applicable form and Clerk made copy for town records.

Discussion/possible action on Driveway Permit application from Rust & Timber LLC, 800’ south of Hwy 81 off County Rd N

Motion by Spotts, seconded by Zimmerman to approve the driveway permit request. Rust & Timber LLC provided check for access onto County Trunk highway as well.

Discussion/possible action on Driveway Permit extension from WI Power and Light Company, Utility Lane

Email from Terry Daugherty to request extension on original driveway permit form approved on 9/25/25.

Motion by Spotts, seconded by Zimmerman to approve the driveway permit extension from 9/25/26 to 9/25/27.

Zimmerman signed driveway permit form and Clerk will email copy to WI Power and Light representative.

Discussion/possible action on Land Division from Talarczyk Surveys, W6365 Wald Rd

James Baker representing Talarczyk Surveys present and handed out certified survey map. These lots pre – dated the current land division, so need to list these lots with a certified survey map in order to be able to sell them in the future, if desired. Private drive along Wald Rd currently has five houses and the roadway easement is part of the existing lots.

Motion by Zimmerman, seconded by Spotts to approve the request for Joseph Najat properties Certified Survey Map Land Division. Zimmerman signed applicable form and Clerk made copy for town records.

Discussion/possible action on Town of Clarno snowplowing bill rate

Motion by Spotts, seconded by Zimmerman to increase snow plow billing rate to $80 per trip.

The 2025-26 snow plow season bill will be created and invoiced at the higher rate.

Discussion/possible action on the Town of Monroe 2025 financials and Form CT prepared and submitted by JT McIntosh Accounting Services

Tabled until next month when all board members are present.

Audit Bills for Payment:

The Treasurer's Report was given by the Treasurer:

$ 6,861.46	in Checking
525,997.01	in General Savings
$ 532,858.47	Total available

Motion by Zimmerman, seconded by Spotts, to pay the reviewed bills of $9,871.51, accept the Treasurer's Report, and transfer $13,500 from general savings to checking for this month. Motion carried by voice vote. Revenues received since the April meeting were $156.52.

Monroe Rural Fire District Report

July 15, 2026 at 6 p.m. is the next meeting.

Alicia is working on getting familiar with their Quickbooks system.

Planning Commission Report - Progress of Month's Business

Phil Vosberg not present. No additional items to be discussed.

Road/Maintenance – Progress of Month's Business

Jim reported that no major items. Several trees down, so cleared them off roads. Small patch spots completed. Will start mowing next week. Picked up signs from Cty Hwy Dept for Iliff Rd and Vogel Rd. Culvert review with Jeff L to see if they can be fixed or need to be replaced.

Chairman's Report - Progress of Month's Business

Straw erosion barriers on Pond View Rd

Looking to contact Payne & Nolan for estimate on Monroe Sylvester Road – will set up a site visit and review what needs to be done.

Clerk's Report – Progress of Month's Business

- Next WTA Green County Unit meeting, 5/27/26 at 7 p.m.
- Waiting for liquor license renewals to be received – have 1 out of 3 returned

Next month's board meeting for June, meeting scheduled for June 18, 2026 at 1:30 p.m.

Following month's regular monthly board meeting for July 2026, meeting scheduled for July 16, 2026 at 1:30 p.m.

Looking ahead to August 2026, meeting tentatively scheduled for August 20, 2026 at 1:30 p.m.

Motion by Zimmerman, seconded by Spotts to adjourn at 5:32 p.m. Motion carried.

Peggy Murphy, Clerk