

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 20, 2021 Monthly Business Meeting

The meeting was brought to order by Chair Duane Zimmerman at 5:32 p.m.

The Clerk verified that the open meeting notices were posted on May 17, 2021, 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, Nick Hartwig, Kim Wilhite, Karen Sutter, Alex Sutter, Mitchell Rowe, Phil Vosberg,

Minutes of the April 2, 2021, annual and regular monthly meetings were sent to Town Board members and will be posted on the website upon approval at this meeting. Motion by Lambert, seconded by Spotts to accept the regular monthly meeting minutes. Motion carried by voice vote.

Public Input (Limit of 5 minutes per person)

Karen Sutter present to discuss a concern regarding fenceline issue. Alex Sutter spoke to the Board on Karen's behalf.

Dispute with fence line with neighbor, 9 years ago resolved with signed document. Would not take the fence out – only repair the fence. Only responsible for ½ but Karen put up the entire fence at her expense. Took ¾ of posts out and sections of fence. Hasse Surveying map from 2012 was supplied to review. Tried contacting him and said he didn't know who took it out. A neighbors drone tells another story.

Spotts recommended to start with contacting Sheriff's Department as we aren't sure what the Board can legally do with a fence dispute between neighbors. Be sure to mention that she put the fence in herself, which is illegal for the neighbor to take down, as it is her property. Can talk to WTA to see what they recommend. The law has always been that the fence line is the border. Let us know what the Sheriff's Department

Discussion/possible action on 2021 Road Work Bids from Scott Construction

Motion by Spotts, seconded by Lambert to approve road work bids from Scott Construction.

Did some crack filling on Aebly Road. Next couple weeks to do seal coating.

Discussion/possible action on 2021 Road Work Bids from Green County Hwy Department

Motion by Spotts, seconded by Lambert to approve road work bids from Green County Hwy Department on: Rufenacht Road gravel and base; doing culvert on Aebly next week – will close road for several hours.

Discussion/possible action on Auditor's report from Benning Group for Town of Monroe 2020 financial

Table this item until adjusting entries are made and the balance sheet is reviewed by Benning Group

Discussion/possible action on new plow truck – review equipment list and quotes

Lambert – New truck from Lakeside International has held a spot, September delivery, quote for \$178,000. Base warranty – 24 mos with engine. To hold truck we would just need a signature but not any money down, until delivery. This will replace the International.

Existing 2008 Sterling snow plow, hope to get another 5-6 years – pretty solid per Jeff L.

Town of Jefferson has a 2002 Sterling plow that would sell to us outright for \$30,000, and would need another \$5,000 to get it on the road.

Motion by Lambert, seconded by Spotts to move forward with the purchase of a new truck from Lakeside International. Board should review warranty to ensure it entails all that we are looking for and can be done at a later date.

Consider getting the International up to date and then put on WI Surplus this summer to have townships review when they start to consider their needs for the winter season.

Discussion/possible action on security deposit refund for Scott & Kim Wilhite, W6714 Lightning Ridge Road

Kim Wilhite present at the meeting.

Phil discussed that the occupancy permit had been issued by the building inspector. Kim's position was that if a variance isn't granted she will pursue legal action against the building inspector. The driveway contractor also had a copy of the ordinance and has done driveways within the township previously so should have known.

Motion by Spotts, seconded by Zimmerman to grant a variance for the driveway width due to the building inspector not following the requirements for the driveway ordinance.

Board would like to review the contract with Scott Jelle to see how long it is.

Discussion/possible action on Town of Clarno snowplow bill for 2020-21 winter plowing season

Snowplowing the Carney subdivision – plow and salt.

Motion by Spotts, seconded by Lambert to keep the trip rate at \$65 per trip with 26 trips

Discussion/possible action on Badger State Ethanol expansion for solar farm

Mike Olsen ended up with a conflict for tonight's meetings and is not able to attend. Table this item until we hear back from Mike Olsen.

Discussion/possible action on security deposit refund for Matt & Melissa Erdley, W5505 Center Road

Phil explained that their driveway is only 12' wide of asphalt. Erdley's know that it has never met road ordinance requirements. The base is slightly larger than 12'.

Motion by Lambert, seconded by Spotts to grant a variance for the driveway width not meeting the ordinance requirements.

Consistent with the lack of the building inspector not inspecting the driveway thoroughly and issuing the occupancy permit anyways.

Audit Bills for Payment:

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

\$	6,573.06	in Checking
	122,377.46	in General Savings
	103,585.76	in Tax Collection
	70,710.40	in Truck & Equipment
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\$	303,246.68	Total available

Motion by Spotts, seconded by Lambert, to pay the audited bills of \$27,045.07 accept the Treasurer's Report, and transfer \$24,000.00 from General Savings to Checking. Motion carried by voice vote. Revenues received since the April meeting were \$3,221.45.

Planning Commission Report - Progress of Month's Business

Nothing further

Road/Maintenance – Progress of Month's Business

Gutzmer Road – Jesse Hall cross culvert has blocked culvert again-water flows directly through his pasture to the shed; several years ago town had to clean up the ditch/culvert because the water was running across the road

Garage door – Lambert will contact Janesville Door and Bruni Miller to pursue getting it fixed

Patching for about a week – 7 ton of blacktop used

Mower ready to go and will start mowing ditches the Monday after Memorial Day.

Call out list – Todd Hasse said he wouldn't mind staying on list. If he is needed, those on the call out list will contact Todd directly.

Nick Hartwig makeshift temporary field driveway from Joy Del Road dumped wood chips to get into field from County Y. Spoke briefly with Phil regarding putting in a culvert if needed; would like a driveway permit completed (fee waived for field driveway) and have Planning Commission look at it to ensure that a culvert isn't needed.

Chairman's Report - Progress of Month's Business

WTA spring workshops last week – good educational experience

Motion by Spotts, seconded by Lambert to have Duane Zimmerman be a backup for the recycling center.

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

Ron Bowen, owner of Sir Buks and The Ravine, is in the process of selling his establishments.

Paperwork not submitted to the Clerk within the required 15 days or more before this meeting, so will issue a provisional license to the new owners when they supply the remaining information required before the June 1st closing date. Their "new" license will appear first on the agenda for the June meeting for official Board approval and then the renewal licenses for all businesses will include this new establishment. Recommend the only amount they would need to pay at the time of the provisional licenses being issued is the amount charged by the paper for publication notice.

Ron would like to pass along his appreciation for the Town of Monroe's service and cooperation with his facility. He greatly appreciates everyone's efforts to keep the town running smoothly. He is going to take some time off after 42 years of running Sir Buks.

Recycling report submitted before deadline of April 30th

Letters for alcohol license renewals sent in early May to be returned by 5/25 for processing and publication in paper.

Website update for Chair and Building Inspector information and any updates were done earlier this week by FusionFly. Done within minutes of my contacting them. They looked back at our original contract and we still have about an hour left on that contract so they won't charge us until we go over that time. I told them that I would convey this to the Board and appreciate their efficiency and impeccable business ethics.

ARPA update – DUNS number to be created; had terrible problems and couldn't speak to anyone as the phone message said that all new DUNS numbers to be created were to be submitted online only, nothing over the phone;

MRFD bills – shouldn't they be calculating the bills in full hours? So if there is a portion of an hour, the bill should be \$750.00 for that hour (partial or full), correct? Strange dollar amounts being billed, so not sure who was told to bill out in increments – or could this be extra charges?? I will ask Nick for the detail of what is being sent to the party that is being billed.

Woodford State Bank – paperwork should be good for the new signature status

Woodford State Bank – letter re: Truck and Equipment account – restructuring accounts and no longer offering Golden Passbook Savings Account – moving to a Platinum Money Market Account as of 7/1/21: ** maintain daily balance of \$50,000 to avoid \$10 monthly service charge, keep same account number, fewer account restrictions, able to have automatic deposits or payments and checks available upon request. Board would like this on the June agenda under Treasurer's report as we need to close the Truck & Equipment and move to the General Savings account.

Open Book was Tuesday, May 18th from 8 – 10 a.m. over the phone. Associated Appraisal Consultants assessor, Deidre Vanko, said she spoke with three landowners on a variety of questions and did not have anyone indicating that they would want to appear at Board of Review.

Board of Review is scheduled for June 2nd from 6-8 p.m. All board members are needed to attend. Ordered new materials for certification. I believe going forward we have to have new certification each year instead of every two years, but will confirm that with this video.

Next month regular monthly board meeting is scheduled for Thursday, June 17, 2021 at 5:30 p.m.

Tentative regular monthly board meeting for July 2021 is scheduled for July 15, 2021 at 5:30 p.m.

Motion by Zimmerman, seconded by Lambert to adjourn at 8:00 p.m. Motion carried.

Peggy Murphy, Clerk/Treasurer