



## CITY OF MONROE COMMON COUNCIL AGENDA

**Date: April 1, 2024**

**Time: 6:30 PM**

**Place: City Hall Council Chambers - 1110 18th Ave**

-----**AMENDED AGENDA**-----*This meeting will be streamed live for public viewing. You may access the live streaming and later archived video at [cityofmonroe.org](http://cityofmonroe.org) - Government tab - Meeting Video Center.*

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. CORRECTION OF MINUTES - MARCH 18, 2024
- E. PRESENTATIONS OF PETITIONS AND COMMUNICATION
- F. BUSINESS BY MAYOR
- G. APPEARANCES BY THE PUBLIC
  - 1. Appearances by Citizens
    - Individual Requesting Item      Mayor Douglas
    - Expected Length of Discussion    5 min
  - 2. Appearances by property/business owners within the City of Monroe or their authorized agents
    - Individual Requesting Item      Mayor Douglas
    - Expected Length of Discussion    5 min
- H. CONSENT AGENDA
  - 1. Claims List
    - Individual Requesting Item      Accounts Payable
    - Expected Length of Discussion    2 min
  - 2. Miscellaneous Licenses
    - Individual Requesting Item      City Clerk
    - Expected Length of Discussion    2 min
- I. PUBLIC SAFETY COMMITTEE
  - 1. Resolution Approving Special Event Permit for MainStreet Monroe's Wine Walk
    - Individual Requesting Item      Public Safety Committee

Expected Length of Discussion 2 min

J. LICENSE COMMITTEE

1. Resolution Approving MainStreet Monroe's Applications for Temporary Class B for the Wine Walk

Individual Requesting Item License Committee

Expected Length of Discussion 2 min

2. Resolution Granting Temporary "Class B" Fermented Malt Beverage and Wine License to Monroe Theatre Guild for Comedy Night 2024

Individual Requesting Item City Clerk

Expected Length of Discussion 5 min

K. JUDICIARY AND ORDINANCE REVIEW COMMITTEE

1. Set Public Hearing for April 15, 2024 for Ordinance Changes for the Format for the NW Street Naming

Individual Requesting Item Judiciary and Ordinance Review Committee

Expected Length of Discussion 2 min

L. BOARD OF PUBLIC WORKS

1. Resolution Awarding Contract for 2024 Curb and Gutter and Sidewalk Construction to JW Schultz Construction

Individual Requesting Item Board of Public Works

Expected Length of Discussion 2 min

2. Resolution Awarding Contract for 2024 Mill and Overlay Project to Rock Road Companies

Individual Requesting Item Board of Public Works

Expected Length of Discussion 2 min

M. FINANCE AND TAXATION COMMITTEE

1. Resolution Approving Developer's Agreement with GCDC for Donation of Farmer's Market Land for Home Construction Cooperative Program

Individual Requesting Item Finance and Taxation

Expected Length of Discussion 5 min

2. Resolution Approving Amendments to Comprehensive Finance Policy Update Regarding Sale of Capital Assets

Individual Requesting Item Finance and Taxation

Expected Length of Discussion 5 min

3. Resolution Approving Accounts Receivable Account Write Off

Individual Requesting Item Finance and Taxation

Expected Length of Discussion 5 min

N. COUNCIL OF THE WHOLE

1. Property Maintenance Code Enforcement Annual Report Presentation 2023

Individual Requesting Item      Property Maintenance Code Enforcement Neises

Expected Length of Discussion   10 min

2. Discussion and Possible Action Regarding the Scheduled Time of the Common Council Organizational Meeting on Tuesday, April 16, 2024

Individual Requesting Item      City Administrator

Expected Length of Discussion   5 min

O. BUSINESS PRESENTED BY ALDERPERSONS

P. BUSINESS PRESENTED BY DEPARTMENT HEADS

Q. BUSINESS PRESENTED BY THE PRESS

1. BUSINESS: CLOSED

- a. BUSINESS CLOSED UNDER WIS. STATS. 19.85(1)(G) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: CONSIDERATION OF WAL-MART EXCESSIVE ASSESSMENT SETTLEMENT

Individual Requesting Item      City Administrator - Attorney

Expected Length of Discussion   15 min

R. ADJOURNMENT

***This Council may take any action it considers appropriate related to any item on this agenda.***

Requests from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

## PAYMENT APPROVAL SUMMARY

April 1, 2024

Water Bill Reimbursements  
Included on the Attached Refund Check Register

Invoices Being Submitted \$ 300,656.45  
Included on the Attached Payment Approval Report

**GRAND TOTAL BEING SUBMITTED: \$ 300,656.45**



City of Monroe

# PAYMENT APPROVAL REPORT

By Fund

Payable Dates 2/1/2024 - 4/30/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
TEXAS LIFE INSURANCE COMP	SM0DS120240314001	02/29/2024	February Premium	100-21542	29.95
AMERICAN FIDELITY ASSURA	D704401	03/20/2024	March Product Invoice	100-21543	2,562.14
AMERICAN FIDELITY ASSURA	D704401	03/20/2024	March Product Invoice	100-21573	782.74
MUTUAL OF OMAHA	001676222694	04/01/2024	APRIL LIFE INSURANCE	100-21541	943.98
DEAN HEALTH PLAN INC	007917533	04/01/2024	April Premium	100-21530	72,449.36
DELTA DENTAL OF WISCONSIN	2114206	04/01/2024	April Premium	100-21572	2,843.94
					<b>79,612.11</b>
<b>Dept: 514 - GENERAL ADMINISTRATION</b>					
VISA	March CC-AM	03/15/2024	gg20240228	100-514-51420-3100	39.99
VISA	March CC-RJ	03/15/2024	TimeMachines Inc-Time Clock	100-514-51451-3400	1,746.61
VISA	March, 2024 CC	03/15/2024	ESRI-Year Subscription	100-514-51451-2100	2,805.00
VISA	March, 2024-AM	03/15/2024	gg20240308 govtjobs	100-514-51430-2100	125.00
VISA	Zip Recruiter Ad-ST	03/20/2024	gg20240222a Streets Posting	100-514-51430-2100	249.00
NEW LIFE PRESS	13304	03/22/2024	Election - Numbered Voter Pa	100-514-51440-3400	221.43
VISA	March 2024	03/25/2024	MyCommerce-Licnese for Bac	100-514-51451-2100	685.07
DRUG AND ALCOHOL TESTIN	17397	03/26/2024	DOT Drug Testing	100-514-51430-2100	299.00
REVIZE LLC	18015	03/26/2024	Annual Software Subscription	100-514-51451-2100	4,950.00
JACKSON LEWIS P.C.	8475886	03/26/2024	LABOR ATTORNEY SERVICES -	100-514-51430-2100	1,071.00
ONTECH SYSTEMS	89342	03/26/2024	Security Service for Network	100-514-51451-2100	490.60
VISA	March CC	03/26/2024	gg20240307 checkr	100-514-51430-2100	266.96
<b>Dept 514 - GENERAL ADMINISTRATION Total:</b>					<b>12,949.66</b>
<b>Dept: 515 - FINANCIAL ADMINISTRATION</b>					
VISA	March, 2024 CC	03/15/2024	Kwik Trip-Fuel	100-515-51560-3510	54.00
SCHOOL DIST OF MONROE	INV0002717	03/22/2024	February 2024 Trailer Tax Pay	100-515-41140-0000	1,079.24
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	100-515-51560-2220	82.54
VISA	March 2024	03/25/2024	Southern WI Coop-Fuel	100-515-51560-3510	46.00
<b>Dept 515 - FINANCIAL ADMINISTRATION Total:</b>					<b>1,261.78</b>
<b>Dept: 516 - GENERAL CITY BUILDINGS</b>					
ALLIANT ENERGY WPL	3325410000 03152024	02/24/2024	February - City Hall	100-516-51600-2200	2,040.97
ALLIANT ENERGY WPL	0678630000 03152024	02/28/2024	February - 1515 6 1/2 Tower	100-516-51600-2200	18.91
ALLIANT ENERGY WPL	1995125426 03152024	02/28/2024	February - Annex Building	100-516-51600-2200	218.11
ALLIANT ENERGY WPL	2290100000-2/2024	02/28/2024	February-12th Street	100-516-51600-2200	27.17
WE ENERGIES	4957471531	02/28/2024	February-City Hall	100-516-51600-2200	1,567.72
WE ENERGIES	4958666800	02/28/2024	February-Annex Building	100-516-51600-2200	142.61
J. J. Keller & Associates Inc	9108847743	03/04/2024	Osha Posters	100-516-51600-3400	66.52
J. J. Keller & Associates Inc	9108852041	03/04/2024	Fed & WI Labor Posters	100-516-51600-3400	1,180.24
VISA	March, 2024 CC	03/15/2024	Amazon-Coffee Filters, Office	100-516-51600-3400	48.69
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	100-516-51600-2220	42.77
NORTH WOODS	387350	03/25/2024	Urnlal Screens, Cleaners, etc.	100-516-51600-3400	1,116.27
HARRIS ACE HARDWARE, LLP	595415 - 03/25/2024	03/25/2024	Monthly Discount	100-516-51600-3400	-0.44
HARRIS ACE HARDWARE, LLP	595415 - 03/25/2024	03/25/2024	Sealant, Bolts, Plastic Leg Tips	100-516-51600-3400	38.35
VISA	March 2024	03/25/2024	Keeper Klean-Park Van Car W	100-516-51600-3400	12.00
VISA	March 2024	03/25/2024	Kwik Trip-Fuel and Car Wash	100-516-51600-3400	53.25
VISA	March 2024	03/25/2024	Custom Vinyl-Lettering for Ne	100-516-51600-3400	183.29
J. J. Keller & Associates Inc	9108880767	03/26/2024	OSHA Posters	100-516-51600-3400	126.75
VISA	RP-Amazon	03/26/2024	Amazon-Office Chair Wheels	100-516-51600-3400	23.78
<b>Dept 516 - GENERAL CITY BUILDINGS Total:</b>					<b>6,906.96</b>
<b>Dept: 519 - OTHER GENERAL GOVERNMENT</b>					
VISA	March Visa-KF	03/13/2024	MARCH TDS-CITY HALL-608-3	100-519-51940-2220	4,005.70
VISA	March Visa-KF	03/13/2024	MARCH TDS-FIRE DEPT-608-3	100-519-51940-2220	1,041.08
VISA	March Visa-KF	03/13/2024	MARCH TDS-PARK & REC-608-	100-519-51940-2220	211.41
VISA	March Visa-KF	03/13/2024	MARCH TDS-SR. CENTER-608-	100-519-51940-2220	361.90

**PAYMENT APPROVAL REPORT**
**Payable Dates: 2/1/2024 - 4/30/2024**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VISA	March Visa-KF	03/13/2024	MARCH TDS-CITY HALL-608-3	100-519-51940-2220	237.51
VISA	March Visa-KF	03/13/2024	MARCH TDS-PARK AND REC 6	100-519-51940-2220	27.34
AT&T MOBILITY LLC	287333439374X03152024	03/19/2024	March Cell Phone-AED Cabine	100-519-51940-2220	20.00
STAFFORD ROSENBAUM LLP	1292838	03/25/2024	WALMART TAX LITIGATION	100-519-51930-5120	1,987.50
CENTURYLINK	680653276	03/25/2024	MARCH LONG DISTANCE	100-519-51940-2220	18.63
MONROE CLINIC INC	MONROE 2-2024	03/25/2024	WELLNESS CLINIC SERVICES -	100-519-51930-5180	2,333.00
HESGARD COLLISION CENTER,	PRICE	03/25/2024	CLAIM - J.PRICE VEHICLE DAM	100-519-51930-5130	6,039.69
MUTUAL OF OMAHA	001676222694	04/01/2024	APRIL LIFE INSURANCE	100-519-51930-5110	409.95
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL CONTRACT S/N 4871	100-519-51940-2400	211.21
<b>Dept 519 - OTHER GENERAL GOVERNMENT Total:</b>					<b>16,904.92</b>

**Dept: 521 - LAW ENFORCEMENT**

VISA	02/27/24	03/11/2024	02/27/24 USPS POST	100-521-52100-3110	20.00
VISA	0520	03/11/2024	PAYPAL 80520 INYTNTL ACAD	100-521-52100-3300	150.00
VISA	60261	03/11/2024	6160261 AMAZON TWO BATT	100-521-52100-3500	199.90
VISA	TR 09487	03/11/2024	TR 09487 WALMART,CONTAI	100-521-52100-3400	89.93
VISA	03/06/24	03/12/2024	3/6/24 USPS POST	100-521-52100-3110	20.00
VISA	PAYPAL ICLDI	03/12/2024	PAYPAL 662E ICLDI TRAINING	100-521-52100-3300	450.00
VISA	TR 04831	03/12/2024	WALMART TR 04831 USB CA	100-521-52100-3400	27.52
VISA	March Visa-KF	03/13/2024	MARCH TDS-POLICE DEPT-012	100-521-52100-2220	585.00
VISA	March Visa-KF	03/13/2024	TDS-POLICE DEPT-608-324-40	100-521-52100-2220	132.29
VISA	March CC-RJ	03/15/2024	Amazon-Printers for PD Squad	100-521-52100-3400	3,213.56
VISA	03/14/24 PRIME MEDIA	03/19/2024	PRIME MEDIA CITATION PAPE	100-521-52100-3400	255.00
TOP PACK DEFENSE	12833	03/19/2024	12833 BVP VEST KRUSER	100-521-52100-3400	994.00
MOBILE ELECTRONICS INC	15460	03/19/2024	15460 repair spotlight power	100-521-52100-2400	95.00
MONROE TIRE & SERVICE	165200	03/19/2024	165200 #90 RIGHT FRONT TIR	100-521-52100-2400	22.32
MONROE TIRE & SERVICE	165209	03/19/2024	165209 #94 LOF, FRONT DISK	100-521-52100-2400	218.35
MONROE TIRE & SERVICE	165214	03/19/2024	165214 #63 LOF, TIRE ROTATI	100-521-52100-2400	76.43
MONROE TIRE & SERVICE	165227	03/19/2024	165227 #80 LOF	100-521-52100-2400	58.85
MONROE TIRE & SERVICE	165270	03/19/2024	165270 #63 BRAKE/ROTORS	100-521-52100-2400	562.97
MONROE TIRE & SERVICE	165289	03/19/2024	165289 #96 LOF	100-521-52100-2400	68.62
MONROE TIRE & SERVICE	165352	03/19/2024	165352 #95 FRONT DISK BRA	100-521-52100-2400	155.98
MONROE TIRE & SERVICE	165399	03/19/2024	165399 #93 LOF, NEW TIRES	100-521-52100-2400	962.41
MONROE TIRE & SERVICE	165421	03/19/2024	165421 #20 LOF, TIRE ROTATI	100-521-52100-2400	87.85
VISA	3/12/24	03/19/2024	AXON TASER CARTRIDGES BAT	100-521-52100-3500	314.40
VISA	3/14/24 USPS	03/19/2024	USPS 3/14/24 POSTAGE	100-521-52100-3110	20.00
REGISTRATION FEE TRUST-DM	3-19-24 LICENSE	03/19/2024	8747 license plate replaceme	100-521-52100-3400	8.00
NATIONAL TACTICAL OFFICER	57684 2024	03/19/2024	57684 2024 MEMBERSHIP	100-521-52100-3200	450.00
AXON ENTERPRISE, INC	INUS235140	03/20/2024	INUS235140 TASER CARTRID	100-521-52100-3500	4,975.40
VISA	TR04538	03/20/2024	WALMART TR04538 CAR WAS	100-521-52100-3500	47.51
VISA	CC-March-RJ	03/26/2024	Apple-PD Patrol Phone Subscr	100-521-52100-2220	20.93
<b>Dept 521 - LAW ENFORCEMENT Total:</b>					<b>14,282.22</b>

**Dept: 522 - FIRE PROTECTION**

ULTIMATE EXTERMINATING IN	41603	02/14/2024	Pest Control	100-522-52200-2100	70.00
WE ENERGIES	4957460146	02/28/2024	February-Fire Station	100-522-52200-2200	235.31
ALLIANT ENERGY WPL	5758000000 03152024	02/28/2024	February - Fire Department	100-522-52200-2200	652.46
ULTIMATE EXTERMINATING IN	41801	03/13/2024	Pest Control	100-522-52200-2100	70.00
JOHN D PREUER & ASSOC INC	241414	03/14/2024	EMR Textbooks (NW & AS)	100-522-52200-3300	240.37
NAPA AUTO PARTS	911969	03/14/2024	Glass Cleaner	100-522-52200-3500	9.98
VISA	March, 2024 CC	03/15/2024	Canva-Dept Metrics Flyer	100-522-52200-2600	152.50
VISA	March, 2024 CC	03/15/2024	Amazon-Divider Tabs for Recr	100-522-52200-3100	34.00
VISA	March, 2024 CC	03/15/2024	Amazon-Plates for Business A	100-522-52200-3100	23.75
VISA	March, 2024 CC	03/15/2024	Walmart-Various Soda and W	100-522-52200-3100	175.68
VISA	March, 2024 CC	03/15/2024	Amazon-3 Ring Binders for Re	100-522-52200-3100	60.66
VISA	March, 2024 CC	03/15/2024	Amazon-Tubs for Kitchen	100-522-52200-3100	83.98
VISA	March, 2024 CC	03/15/2024	Amazon-Driver Operator Text	100-522-52200-3300	74.95
VISA	March, 2024 CC	03/15/2024	Amazon-Glucose Strips, Batte	100-522-52200-3400	136.34
VISA	March, 2024 CC	03/15/2024	Microsoft-Remove Watermar	100-522-52200-3450	2.10
AT&T MOBILITY LLC	287309862131X03152024	03/19/2024	March Cell Phone-FD	100-522-52200-2220	146.46
US CELLULAR	0640631883	03/25/2024	March Cell Phone	100-522-52200-2220	385.11
HARRIS ACE HARDWARE, LLP	522780 - 3/25/2024	03/25/2024	UPS-Uniform Sent in for Repai	100-522-52200-3110	29.88

PAYMENT APPROVAL REPORT

Payable Dates: 2/1/2024 - 4/30/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HARRIS ACE HARDWARE, LLP	522780 - 3/25/2024	03/25/2024	Monthly Discount	100-522-52200-3110	-1.70
HARRIS ACE HARDWARE, LLP	522780 - 3/25/2024	03/25/2024	Torch for Live Fire	100-522-52200-3300	26.99
HARRIS ACE HARDWARE, LLP	522780 - 3/25/2024	03/25/2024	Monthly Discount	100-522-52200-3300	-1.00
VISA	AR-CC	03/26/2024	Amazon-Class C Uniforms	100-522-52200-3410	104.97
Kimmee's Kitchen LLC	Business After 5	03/26/2024	Business After 5 Finger Foods	100-522-52200-3310	139.90
VISA	CC-March-RJ	03/26/2024	Lenovo-ThinkPad USB-C Dock	100-522-52200-3450	179.34
BRETT BROGE	Fire Expo Reg Fee	03/26/2024	Fire Expo Registration Fee	100-522-52200-3300	103.95
VISA	March CC-FD	03/26/2024	Wisconsin State Fire Chiefs As	100-522-52200-3300	295.00
VISA	March CC-FD	03/26/2024	Kalahari Resorts-Hotel for Con	100-522-52200-3310	180.00
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL-JUNE CONTRACT S/N 6	100-522-52200-2400	449.28
Dept 522 - FIRE PROTECTION Total:					4,060.26

Dept: 526 - EMERGENCY MANAGEMENT

ALLIANT ENERGY WPL	2933720000 03152024	02/28/2024	February - W 8th St Siren	100-526-52600-2200	20.21
ALLIANT ENERGY WPL	4409400000 03152024	02/28/2024	February - Edgeview Dr Siren	100-526-52600-2200	19.06
ALLIANT ENERGY WPL	5053030000-2/2024	02/28/2024	February-560 W 21st St Siren	100-526-52600-2200	1.50
ALLIANT ENERGY WPL	6125530000 03152024	02/28/2024	February - 21st St 16 & 17 Sir	100-526-52600-2200	17.39
ALLIANT ENERGY WPL	8091720000-2/2024	02/28/2024	February-2309 W 4th Ave Sire	100-526-52600-2200	5.72
ALLIANT ENERGY WPL	6940700000 03152024	03/15/2024	March - 2507 9th Ave Siren	100-526-52600-2200	18.47
Dept 526 - EMERGENCY MANAGEMENT Total:					82.35

Dept: 531 - HIGHWAY AND STREET ADMINISTRATION

VISA	March Visa-KF	03/13/2024	MARCH TDS-SANITATION-608-	100-531-53120-2220	96.00
VISA	March CC-AM	03/15/2024	gg20240228	100-531-53110-3100	35.76
VISA	March CC-AM	03/15/2024	gg20240228	100-531-53120-3400	7.79
CENTURYLINK	680653276	03/25/2024	MARCH LONG DISTANCE	100-531-53120-2220	3.99
MSA PROFESSIONAL SERV INC	003158	03/26/2024	MSA GIS updates	100-531-53110-2100	754.06
Strand Associates, Inc.	0208472	03/26/2024	High School TIA Review	100-531-53110-2100	397.92
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL CONTRACT S/N 0022	100-531-53110-2400	56.41
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL-JUNE CONTRACT S/N 2	100-531-53120-2400	165.81
Dept 531 - HIGHWAY AND STREET ADMINISTRATION Total:					1,517.74

Dept: 532 - STREET BUILDINGS & EQUIPMENT

ALLIANT ENERGY WPL	1290140000 FEBRUARY 2024	02/29/2024	OLIN BLDG. - 02/15/24-03/15	100-532-53230-2210	31.08
GREEN COUNTY HIGHWAY	3412.SD-FEBRUARY 2024	02/29/2024	UNLEADED FUEL - FEBRUARY	100-532-53240-3500	1,354.50
GREEN COUNTY HIGHWAY	3412.SD-FEBRUARY 2024	02/29/2024	DIESEL FUEL - FEBRUARY 2024	100-532-53240-3500	1,195.98
GREEN COUNTY HIGHWAY	3412.SD-FEBRUARY 2024	02/29/2024	ADMINISTRATIVE OVERHEAD	100-532-53240-3500	109.67
ALLIANT ENERGY WPL	3642910000 FEBRUARY 2024	02/29/2024	RECYCLE BLDG. - 02/15/24-03	100-532-53230-2204	80.92
ALLIANT ENERGY WPL	3693640000 FEBRUARY 2024	02/29/2024	OLIN BLDG. - 02/15/24-03/15	100-532-53230-2210	17.23
ALLIANT ENERGY WPL	4222350000 FEBRUARY 2024	02/29/2024	SOUTH TIN SHED - 02/15/24-	100-532-53230-2205	49.29
WE ENERGIES	4957325221	02/29/2024	MAINTENANCE BLDG. - 02/15	100-532-53230-2208	502.01
WE ENERGIES	4957699542	02/29/2024	RECYCLE BLDG. - 02/15/24-03	100-532-53230-2204	173.15
WE ENERGIES	4958193315	02/29/2024	ADMIN. BLDG. - 02/15/24-03/	100-532-53230-2201	576.91
LAKESIDE INTERNATIONAL, LL	6074591	02/29/2024	BOOST AND DIAGNOSTICS FO	100-532-53240-2400	1,381.26
ALLIANT ENERGY WPL	7642940000 FEBRUARY 2024	02/29/2024	ADMIN. BLDG - 02/15/24-03/	100-532-53230-2201	114.70
ALLIANT ENERGY WPL	7873910000 FEBRUARY 2024	02/29/2024	MAINTENANCE BLDG. - 02/15	100-532-53230-2208	233.78
ALLIANT ENERGY WPL	9041200000 FEBRUARY 2024	02/29/2024	TRUCK SHED - 02/15/24-03/1	100-532-53230-2209	161.75
VISA	6882-03102024	03/10/2024	FARMTEK - WHITE END PANEL	100-532-53230-3400	760.07
VISA	6882-03102024	03/10/2024	FARMTEK - 1.90" FABRIC CLIP	100-532-53230-3400	45.56
ARAMARK UNIFORM SERVICE	6140345651	03/12/2024	UNIFORMS, TOWELS, AND MA	100-532-53230-3400	109.21
ARAMARK UNIFORM SERVICE	6140345651	03/12/2024	UNIFORMS	100-532-53230-3400	30.77
CARQUEST AUTO PARTS	#33055 6662-413333	03/13/2024	ENGINE OIL FILTER - #515	100-532-53240-3500	3.74
MILLER-BRADFORD & RISBER	P5175403	03/13/2024	CHAIN CONNECTS (4) - #548	100-532-53240-3500	136.52
MILLER-BRADFORD & RISBER	P5175403	03/13/2024	LIMIT SWITCH - #548	100-532-53240-3500	75.68
MILLER-BRADFORD & RISBER	P5175403	03/13/2024	HINGE - #548	100-532-53240-3500	30.53
MILLER-BRADFORD & RISBER	P5175403	03/13/2024	DOOR HINGE - #548	100-532-53240-3500	30.53
NAPA AUTO PARTS	#76527-#912110	03/18/2024	NON-CHLORINATED BRAKE CL	100-532-53240-3400	41.88
MONROE TRUCK EQUIP INC	5495917	03/18/2024	FITTINGS FOR 3/8" HYDRAULI	100-532-53240-3500	11.50
MONROE TRUCK EQUIP INC	5495917	03/18/2024	3/8" HYRAULIC HOSE (173 IN)	100-532-53240-3500	72.66
MONROE TRUCK EQUIP INC	5495917	03/18/2024	LABOR TO MAKE HOSE - #547	100-532-53240-3500	8.00
MATCO TOOLS	MLOC000004-03182024	03/18/2024	3/16" NITRO-TIP DRILL BIT	100-532-53230-3400	8.35
MATCO TOOLS	MLOC000004-03182024	03/18/2024	11/64" NITRO-TIP DRILL BIT	100-532-53230-3400	7.30

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MATCO TOOLS	ML0C000004-03182024	03/18/2024	5/32" NITRO-TIP DRILL BIT	100-532-53230-3400	7.30
MATCO TOOLS	ML0C000004-03182024	03/18/2024	7/64" NITRO-TIP DRILL BIT	100-532-53230-3400	4.15
BOWEN OIL CO	0245773	03/19/2024	CHEVRON DELO TORQFORCE	100-532-53240-3400	110.50
BUEHLER INTERIORS, LLC	15252	03/19/2024	LUMBER - 2" X 4" X 16' - (1 BO	100-532-53230-3400	13.50
BUEHLER INTERIORS, LLC	15252	03/19/2024	2-1/2" TAN DECK SCREWS	100-532-53230-3400	41.99
BUEHLER INTERIORS, LLC	15252	03/19/2024	LUMBER - 2" X 4" X 12' - (4 BO	100-532-53230-3400	39.00
BUEHLER INTERIORS, LLC	15252	03/19/2024	LUMBER - 2" X 4" X 8' - (6 BO	100-532-53230-3400	35.94
BUEHLER INTERIORS, LLC	15257	03/19/2024	LUMBER - 2" X 4" X 16' - (3 BO	100-532-53230-3400	40.50
BUEHLER INTERIORS, LLC	15257	03/19/2024	LUMBER - 2" X 4" X 12' - (4 BO	100-532-53230-3400	39.00
BUEHLER INTERIORS, LLC	15257	03/19/2024	CALIBURN 19/64" x 3-1/2" PA	100-532-53230-3400	36.25
HARRIS ACE HARDWARE, LLP	290301	03/19/2024	3/32" TRUCK HITCH CABLE - (	100-532-53240-3500	1.98
HARRIS ACE HARDWARE, LLP	290301	03/19/2024	FASTENERS FOR PICKUP TRUC	100-532-53240-3500	6.95
HARRIS ACE HARDWARE, LLP	290301	03/19/2024	WIRE LOCK ROUND PINS FOR	100-532-53240-3500	18.95
ARAMARK UNIFORM SERVICE	6140349582	03/19/2024	UNIFORMS	100-532-53230-3400	30.77
ARAMARK UNIFORM SERVICE	6140349582	03/19/2024	UNIFORMS, TOWELS, AND MA	100-532-53230-3400	109.21
REGEZ SUPPLY CO, INC	253649	03/21/2024	KIMBERLY CLARK 8" WHITE R	100-532-53230-3400	96.72
LAKESIDE INTERNATIONAL, LL	6019793P	03/21/2024	FLEETRITE BATTERIES (3) - #50	100-532-53240-3500	321.00
HARRIS ACE HARDWARE, LLP	522582 MARCH 2024 DISC-ST	03/24/2024	DISCOUNT - MARCH 2024	100-532-53240-3500	-2.79
POMP'S TIRE SERVICE INC	370234379	03/25/2024	DISMOUNT/MOUNT (4) TIRES	100-532-53240-2400	224.00
POMP'S TIRE SERVICE INC	370234379	03/25/2024	SHOP/SERVICE SUPPLIES - #54	100-532-53240-2400	15.68
NORTH WOODS	387343	03/25/2024	COPPER BRUSH CLEANER - (1	100-532-53230-3400	23.59
NORTH WOODS	387343	03/25/2024	WASP AND HORNET SPRAY - (	100-532-53230-3400	197.30
NORTH WOODS	387343	03/25/2024	FLUSH COIL CLEANER - (1 CAS	100-532-53240-3400	165.33
Dept 532 - STREET BUILDINGS & EQUIPMENT Total:					8,931.35
Dept: 533 - HIGHWAY AND STREET MAINTENANCE AND CONSTRUCTION					
GREEN COUNTY HIGHWAY	91039	02/13/2024	AC OIL - 104.65 GAL.	100-533-53300-3700	285.47
GREEN COUNTY HIGHWAY	91040	02/14/2024	AC OIL - 104.65 GAL.	100-533-53300-3700	285.47
GREEN COUNTY HIGHWAY	91041	02/16/2024	AC OIL - 69.76 GAL.	100-533-53300-3700	190.30
GREEN COUNTY HIGHWAY	91046	02/20/2024	AC OIL - 72.09 GAL.	100-533-53300-3700	196.65
GREEN COUNTY HIGHWAY	91050	02/21/2024	AC OIL - 69.77 GAL.	100-533-53300-3700	190.33
GREEN COUNTY HIGHWAY	91052 (1)	02/22/2024	AC OIL - 55.81 GAL.	100-533-53300-3700	152.24
GREEN COUNTY HIGHWAY	91052 (2)	02/23/2024	AC OIL - 53.49 GAL.	100-533-53300-3700	145.92
HARRIS ACE HARDWARE, LLP	289595	02/28/2024	18" BLACK STEEL GRIP 175# S	100-533-53300-3400	34.95
HARRIS ACE HARDWARE, LLP	289595 REWARD COUPON	02/28/2024	\$5 REWARD COUPON	100-533-53300-3400	-5.00
HARRIS ACE HARDWARE, LLP	289612	02/28/2024	11" BLACK STEEL GRIP 75# SN	100-533-53300-3400	14.99
HARRIS ACE HARDWARE, LLP	289612	02/28/2024	18" BLACK STEEL GRIP 175# S	100-533-53300-3400	13.98
GREEN COUNTY HIGHWAY	#3410-02292024	02/29/2024	ADMINISTRATIVE OVERHEAD	100-533-53300-3700	62.19
HARRIS ACE HARDWARE, LLP	289824	03/06/2024	36" MECHANICAL PICK-UP TO	100-533-53300-3400	27.99
MID AMERICAN RESEARCH CH	0813829-IN	03/08/2024	WHITE MARKING PAINT - (6 C	100-533-53300-3400	80.59
HARRIS ACE HARDWARE, LLP	289962	03/08/2024	36 IN. WOOD PICK HANDLE	100-533-53300-3400	22.99
ARAMARK UNIFORM SERVICE	6140345651	03/12/2024	UNIFORMS	100-533-53300-3400	92.32
TRAFFIC & PARKING CONTROL	I774333	03/12/2024	11TH ST STREET NAME SIGN -	100-533-53300-3400	73.83
TRAFFIC & PARKING CONTROL	I774333	03/12/2024	36" X 36" YIELD SIGNS - (2)	100-533-53300-3400	250.76
TRAFFIC & PARKING CONTROL	I774333	03/12/2024	SIGN POST TOP BRACKET - CA	100-533-53300-3400	32.24
TRAFFIC & PARKING CONTROL	I774333	03/12/2024	SIGN POST CROSSPIECE BRAC	100-533-53300-3400	32.24
TRAFFIC & PARKING CONTROL	I774333	03/12/2024	11TH AVE STREET NAME SIGN	100-533-53300-3400	73.83
TRAFFIC & PARKING CONTROL	I774333	03/12/2024	11TH AVE STREET NAME SIGN	100-533-53300-3400	73.83
VISA	March Visa-KF	03/13/2024	MARCH TDS-ST DEPT-608-328	100-533-53300-2220	50.20
HARRIS ACE HARDWARE, LLP	290169	03/14/2024	36 IN. WOOD REPLACEMENT	100-533-53300-3400	22.99
HARRIS ACE HARDWARE, LLP	290169	03/14/2024	48 IN. STEEL TAMPER STEEL H	100-533-53300-3400	41.99
WOLF PAVING COMPANY, INC	46133	03/14/2024	COLD MIX - 20.76 TON	100-533-53300-3700	3,114.00
BOWEN OIL CO	0245752	03/15/2024	SHELL GADUS S2 V220 2 GRE	100-533-53300-3400	54.40
BUEHLER INTERIORS, LLC	15233	03/15/2024	WOOD SIGN POSTS (2) - 2" X	100-533-53300-3400	11.98
ADVANCED TURF SOLUTIONS	SO1159881	03/17/2024	GRASS SEED (3) - ADVANCED	100-533-53300-3400	375.00
ARAMARK UNIFORM SERVICE	6140349582	03/19/2024	UNIFORMS	100-533-53300-3400	92.32
FRAZIER FORESTRY LLC	03222024	03/22/2024	WHITE OAK BOARDS (10) - 2.5	100-533-53300-3400	400.00
HARRIS ACE HARDWARE, LLP	522582 MARCH 2024 DISC-ST	03/24/2024	DISCOUNT - MARCH 2024	100-533-53300-3400	-15.70
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	100-533-53300-2220	114.18
Dept 533 - HIGHWAY AND STREET MAINTENANCE AND CONSTRUCTION Total:					6,589.47



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Dept: 534 - ROAD RELATED FACILITIES</b>					
ALLIANT ENERGY WPL	0081130000 FEBRUARY 2024	02/29/2024	2431 11TH AVE FLASHERS - 02	100-534-53420-2202	16.83
ALLIANT ENERGY WPL	0500430000 FEBRUARY 2024	02/29/2024	1501 11TH ST LOT - 02/16/24-	100-534-53451-2200	35.79
ALLIANT ENERGY WPL	1274420000 FEBRUARY 2024	02/29/2024	1300 BLK 20TH AVE FLASHERS	100-534-53420-2202	17.11
ALLIANT ENERGY WPL	1382940000 FEBRUARY 2024	02/29/2024	18TH AVE SIGN - 02/15/24-03	100-534-53420-2200	17.59
ALLIANT ENERGY WPL	2786130000 FEBRUARY 2024	02/29/2024	13TH ST & 31ST AVE FLASHER	100-534-53420-2202	17.73
ALLIANT ENERGY WPL	3235110000 FEBRUARY 2024	02/29/2024	1500 BLK 20TH AVE FLASHERS	100-534-53420-2202	15.82
ALLIANT ENERGY WPL	4518830000 FEBRUARY 2024	02/29/2024	8TH ST LIGHTS - 02/15/24-03/	100-534-53420-2200	85.10
ALLIANT ENERGY WPL	4899210000 FEBRUARY 2024	02/29/2024	HWY 69 & 8TH ST SIGNALS - 0	100-534-53420-2203	64.23
ALLIANT ENERGY WPL	4997800000 FEBRUARY 2024	02/29/2024	HWY 69 & 6TH ST SIGNALS - 0	100-534-53420-2203	55.31
ALLIANT ENERGY WPL	5393110000 FEBRUARY 2024	02/29/2024	6TH AVE W & W. 7TH ST SIGN	100-534-53420-2203	55.55
ALLIANT ENERGY WPL	5706040000 FEBRUARY 2024	02/29/2024	HWY 69 & 21ST ST SIGNALS -	100-534-53420-2203	45.48
ALLIANT ENERGY WPL	5913410000 FEBRUARY 2024	02/29/2024	8TH ST & 1ST AVE SIGNALS - 0	100-534-53420-2203	84.50
ALLIANT ENERGY WPL	6646050000 FEBRUARY 2024	02/29/2024	30TH ST SIGN - 02/15/24-03/	100-534-53420-2200	19.33
ALLIANT ENERGY WPL	7445320000 FEBRUARY 2024	02/29/2024	HWY 69 SIGN - 02/14/24-03/1	100-534-53420-2200	20.88
ALLIANT ENERGY WPL	7485100000 FEBRUARY 2024	02/29/2024	13TH ST & 29TH AVE FLASHER	100-534-53420-2202	16.83
ALLIANT ENERGY WPL	7984140000 FEBRUARY 2024	02/29/2024	2930 11TH AVE FLASHERS - 02	100-534-53420-2202	16.83
ALLIANT ENERGY WPL	8054810000 FEBRUARY 2024	02/29/2024	9TH ST & 13TH AVE SIGNALS -	100-534-53420-2203	68.27
ALLIANT ENERGY WPL	8775510000 FEBRUARY 2024	02/29/2024	PUBLIC SQUARE LIGHTING - 0	100-534-53420-2200	141.66
ALLIANT ENERGY WPL	8842060000 FEBRUARY 2024	02/29/2024	9TH ST & 16TH AVE SIGNALS -	100-534-53420-2203	46.69
ALLIANT ENERGY WPL	8867610000 FEBRUARY 2024	02/29/2024	8TH ST & 4TH AVE WEST STRE	100-534-53420-2200	138.93
ALLIANT ENERGY WPL	8867610000 FEBRUARY 2024	02/29/2024	8TH ST & 4TH AVE WEST SIGN	100-534-53420-2203	54.67
ALLIANT ENERGY WPL	9603060000 FEBRUARY 2024	02/29/2024	6TH AVE SIGN - 02/15/24-03/	100-534-53420-2200	18.45
VISA	8548-03152024	03/05/2024	CABLE TESTER	100-534-53420-3421	54.97
<b>Dept 534 - ROAD RELATED FACILITIES Total:</b>					<b>1,108.55</b>
<b>Dept: 536 - STREETS SANITATION</b>					
GREEN COUNTY SOLID WASTE	MB02-FEBRUARY 2024	02/29/2024	LANDFILL CHARGES - FEBRUA	100-536-53620-2100	6,747.85
<b>Dept 536 - STREETS SANITATION Total:</b>					<b>6,747.85</b>
<b>Dept: 551 - CULTURE</b>					
WE ENERGIES	4957538621	02/28/2024	February-Museum	100-551-55120-2200	161.31
WE ENERGIES	4958409698	02/28/2024	February-Sr. Center	100-551-55100-2200	741.19
ALLIANT ENERGY WPL	7367130000 03152024	02/28/2024	February - Sr. Center	100-551-55100-2200	931.24
NORTH WOODS	387350	03/25/2024	Urnia Screens, Cleaners, etc.	100-551-55100-3400	231.16
CENTURYLINK	680653276	03/25/2024	MARCH LONG DISTANCE	100-551-55100-2220	15.96
VISA	Quill-AM for SR	03/26/2024	gg20240321 quill misc	100-551-55100-3100	189.96
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL CONTRACT S/N 1556	100-551-55100-2100	218.20
<b>Dept 551 - CULTURE Total:</b>					<b>2,489.02</b>
<b>Dept: 552 - PARKS</b>					
ALLIANT ENERGY WPL	0098650000 03152024	02/28/2024	February - Lincoln Park	100-552-55200-2200	22.04
ALLIANT ENERGY WPL	0525600000 03152024	02/28/2024	February - Badger Trail Shelte	100-552-55200-2200	37.81
ALLIANT ENERGY WPL	0794750000 03152024	02/28/2024	February - Rec Park	100-552-55200-2200	28.12
ALLIANT ENERGY WPL	1451350000 03152024	02/28/2024	February - 3rd Ave Park	100-552-55200-2200	25.15
ALLIANT ENERGY WPL	1717530000 03152024	02/28/2024	February - Honey Creek Park	100-552-55200-2200	20.31
ALLIANT ENERGY WPL	2190240000 03152024	02/28/2024	February - Twining Rink	100-552-55200-2200	21.80
ALLIANT ENERGY WPL	4514040000 03152024	02/28/2024	February 5th St NE Park	100-552-55200-2200	71.75
WE ENERGIES	4958484493	02/28/2024	February-Parks Garage	100-552-55200-2200	176.54
ALLIANT ENERGY WPL	5333830000 03152024	02/28/2024	February - Bandshell	100-552-55200-2200	42.27
ALLIANT ENERGY WPL	5947930000 03152024	02/28/2024	February - Twining Park Shelt	100-552-55200-2200	18.25
ALLIANT ENERGY WPL	6646640000 03152024	02/28/2024	February-Park Rd. Shelter	100-552-55200-2200	36.21
ALLIANT ENERGY WPL	6717610000 03152024	02/28/2024	February - Rec Park Shelter	100-552-55200-2200	28.87
ALLIANT ENERGY WPL	6887810000 03152024	02/28/2024	February - Parkshop	100-552-55200-2200	309.31
ALLIANT ENERGY WPL	7517900000 03152024	02/28/2024	February - Lincoln Park	100-552-55200-2200	25.26
ALLIANT ENERGY WPL	7936940000 03152024	02/28/2024	February - 22nd Ave E Park	100-552-55200-2200	20.81
BEACON ATHLETICS LLC	INV 0587211-IN	03/15/2024	Rake, Pitching Rubber, Anchor	100-552-55200-3400	562.00
VISA	24-1266008	03/18/2024	USPS - PARTS RETURN	100-552-55200-3400	12.30
VISA	24-1266008	03/18/2024	BEACON ATHLETICS-BALL NET,	100-552-55200-3400	376.00
VISA	24-1266008	03/18/2024	FOREST DIST. HERBICIDE	100-552-55200-3400	263.27
VISA	24-1266008	03/18/2024	GEMPLERS - SAFETY SUPPLIES	100-552-55200-3400	469.42
VISA	24-1266008	03/18/2024	GRAINGER-EYE SALINE, NYLO	100-552-55200-3400	551.42

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VISA	24-1266008	03/18/2024	GRAINGER - BRAILLE SIGN	100-552-55200-3400	28.00
BEACON ATHLETICS LLC	INV 0587799-IN	03/18/2024	Sparkle - Line Chalk	100-552-55200-3400	367.20
EAST SIDE FARM EQUIPMENT	INV 42222	03/18/2024	Pole Saw Repair	100-552-55200-2400	435.14
MID AMERICAN RESEARCH CH	INV 0813936-IN	03/19/2024	Pesticide Additive	100-552-55200-3400	93.18
NORTH WOODS	INV 386786	03/19/2024	Restroom Supplies	100-552-55200-3400	894.39
VISA	2890 J.TRAME	03/20/2024	CPO TRAINING/CERTIFICATIO	100-552-55200-3300	375.00
METAL COATING SPECIALIST	INV 2169	03/22/2024	Sandblast & powdercoat equi	100-552-55200-2400	1,050.00
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	100-552-55200-2220	69.43
HARRIS ACE HARDWARE, LLP	595436 DISC	03/26/2024	MARCH DISCOUNT	100-552-55200-3500	-24.32
HARRIS ACE HARDWARE, LLP	595436 MAR 24	03/26/2024	SAND DRUM, MANDREL DRU	100-552-55200-3400	27.08
HARRIS ACE HARDWARE, LLP	595436 MAR 24	03/26/2024	CABLE, ELEC TAPE, WIRE ROPE	100-552-55200-3400	44.68
HARRIS ACE HARDWARE, LLP	595436 MAR 24	03/26/2024	HWH CONCR, NUT SLIP	100-552-55200-3400	53.94
HARRIS ACE HARDWARE, LLP	595436 MAR 24	03/26/2024	COM CONNECT	100-552-55200-3400	7.99
HARRIS ACE HARDWARE, LLP	595436 MAR 24	03/26/2024	CABLE TIES, SPLYFCT3	100-552-55200-3500	104.90
HARRIS ACE HARDWARE, LLP	595436 MAR 24	03/26/2024	NUT SLIP	100-552-55200-3500	4.59
Dept 552 - PARKS Total:					6,650.11
Dept: 553 - RECREATION PROGRAMS AND EVENTS					
ALLIANT ENERGY WPL	0919740000 03152024	02/28/2024	February - Ball Field	100-553-55300-2200	21.08
Monroe Softball-Joe O'Leksy	SB CLINICS	03/19/2024	SOFTBALL CLINICS	100-553-55300-3400	855.00
Dept 553 - RECREATION PROGRAMS AND EVENTS Total:					876.08
Dept: 554 - RECREATION FACILITIES					
WE ENERGIES	4959915642	02/28/2024	February-Pool	100-554-55420-2200	154.29
ALLIANT ENERGY WPL	488806000 03152024	03/15/2024	March - Pool	100-554-55420-2200	69.25
MIDWEST POOL SUPPLY	INV0002715	03/18/2024	Pool Caulk & Paint	100-554-55420-3400	335.87
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	100-554-55400-2220	83.25
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL CONTRACT S/N 4918	100-554-55400-2400	126.92
Dept 554 - RECREATION FACILITIES Total:					769.58
Fund 100 - GENERAL FUND Total:					171,740.01
Fund: 201 - PARKS FUND					
Dept: 551 - CULTURE					
VISA	A.EBERLE 9688	03/18/2024	FUN EXPRESS - JULY 4 PRIZES	201-551-55101-3400	404.89
Dept 551 - CULTURE Total:					404.89
Fund 201 - PARKS FUND Total:					404.89
Fund: 202 - MERIT FUND					
Dept: 522 - FIRE PROTECTION					
ALLIANT ENERGY WPL	5612520000 03152024	02/28/2024	February - Merit Center	202-522-52210-2200	52.28
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	202-522-52210-2200	78.62
Dept 522 - FIRE PROTECTION Total:					130.90
Fund 202 - MERIT FUND Total:					130.90
Fund: 203 - SENIOR CENTER ACTIVITY FUND					
Dept: 551 - CULTURE					
VISA	March CC-RJ	03/15/2024	Facebook-Various Ads	203-551-55100-2100	346.20
WALMART CAPITAL ONE	264078670133334	03/26/2024	WALMART- PANINI AND PALS	203-551-55110-3402	95.84
VISA	642388	03/26/2024	VISA- PICK N SAVE- POPCORN	203-551-55110-3402	15.98
VISA	651772	03/26/2024	VISA- PICK N SAVE- PANINI AN	203-551-55110-3402	97.83
VISA	672697	03/26/2024	VISA- PANINI AND PALS SUPPL	203-551-55110-3402	104.91
WALMART CAPITAL ONE	694071663591685	03/26/2024	WALMART- VETERANS BRUNC	203-551-55110-3402	91.01
WALMART CAPITAL ONE	704052759772951	03/26/2024	WALMART- FLIPPO FEBRUARY	203-551-55110-3402	80.92
WALMART CAPITAL ONE	7940737044945	03/26/2024	WALMART- MARCH FLIPPO PR	203-551-55110-3402	88.36
WALMART CAPITAL ONE	904051515982940	03/26/2024	WALMART- WATER AND COFF	203-551-55110-3402	21.96
WHYTE, LUCY	988764	03/26/2024	LUCY WHYTE- TJ MAXX- NUTR	203-551-55110-3402	13.50
VISA	APPLE MUSIC MARCH 2024	03/26/2024	VISA- APPLE MUSIC- MARCH 2	203-551-55104-3400	11.59
VISA	D01-4186387-6032243	03/26/2024	VISA- AMAZON- MOVIE OPPE	203-551-55110-3402	5.99
VISA	D01-4886379-1149061	03/26/2024	VISA- AMAZON- MUSIC	203-551-55104-3400	9.99
VISA	D01-6254718-5046669	03/26/2024	VISA- AMAZON- MOVIE FISHE	203-551-55110-3402	3.99
VISA	FEBRUARY 2024	03/26/2024	VISA- APPLE- FEBRUARY MUSI	203-551-55104-3400	11.59
KAISER, SHANNAN	MARCH AND APRIL 2024	03/26/2024	SHANNAN KAISER- ACE CONTI	203-551-55104-3400	69.90
VISA	Amazon-CC Terminals	03/27/2024	VISA- AMAZON- CREDIT CARD	203-551-55108-3400	512.90

**PAYMENT APPROVAL REPORT**

Payable Dates: 2/1/2024 - 4/30/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MONROE POST OFFICE	April Newsletter	03/27/2024	MONROE POST OFFICE- APRIL	203-551-55100-3110	505.67
				<b>Dept 551 - CULTURE Total:</b>	<b>2,088.13</b>
				<b>Fund 203 - SENIOR CENTER ACTIVITY FUND Total:</b>	<b>2,088.13</b>
<b>Fund: 205 - AIRPORT FUND</b>					
<b>Dept: 535 - AIRPORT</b>					
ALLIANT ENERGY WPL	0314320000 03152024	02/28/2024	February - Sign	205-535-53510-2200	22.60
ALLIANT ENERGY WPL	0876320000 03152024	02/28/2024	February - Terminal	205-535-53510-2200	856.78
ALLIANT ENERGY WPL	2713930000 03152024	02/28/2024	February - Gate	205-535-53510-2200	17.81
ALLIANT ENERGY WPL	3564500000 03152024	02/28/2024	February - Air Shed	205-535-53510-2200	161.40
ALLIANT ENERGY WPL	9530840000 03152024	02/28/2024	February - Gas Pump	205-535-53510-2200	17.11
VISA	March Visa-KF	03/13/2024	MARCH TDS-AIRPORT-608-32	205-535-53510-2200	960.57
TOUCH & GO AVIATION INC	March 2024 Contract	03/14/2024	March Contract	205-535-53510-2100	7,250.00
BROWN CAB SERVICE INC	4522	03/25/2024	AIRPORT TAXI SERVICE - FEB	205-535-53510-3200	34.00
VISA	CC-March-RJ	03/26/2024	My Parking Sign-No Trespassi	205-535-53510-3400	217.50
VISA	Runway Bulbs	03/27/2024	Genesis Lamp-Runway Bulbs	205-535-53510-3500	835.11
				<b>Dept 535 - AIRPORT Total:</b>	<b>10,372.88</b>
				<b>Fund 205 - AIRPORT FUND Total:</b>	<b>10,372.88</b>
<b>Fund: 220 - TAXI CAB</b>					
<b>Dept: 540 - TAXI CAB</b>					
BROWN CAB SERVICE INC	4547	03/25/2024	SHARED RIDE SERVICES - FEBR	220-540-54000-7902	31,942.92
				<b>Dept 540 - TAXI CAB Total:</b>	<b>31,942.92</b>
				<b>Fund 220 - TAXI CAB Total:</b>	<b>31,942.92</b>
<b>Fund: 460 - VEHICLE CAPITAL FUND</b>					
<b>Dept: 570 - CAPITAL PROJECTS</b>					
MONROE TRUCK EQUIP INC	1553309	03/26/2024	Plow for truck 508	460-570-57321-8100	4,952.00
				<b>Dept 570 - CAPITAL PROJECTS Total:</b>	<b>4,952.00</b>
				<b>Fund 460 - VEHICLE CAPITAL FUND Total:</b>	<b>4,952.00</b>
<b>Fund: 461 - FACILITIES CAPITAL FUND</b>					
<b>Dept: 535 - AIRPORT</b>					
WISCONSIN DEPT OF TRANSP	395-0000342760	03/21/2024	Monroe ARPT-Construction	461-535-53510-8100	9.93
				<b>Dept 535 - AIRPORT Total:</b>	<b>9.93</b>
<b>Dept: 570 - CAPITAL PROJECTS</b>					
VISA	24-1266008	03/18/2024	BUILD.COM-POOL FAUCETS	461-570-57620-8100	3,331.89
VISA	24-1266008	03/18/2024	MOST DEPENDABLE - SHOWE	461-570-57620-8100	800.16
FIRST SUPPLY MADISON	INV 14098813-00	03/19/2024	Restroom Fixture Retrofit Kits	461-570-57620-8100	3,758.52
				<b>Dept 570 - CAPITAL PROJECTS Total:</b>	<b>7,890.57</b>
				<b>Fund 461 - FACILITIES CAPITAL FUND Total:</b>	<b>7,900.50</b>
<b>Fund: 600 - WASTE WATER UTILITY</b>					
E&N HUGHES CO INC	3-24	03/12/2024	AIR LINE REPLACEMENT TO E	600-18333	15,931.00
VISA	Walmart-UT	03/20/2024	Walmart-TV's, Brackets	600-18100	533.00
					<b>16,464.00</b>
<b>Dept: 538 - WASTE WATER SERVICE</b>					
CARQUEST AUTO PARTS	6662-412788	03/06/2024	SPIN ON FILTER	600-538-53611-3500	12.54
VISA	7574	03/06/2024	FARM & FLEET - WELDING RO	600-538-53611-3400	19.50
VISA	80325805181	03/11/2024	BIOSOLIDS SYMPOSIUM REFU	600-538-53611-3300	-186.30
VISA	March Visa-KF	03/13/2024	MARCH TDS-WWTP-608-329-	600-538-53611-2220	47.02
VISA	March Visa-KF	03/13/2024	MARCH TDS-WWTP-608-329-	600-538-53611-2220	350.70
PRECISION DRIVE & CONTROL	3434399	03/14/2024	CONNECTORS	600-538-53611-3500	10.55
ALLIANT ENERGY WPL	4027930000 03142024	03/14/2024	2/15 - 3/14 - WWTP	600-538-53611-2200	18,757.23
ALLIANT ENERGY WPL	0024750000 03152024	03/15/2024	2/15 - 3/15 - VALLEY VIEW LIF	600-538-53610-2200	317.76
ALLIANT ENERGY WPL	1176420000 03152024	03/15/2024	2/15 - 3/15 LAKESIDE HEIGHT	600-538-53610-2200	139.41
ALLIANT ENERGY WPL	1321420000 03152024	03/15/2024	2/15 - 3/15 EAST TERRACE LIF	600-538-53610-2200	36.33
ALLIANT ENERGY WPL	3126850000 03152024	03/15/2024	2/15 - 3/15 - ALPINE ACRES LI	600-538-53610-2200	286.45
WE ENERGIES	4957357196	03/15/2024	2/15 - 3/4 - VALLEY VIEW LIFT	600-538-53610-2200	24.51
WE ENERGIES	4958324681	03/15/2024	2/15 - 3/4 - BLDG 45	600-538-53611-2200	321.89
WE ENERGIES	4958425919	03/15/2024	2/15 - 3/4 - WWTP	600-538-53611-2200	1,388.87

**PAYMENT APPROVAL REPORT**

Payable Dates: 2/1/2024 - 4/30/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WE ENERGIES	4958818184	03/15/2024	2/15 - 3/4 - BLDG 10	600-538-53611-2200	698.35
ALLIANT ENERGY WPL	5931500000 03152024	03/15/2024	2/15 - 3/15 REES LIFT STATION	600-538-53610-2200	75.60
REGEZ SUPPLY CO, INC	253579	03/19/2024	Q-FOLD WIPER, ROLL TOWEL	600-538-53611-3400	68.70
WE ENERGIES	4959562145	03/20/2024	2/16 - 3/4 - LAKESIDE HEIGHT	600-538-53610-2200	36.47
WE ENERGIES	4960332663	03/20/2024	2/16 - 3/4 - ALPINE ACRES LIF	600-538-53610-2200	12.58
VISA	Walmart-UT	03/20/2024	Kleenex	600-538-53611-3500	6.58
PDC AUTOMATION	169847	03/21/2024	VFD SVX 9000 DRIVE WAS NO	600-538-53611-2400	379.00
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	600-538-53611-2220	29.76
CENTURYLINK	680653276	03/25/2024	MARCH LONG DISTANCE	600-538-53611-2220	3.99
MSA PROFESSIONAL SERV INC	003158	03/26/2024	MSA GIS updates	600-538-53611-3400	675.31
MUTUAL OF OMAHA	001676222694	04/01/2024	APRIL LIFE INSURANCE	600-538-53611-1440	34.65
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL-JUNE CONTRACT S/N 6	600-538-53611-2400	224.64
Dept 538 - WASTE WATER SERVICE Total:					23,772.09
Fund 600 - WASTE WATER UTILITY Total:					40,236.09

**Fund: 620 - STORM WATER UTILITY**

**Dept: 562 - STORMWATER UTILITY**

ALLIANT ENERGY WPL	3325410000 03152024	02/24/2024	February - Pond	620-562-56200-2200	18.95
K AND L BOBCAT INC	01-319361	02/28/2024	BOBCAT LOGO DECALS FOR B	620-562-56200-3400	35.62
K AND L BOBCAT INC	01-319361	02/28/2024	DECAL FOR BOBCAT TOOLCAT	620-562-56200-3400	5.81
HARRIS ACE HARDWARE, LLP	289596	02/28/2024	STORM WATER OUTFALL FAST	620-562-56200-3400	1.52
HARRIS ACE HARDWARE, LLP	289596	02/28/2024	STORM WATER OUTFALL FAST	620-562-56200-3400	9.96
HARRIS ACE HARDWARE, LLP	289596	02/28/2024	STORM WATER OUTFALL FAST	620-562-56200-3400	0.68
ZARNOTH BRUSH WORKS, INC	0197264-IN	03/06/2024	CONVEYOR CHAIN #80H - #52	620-562-56200-3400	98.10
MID AMERICAN RESEARCH CH	0813829-IN	03/08/2024	WHITE MARKING PAINT - (6 C	620-562-56200-3400	80.59
REINDERS INC	6048416-00	03/12/2024	SINGLE KNIFE BLADES (13) - #	620-562-56200-3400	76.51
ARAMARK UNIFORM SERVICE	6140345651	03/12/2024	UNIFORMS	620-562-56200-3400	30.77
CARQUEST AUTO PARTS	#33055 6662-413441	03/14/2024	INNER AIR ELEMENT FILTER -	620-562-56200-3400	28.40
CARQUEST AUTO PARTS	#33055 6662-413441	03/14/2024	ENGINE AIR FILTER - #524	620-562-56200-3400	42.67
BOWEN OIL CO	0245752	03/15/2024	SHELL GADUS S2 V220 2 GREAS	620-562-56200-3400	54.40
HARRIS ACE HARDWARE, LLP	290183	03/15/2024	U-BOLTS (2) - 5/16" X 2" X 3.6	620-562-56200-3400	5.98
VISA	March, 2024-AG	03/15/2024	Milwaukee M18 drill	620-562-56200-3400	149.00
VISA	March, 2024-AG	03/15/2024	XC 6.0 battery	620-562-56200-3400	179.00
VISA	March, 2024-AG	03/15/2024	Milwaukee greese gun	620-562-56200-3400	229.00
VISA	March, 2024-AG	03/15/2024	xc 5.0 battery and charger	620-562-56200-3400	199.00
BOWEN OIL CO	0245773	03/19/2024	CHEVRON DELO TORQFORCE	620-562-56200-3400	110.50
ARAMARK UNIFORM SERVICE	6140349582	03/19/2024	UNIFORMS	620-562-56200-3400	30.77
HARRIS ACE HARDWARE, LLP	522582 MARCH 2024 DISC-ST	03/24/2024	DISCOUNT - MARCH 2024	620-562-56200-3400	-0.60
HARRIS ACE HARDWARE, LLP	522582 MARCH 2024 DISC-ST	03/24/2024	DISCOUNT - MARCH 2024	620-562-56200-3400	-1.22
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	620-562-56200-2200	104.57
MSA PROFESSIONAL SERV INC	003158	03/26/2024	MSA GIS updates	620-562-56200-2100	871.56
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL-JUNE CONTRACT S/N 2	620-562-56200-2400	165.81
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL CONTRACT S/N 0022	620-562-56200-2400	56.41
Dept 562 - STORMWATER UTILITY Total:					2,583.76
Fund 620 - STORM WATER UTILITY Total:					2,583.76

**Fund: 650 - WATER UTILITY**

J & R SUPPLY INC	2403171-IN	03/13/2024	7' CURB BOX	650-16110	305.00
VISA	Walmart-UT	03/20/2024	Walmart-TV's, Brackets	650-18101	533.00
					838.00

**Dept: 537 - WATER SERVICE**

VISA	7574	03/06/2024	FARM & FLEET - WELDING RO	650-537-59300-2200	19.49
MARTELLE WATER TREATMEN	26728	03/11/2024	HYDROFLUOSILICIC ACID	650-537-56410-2200	662.70
MARTELLE WATER TREATMEN	26728	03/11/2024	SODIUM HYPOCHLORITE	650-537-56410-2200	706.38
VISA	2683466	03/13/2024	AMAZON - AIR COMPRESSOR	650-537-56260-2200	27.38
VISA	2683466	03/13/2024	AMAZON - SLIP HOOK	650-537-56770-2200	26.90
ALLIANT ENERGY WPL	0063240000 03152024	03/15/2024	2/15 - 3/15 - WELL #4	650-537-56230-2200	4,318.80
ALLIANT ENERGY WPL	1852010000 03152024	03/15/2024	2/15 - 3/15 - WATER TOWER	650-537-56230-2200	96.00
ALLIANT ENERGY WPL	2989730000 03152024	03/15/2024	2/15 - 3/15 12TH ST BOOSTER	650-537-56230-2200	135.10
WE ENERGIES	4958155456	03/15/2024	2/15 - 3/4 - 400 18TH AVE	650-537-56230-2200	58.45
WE ENERGIES	4958525352	03/15/2024	2/15 - 3/4 - WELL #4	650-537-56230-2200	15.16

**PAYMENT APPROVAL REPORT**

**Payable Dates: 2/1/2024 - 4/30/2024**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ALLIANT ENERGY WPL	5677010000 03152024	03/15/2024	2/15 - 3/15 - WELL #6	650-537-56230-2200	7,530.35
ALLIANT ENERGY WPL	9925140000 03152024	03/15/2024	2/15 - 3/15 - 29TH AVE	650-537-56230-2200	56.13
ALLIANT ENERGY WPL	5756100000 03182024	03/18/2024	2/15 - 3/15 WELL #7	650-537-56230-2200	4,521.66
ALLIANT ENERGY WPL	8339740000 03182024	03/18/2024	2/15 - 3/15 WELL #3	650-537-56230-2200	1,904.53
ALLIANT ENERGY WPL	9082700000 03182024	03/18/2024	2/15 - 3/15 WELL #5	650-537-56230-2200	5,527.95
REGEZ SUPPLY CO, INC	253579	03/19/2024	Q-FOLD WIPER, ROLL TOWEL	650-537-59300-2200	68.70
VISA	Walmart-UT	03/20/2024	Kleenex	650-537-59300-2200	6.58
MSA PROFESSIONAL SERV INC	003158	03/26/2024	MSA GIS updates	650-537-56750-2200	412.60
MSA PROFESSIONAL SERV INC	003158	03/26/2024	MSA GIS updates	650-537-56760-2200	412.61
MSA PROFESSIONAL SERV INC	003158	03/26/2024	MSA GIS updates	650-537-56770-2200	412.61
MUTUAL OF OMAHA	001676222694	04/01/2024	APRIL LIFE INSURANCE	650-537-59265-5110	25.65
<b>Dept 537 - WATER SERVICE Total:</b>					<b>26,945.73</b>
<b>Dept: 592 - TRANSFERS TO OTHER FUNDS</b>					
VISA	March Visa-KF	03/13/2024	MARCH TDS-WATER DEPT-608	650-592-59210-2200	254.27
US CELLULAR	0640328273	03/25/2024	MARCH CELL PHONE	650-592-59210-2200	29.76
CENTURYLINK	680653276	03/25/2024	MARCH LONG DISTANCE	650-592-59210-2200	11.97
RICOH AMERICAS CORPORATI	9032465098	04/01/2024	APRIL-JUNE CONTRACT S/N 6	650-592-59210-2200	224.64
<b>Dept 592 - TRANSFERS TO OTHER FUNDS Total:</b>					<b>520.64</b>
<b>Fund 650 - WATER UTILITY Total:</b>					<b>28,304.37</b>
<b>Grand Total:</b>					<b>300,656.45</b>

## Report Summary

## Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	171,740.01
201 - PARKS FUND	404.89
202 - MERIT FUND	130.90
203 - SENIOR CENTER ACTIVITY FUND	2,088.13
205 - AIRPORT FUND	10,372.88
220 - TAXI CAB	31,942.92
460 - VEHICLE CAPITAL FUND	4,952.00
461 - FACILITIES CAPITAL FUND	7,900.50
600 - WASTE WATER UTILITY	40,236.09
620 - STORM WATER UTILITY	2,583.76
650 - WATER UTILITY	28,304.37
<b>Grand Total:</b>	<b>300,656.45</b>

## Account Summary

Account Number	Account Name	Expense Amount
100-21530	HEALTH INSURANCE PAY	72,449.36
100-21541	LIFE INS (POST) MUTUAL	943.98
100-21542	LIFE INS (POST) TEXAS LI	29.95
100-21543	OTHER INS (POST) AMER	2,562.14
100-21572	125 DENTAL	2,843.94
100-21573	OTHER INS (PRE) AMERI	782.74
100-514-51420-3100	OFFICE SUPPLIES	39.99
100-514-51430-2100	PROFESSIONAL SERVICE	2,010.96
100-514-51440-3400	OPERATING SUPPLIES	221.43
100-514-51451-2100	IT PROFESSIONAL SERVI	8,930.67
100-514-51451-3400	IT OPERATING SUPPLIES	1,746.61
100-515-41140-0000	TRAILER TAXES	1,079.24
100-515-51560-2220	TELEPHONE	82.54
100-515-51560-3510	FUEL	100.00
100-516-51600-2200	UTILITY SERVICES	4,015.49
100-516-51600-2220	TELEPHONE	42.77
100-516-51600-3400	OPERATING SUPPLIES	2,848.70
100-519-51930-5110	LIFE INSURANCE	409.95
100-519-51930-5120	LEGAL CLAIMS	1,987.50
100-519-51930-5130	LIABILITY CLAIMS	6,039.69
100-519-51930-5180	WELLNESS CLINIC FEES	2,333.00
100-519-51940-2220	TELEPHONE	5,923.57
100-519-51940-2400	CONTRACTED REPAIR A	211.21
100-521-52100-2220	TELEPHONE	738.22
100-521-52100-2400	CONTRACTED REPAIR A	2,308.78
100-521-52100-3110	POSTAGE	60.00
100-521-52100-3200	SUBSCRIPTIONS, DUES,	450.00
100-521-52100-3300	TRAINING & CONFEREN	600.00
100-521-52100-3400	OPERATING SUPPLIES	4,588.01
100-521-52100-3500	MAINTENANCE SUPPLIE	5,537.21
100-522-52200-2100	PROFESSIONAL SERVICE	140.00
100-522-52200-2200	UTILITY SERVICES	887.77
100-522-52200-2220	TELEPHONE	531.57
100-522-52200-2400	CONTRACTED REPAIR A	449.28
100-522-52200-2600	COMMUNITY RISK REDU	152.50
100-522-52200-3100	OFFICE SUPPLIES	378.07
100-522-52200-3110	POSTAGE	28.18
100-522-52200-3300	TRAINING & CONFEREN	740.26
100-522-52200-3310	MILEAGE, FOOD, LODGI	319.90
100-522-52200-3400	OPERATING SUPPLIES	136.34
100-522-52200-3410	UNIFORMS	104.97
100-522-52200-3450	INFORMATION TECHNOL	181.44

## Account Summary

Account Number	Account Name	Expense Amount
100-522-52200-3500	MAINTENANCE SUPPLIE	9.98
100-526-52600-2200	UTILITY SERVICES	82.35
100-531-53110-2100	PROFESSIONAL SERVICE	1,151.98
100-531-53110-2400	CONTRACTED REPAIR A	56.41
100-531-53110-3100	OFFICE SUPPLIES	35.76
100-531-53120-2220	TELEPHONE	99.99
100-531-53120-2400	CONTRACTED REPAIR A	165.81
100-531-53120-3400	OPERATING SUPPLIES	7.79
100-532-53230-2201	ADMINISTRATIVE BUILDI	691.61
100-532-53230-2204	RECYCLE BUILDING	254.07
100-532-53230-2205	SOUTH BUILDING	49.29
100-532-53230-2208	MAINTENANCE BUILDIN	735.79
100-532-53230-2209	TRUCK SHED	161.75
100-532-53230-2210	OLIN BUILDING	48.31
100-532-53230-3400	OPERATING SUPPLIES	1,676.48
100-532-53240-2400	CONTRACTED REPAIR A	1,620.94
100-532-53240-3400	OPERATING SUPPLIES	317.71
100-532-53240-3500	MAINTENANCE SUPPLIE	3,375.40
100-533-53300-2220	TELEPHONE	164.38
100-533-53300-3400	OPERATING SUPPLIES	1,802.52
100-533-53300-3700	ROAD SUPPLIES	4,622.57
100-534-53420-2200	UTILITY SERVICES	441.94
100-534-53420-2202	UTILITIES - SCHOOL FLAS	101.15
100-534-53420-2203	UTILITIES - TRAFFIC SIGN	474.70
100-534-53420-3421	OPERATING SUPPLIES - T	54.97
100-534-53451-2200	UTILITY SERVICES	35.79
100-536-53620-2100	PROFESSIONAL SERVICE	6,747.85
100-551-55100-2100	PROFESSIONAL SERVICE	218.20
100-551-55100-2200	UTILITY SERVICES	1,672.43
100-551-55100-2220	TELEPHONE	15.96
100-551-55100-3100	OFFICE SUPPLIES	189.96
100-551-55100-3400	OPERATING SUPPLIES	231.16
100-551-55120-2200	UTILITY SERVICES	161.31
100-552-55200-2200	UTILITY SERVICES	884.50
100-552-55200-2220	TELEPHONE	69.43
100-552-55200-2400	CONTRACTED REPAIR A	1,485.14
100-552-55200-3300	TRAINING & CONFEREN	375.00
100-552-55200-3400	OPERATING SUPPLIES	3,750.87
100-552-55200-3500	MAINTENANCE SUPPLIE	85.17
100-553-55300-2200	UTILITY SERVICES	21.08
100-553-55300-3400	OPERATING SUPPLIES	855.00
100-554-55400-2220	TELEPHONE	83.25
100-554-55400-2400	CONTRACTED REPAIR A	126.92
100-554-55420-2200	UTILITY SERVICES	223.54
100-554-55420-3400	OPERATING SUPPLIES	335.87
201-551-55101-3400	FUNDRAISING/SPECIAL	404.89
202-522-52210-2200	UTILITY SERVICES	130.90
203-551-55100-2100	PROFESSIONAL SERVICE	346.20
203-551-55100-3110	POSTAGE	505.67
203-551-55104-3400	OPERATING EXPENSE W	103.07
203-551-55108-3400	OPERATING EXPENSE BU	512.90
203-551-55110-3402	SENIOR ACTIVITY EXPEN	620.29
205-535-53510-2100	AIRPORT PROFESSIONAL	7,250.00
205-535-53510-2200	AIRPORT UTILITY SERVIC	2,036.27
205-535-53510-3200	TAXI CAB FARE	34.00
205-535-53510-3400	AIRPORT OPERATING SU	217.50
205-535-53510-3500	AIRPORT MAINT SUPPLI	835.11
220-540-54000-7902	CONTRACTED TAXI SERVI	31,942.92

**Account Summary**

Account Number	Account Name	Expense Amount
460-570-57321-8100	STREETS CAPITAL VEHICL	4,952.00
461-535-53510-8100	AIRPORT CAPITAL FACILI	9.93
461-570-57620-8100	PARKS CAPITAL FACILITIE	7,890.57
600-18100	CONSTRUCTION WORK I	533.00
600-18333	333 PRIMARY TREATME	15,931.00
600-538-53610-2200	821 UTILITY SERVICES	929.11
600-538-53611-1440	HEALTH INSURANCE	34.65
600-538-53611-2200	UTILITY SERVICES	21,166.34
600-538-53611-2220	TELEPHONE	431.47
600-538-53611-2400	CONTRACTED REPAIR A	603.64
600-538-53611-3300	TRAINING & CONFEREN	-186.30
600-538-53611-3400	OPERATING SUPPLIES	763.51
600-538-53611-3500	819 MAINTENANCE SUP	29.67
620-562-56200-2100	PROFESSIONAL SERVICE	871.56
620-562-56200-2200	UTILITY SERVICES	123.52
620-562-56200-2400	CONTRACTED REPAIR A	222.22
620-562-56200-3400	OPERATING SUPPLIES	1,366.46
650-16110	154 PLANT MATERIALS	305.00
650-18101	107 CONSTRUCTION WI	533.00
650-537-56230-2200	623 PUMPING FUEL/PW	24,164.13
650-537-56260-2200	626 PUMPING MISC EXP	27.38
650-537-56410-2200	641 WT EXPENSE CHEMI	1,369.08
650-537-56750-2200	675 MAINTENANCE OF S	412.60
650-537-56760-2200	676 MAINTENANCE OF	412.61
650-537-56770-2200	677 MAINTENANCE OF	439.51
650-537-59265-5110	926.5 EMPLOYEE BENEFI	25.65
650-537-59300-2200	930 MISC GENERAL EXP	94.77
650-592-59210-2200	921 OFFICE SUPPLIES &	520.64
<b>Grand Total:</b>		<b>300,656.45</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	288,448.61
1507	321.00
1515	3.74
1523	98.10
1524	76.45
1525	110.50
1526	41.43
1529	1,381.26
1537	110.50
1539	76.51
1542	239.68
1547	92.16
1548	273.26
3304	54.97
3317	548.71
3342	1,051.81
3408	10.94
3610	46.69
3611	68.27
3612	64.23
3613	45.48
3614	54.67
3615	55.31
3616	84.50
3618	55.55
406	224.03



Project Account Summary

Project Account Key	Expense Amount
409	101.15
5108	855.00
5137	404.89
5148	335.87
5300	356.45
5301	1,305.20
5302	894.39
5303	1,194.83
5306	85.17
5307	435.14
5308	1,050.00
Grand Total:	300,656.45



## City of Monroe Item Coversheet

**Meeting Date:** 4/1/2024

**Individual Requesting Item:** Public Safety Committee

**Expected Length of Discussion:** 2 min

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### Issue

### Background Information

### Financial Impact

### Recommendation

#### ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/20/2024
Application	Backup Material	3/20/2024

## RESOLUTION APPROVING SPECIAL EVENTS

BE IT RESOLVED by the Common Council of the City of Monroe, upon recommendation of the Public Safety Committee, that approval be hereby given for the following special events:

- 1. Main Street Monroe April Wine Walk Event, on April 26, 2024 from 4:00 PM to 9:00 PM, in the Downtown area.** The event includes wine sampling at several of the downtown businesses. Participants walk between the various businesses and use the event for business and social networking. Intoxicants are not carried between the locations, but there is sampling available from licensed operators at each. A list of the businesses is attached to the permit. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is attached, along with any other permits or special requirements. For purposes of this permit the special event area is that area within 13th Avenue, 20th Avenue, 14th Street and 7th Street, while the event is in progress. No other events or similar activities, other than those authorized by law, may take place in this same area and at the same time.

OFFERED BY THE PUBLIC SAFETY COMMITTEE

Dated this 1<sup>st</sup> day of April, 2024

Approved:

---

Donna Douglas, Mayor



## CITY OF MONROE

1110 18th Avenue, Monroe, WI 53566  
Phone (608) 329-2524 FAX (608) 329-2561

### City of Monroe Special Event Permit

Thank you for being willing to plan a community celebration or special event. This permit application form will provide the City information needed to assist you in sorting through departments and types of requirements needed to obtain proper permits and inspections so as to assist us all in creating a safe and lawful event.

Application must be turned in to the Clerk's office no later than 45 calendar days prior to the start of the event. A late fee of \$50.00 will apply for any permit applications turned in less than 45 calendar days prior to the start of the event. The permit application must be complete with the proper insurance certificate, fees, maps, other necessary permit applications, and signatures included in order to be considered on time to avoid the late fees. There are no exemptions to the fees.

Special events are governed by city ordinances and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property as well as possible billing for city services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

#### 1. Name and Address

Sponsor Name: Main Street Monroe, Inc.  
Sponsor Address: 1717 10th Street  
City, State, Zip: Monroe, WI 53566  
Phone: 608.328.4023 Person in Charge Jordan Nordby

Names, addresses and telephone numbers of not less than (3) individuals who will hold positions of responsibility with respect to the Special Event:

Name: <u>Jordan Nordby</u>	Name: <u>Terra Junk</u>	Name: <u>JoAnne Leuenberger</u>
Address: <u>1024 1/2 17th Avenue</u>	Address: <u>1024 17th Avenue</u>	Address: <u>1618 11th Street</u>
City, State Zip: <u>Monroe, WI 53566</u>	City, State Zip: <u>Monroe, WI 53566</u>	City, State Zip: <u>Monroe, WI 53566</u>
Phone: <u>608.214.7145</u>	Phone: <u>608.558.3356</u>	Phone: <u>608.325.3900</u>
Email: <u>monroemainstreet@tds.net</u>		

**2. Convictions** A statement of any conviction of the Sponsor, any officer or director of the Sponsor, the person in charge, and the three (3) individuals listed under 1b above, for any violation of any criminal law or municipal ordinance other than traffic violations. Such statement shall include a statement of the nature of the offense and the punishment or penalty assessed therefore.

No

#### 3. Description of Special Event

NAME OF EVENT: Main Street Monroe April Wine Walk  
TYPE OF EVENT: Wine Walk  
(Example: run, walk, parade, festival, neighborhood event)  
LOCATION OF EVENT: 18 Participating Businesses located throughout the downtown district (Please see list/map)  
NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 8  
NUMBER OF PEOPLE ANTICIPATED: 250  
PEAK HOURS OF EVENT: 6-8pm  
ESTIMATED CROWD SIZE DURING PEAK HOURS: 230  
NUMBER OF PEOPLE AT LAST EVENT: 250

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE: Indicate yes or no

Yes <u>beer/wine</u>	No <u>use of city hydrants</u>	No <u>electrical usage</u>
No <u>food service</u>	Yes <u>noise amplification</u>	No <u>fireworks</u>
No <u>tents</u>	Yes <u>outdoor signs/banners</u>	No <u>barricades</u>
No <u>carnival</u>	No <u>medical assistance or first aid</u>	No <u>2-way radios</u>

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES, OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN.

Yes, stores will be charged a fee to participate in the event and tickets will be sold for each and every participant.

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

N/A

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT.

No

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:

Money may be exchanged at Buehler Interiors (1900 12th Street) if tickets are available to purchase at the door.

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED?

N/A - each store will be responsible for trash.

WILL ANYTHING BE SERVED IN GLASS, METAL, OR PLASTIC CONTAINERS? Yes or No

Yes

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (Private Security, fences, persons checking identifications, etc.)

IDs will be checked as people check-in for the wine walk at Buehler Interiors. Wristbands will be given. Separate wristbands will be used depending on ticket type (i.e. Designated Driver). Each store's licensed bartender, along with store owner/employee/volunteer will be checking to make sure those being served have a wristband.

IF STREET CLOSURES ARE REQUESTED, please indicate exact requested location, dates, and times, including set up and take down: (attach map and site plan of the area)

None

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID:

Various stores will have a first aid kit on hand.

WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES?

No

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES.

N/A

PLEASE DESCRIBE ANY OTHER DETAILS OF YOUR EVENT NOT ALREADY COVERED.

Event will look like it did last year, with an Early Bird ticket option which will allow anyone with it to start the event at 4pm vs 5pm. Event will end the same time regardless of ticket. Check-in hours will be from 2:30-6pm.

#### 4. Term of Permit

Special Event Begins:

Date: 2024-04-26

Hour: 4pm

Special Event Ends:

Date: 2024-04-26

Hour: 9pm

Hours of operation each day:

From: 2:30pm (Start of Check-in)

To: 9pm

#### 5. Prior Suspensions or Revocations

A statement of any prior suspension or revocation of a special Event permit of the Sponsor or any Individual who will hold a position of responsibility with respect to the special event

#### 6. Mapped Routes

When the proposed special event will feature foot or bicycle races, runs, rides, or parades, the sponsor shall submit the proposed route to [brindy@cityofmonroe.org](mailto:brindy@cityofmonroe.org) at the time of filing the application. Yes

#### 7. Large Tents

when the proposed Special Event will feature a large tent(s), the Sponsor shall submit a detailed map or diagram of the entire special event area including parking areas. No

#### 8. Vendors

Is Sponsor requesting suspension of vendors (Vendors, Canvassers, Peddlers) that are not associated with Special Event? If yes, describe area in which vendors are suspended during special event.

THE CITY REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED.  
HAVE THE REQUIRED LEVELS OF INSURANCE INDEMNIFYING THE CITY BEEN OBTAINED? Yes

Please submit a copy of the insurance certificate to [brindy@cityofmonroe.org](mailto:brindy@cityofmonroe.org). Special event permits will not be approved without a sufficient certificate of insurance on file with the City of Monroe. (PLEASE NOTE INSURANCE REQUIREMENT THAT THE CITY OF MONROE BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE). Insurance requirements can be found in section 3-13-10 of the Monroe City Code

Special Event Permit Fees -- Special event permit fees are calculated based on the logistics and date of event. Please see the City of Monroe fee schedule for an estimate on special event permit fees. The late fee info can stay, as well as the no refund on fees.

The applicant agrees to indemnify and save harmless the City against all liabilities, claims, demands, and losses, including costs, expenses, and reasonable attorney fees, for injury or death of any individual or loss or damages to the property of any person arising from any activity undertaken pursuant to a permit issued under this chapter. Applicant agrees to provide insurance binder or certificate of insurance as required by 3-13-10 INSURANCE REQUIREMENTS (Attached). Applicant further agrees to comply with 3-13-13 SPECIAL EVENT REGULATIONS (Attached).

By submitting this form, I certify that: (1) I am authorized to submit this form on behalf of the individual or entity for whom the form is being submitted; (2) The individual or entity for whom I am submitting this form is solely responsible for the accuracy and currency of all information contained in this form.

Jordan Nordby

Signature of Applicant

03/05/2024

Date

**3-13-10: INSURANCE REQUIREMENTS**

(A) Each sponsor shall provide the city clerk with an insurance binder or certificate of insurance showing that the sponsor has insurance coverage for all liabilities and obligations that may result from the activities undertaken pursuant to the permit. If a binder is provided, a certificate of insurance shall be provided prior to the issuance of a permit. Such coverage shall include:

1. Coverage for operations by the sponsor's employees, agents, contractors, and subcontractors.
2. Coverage of the City as an additional named insured.
3. Coverage for personal injury to participants in the special event.
4. Coverage for property damage occurring as a result of the special event. (11-2-1999)

(B) The certificate of insurance shall provide that the insurance company shall furnish the City with a ten (10) day written notice of cancellation, nonrenewal, or material change.

(C) The insurance company issuing the certificate of insurance shall be licensed in the State of Wisconsin and shall be approved by the City.

(D) The insurance shall be written in comprehensive form and shall protect the sponsor and City against all claims arising from injuries to members of the public or damages to property of others arising out of any act or omission of the sponsor, its employees, agents, contractors or subcontractors.

(E) The policy of insurance shall provide coverage in such amounts as are set, from time to time, by resolution of the Council upon recommendation of the Insurance Committee. (11-6-1991)

**(\$1,000,000.00)**

**3-13-13: SPECIAL EVENTS REGULATIONS**

(A) Notwithstanding other provisions of this Code, the Council may grant a sponsor:

1. The exclusive right to select and control vendors who shall be authorized to operate within the area designated for such special event;
2. The right to designate sites within such area where such vendors shall be permitted to operate for the duration of the special event;
3. The right to charge such vendors a fee or commission for the privilege of operating within the area designated for the special event.

(B) Any sponsor that is granted any of the rights set forth in subsection 3-13-13(A) above shall be liable for all acts of such vendors, including all violations of this Chapter by such vendors.

1. This subsection shall not prevent the sponsor from requiring subrogation agreements from such vendors, or from requiring such vendors to provide insurance coverage for their actions at the special event.

2. The City shall not be bound by any subrogation agreement or insurance agreement between a vendor and a sponsor.

(C) Each sponsor shall exhibit its permit at the request of any police officer or citizen.

(D) It shall be unlawful for a sponsor to do any of the following:

1. Operate in violation of a condition or restriction placed upon its permit.
2. Fail to comply with any licensing or inspection requirement of the State of Wisconsin.

(E) Unless authorized by the special event permit issued by the City, it shall be unlawful for a sponsor to do any of the following:

1. Permit vending activities associated with such special event to be operated within twenty feet (20') of any portion of the front of any store which sells merchandise or services of the same or similar nature.
2. Permit ropes or other equipment to be attached to any bench, flower planter, tree, light pole, utility pole or trash receptacle for display of merchandise or cause or permit any of the foregoing to be used for display of merchandise or advertising materials.
3. Permit equipment, goods or advertising materials to be stored on any street, sidewalk, alley or other public place when no individual is present on behalf of the sponsor or when special event activities are not permitted

1. Permit any part of the operations of the sponsor to interfere with the free flow of pedestrian or vehicle traffic.

(F) Except pursuant to a special event permit issued by the City, each sponsor shall:

1. Keep all areas in and around any stationary location or display used in connection with the special event clean and hazard free.

Remove all equipment, including carts, tables, apparatus and merchandise from the streets, sidewalks, alleys, or other public places during times when the sponsor is not operating a special



MAIN STREET  
**MONROE**

March 5, 2024

April 2024 Wine Walk Participating Businesses

**EXECUTIVE BOARD**

**Steve Moon**  
*President*

**Aaron Holverson**  
*Vice President*

**Mickey Beam**  
*Secretary*

**Tom Miller**  
*City Alderperson*

**Kyle Keehn**

**Jane Paradowski**

**Sharon Riese**

**Stacey Steinmann**

**Amy Timmerman**

**COMMITTEE CHAIRS**

**John & Donna Glynn**  
*Design*

*Economic Restructuring*

**Andy Hill**  
*Organization*

**Terra Junk**  
*Events & Promotions*

House to Home Designs – 1628 11th Street

JoAnne's Dress Shop – 1618 11th Street

Max's Threads – 1111 16<sup>th</sup> Avenue

Frame 'n Color – 1119 16th Avenue

Vintage Junque – 1110 15th Avenue

Made to Inspire – 1516 11<sup>th</sup> Street

Luecke's Diamond Center – 1029 16th Avenue

Toy Haus – 1017 16th Avenue

Monroe Antiques Mall – 1003 16th Avenue

Payne's Coffee Haus & Odditeas – 928 15<sup>th</sup> Ave

Urban Spa & Boutique – 1611 10th Street

Green County Historical Society Museum – 1617 9<sup>th</sup> Street

Bliss Salon – 904 17<sup>th</sup> Avenue

Studio 906 – 906 17<sup>th</sup> Avenue

The Local Joint – 1000 17<sup>th</sup> Avenue

Spilled Grapes Wine Bar – 1010 17<sup>th</sup> Avenue

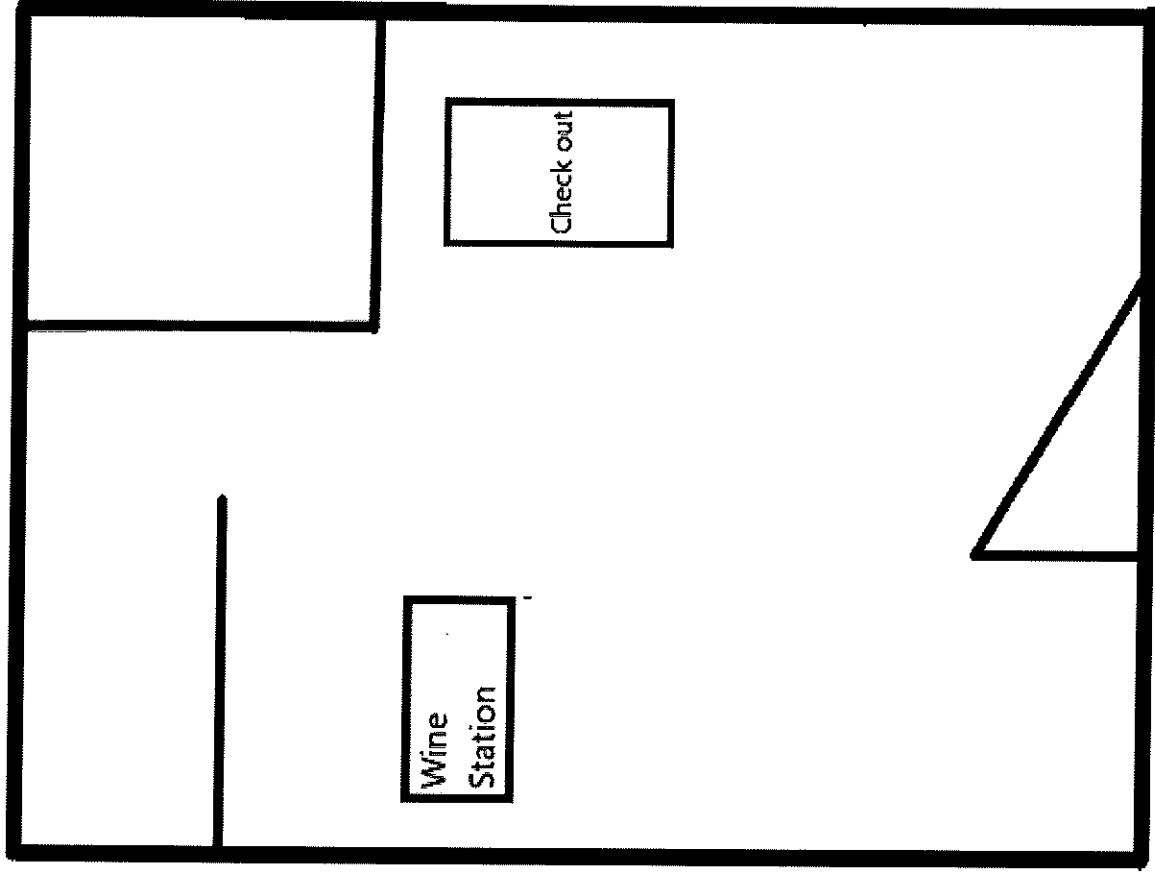
Thrift & Thrive – 1020 17<sup>th</sup> Avenue

213 Mercantile – 1024 17th Avenue

Buehler Interiors (Check-in Location) 1900 12th Street

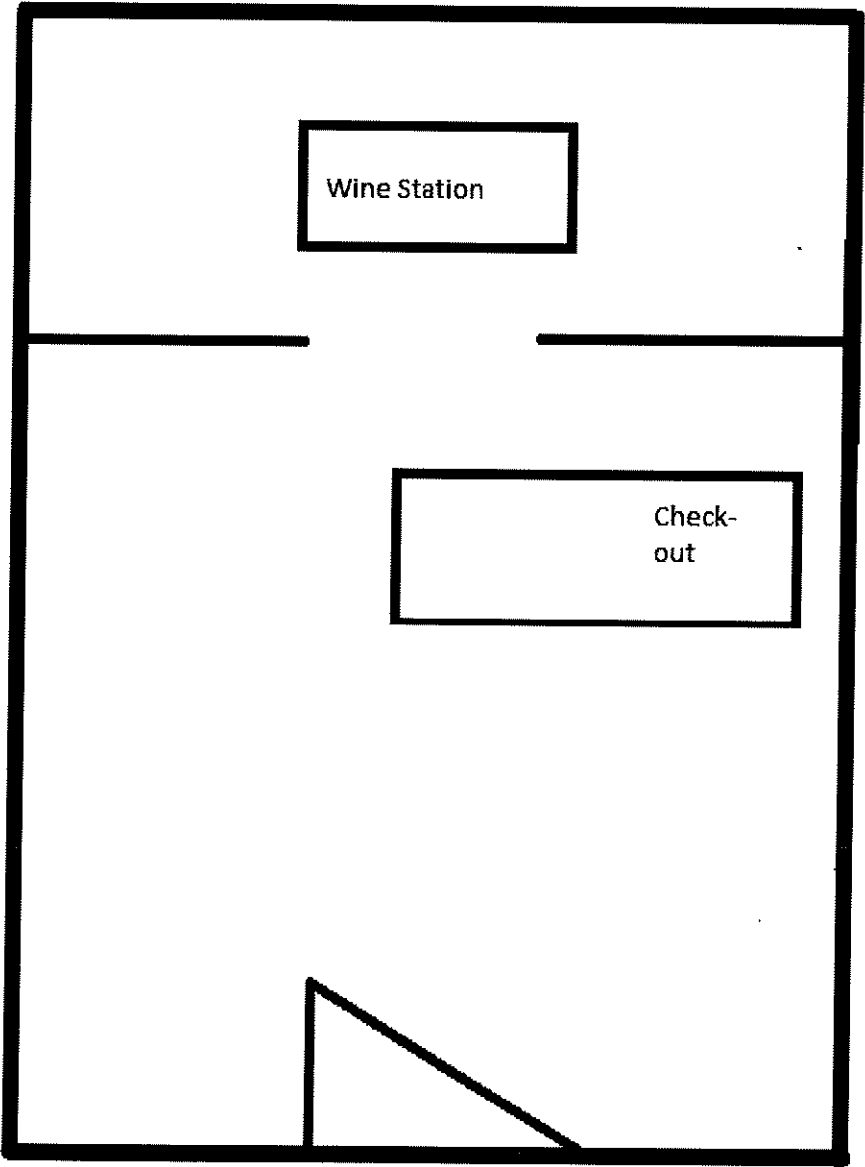
**MAIN STREET MONROE**

1717 10th Street  
Monroe, WI 53566

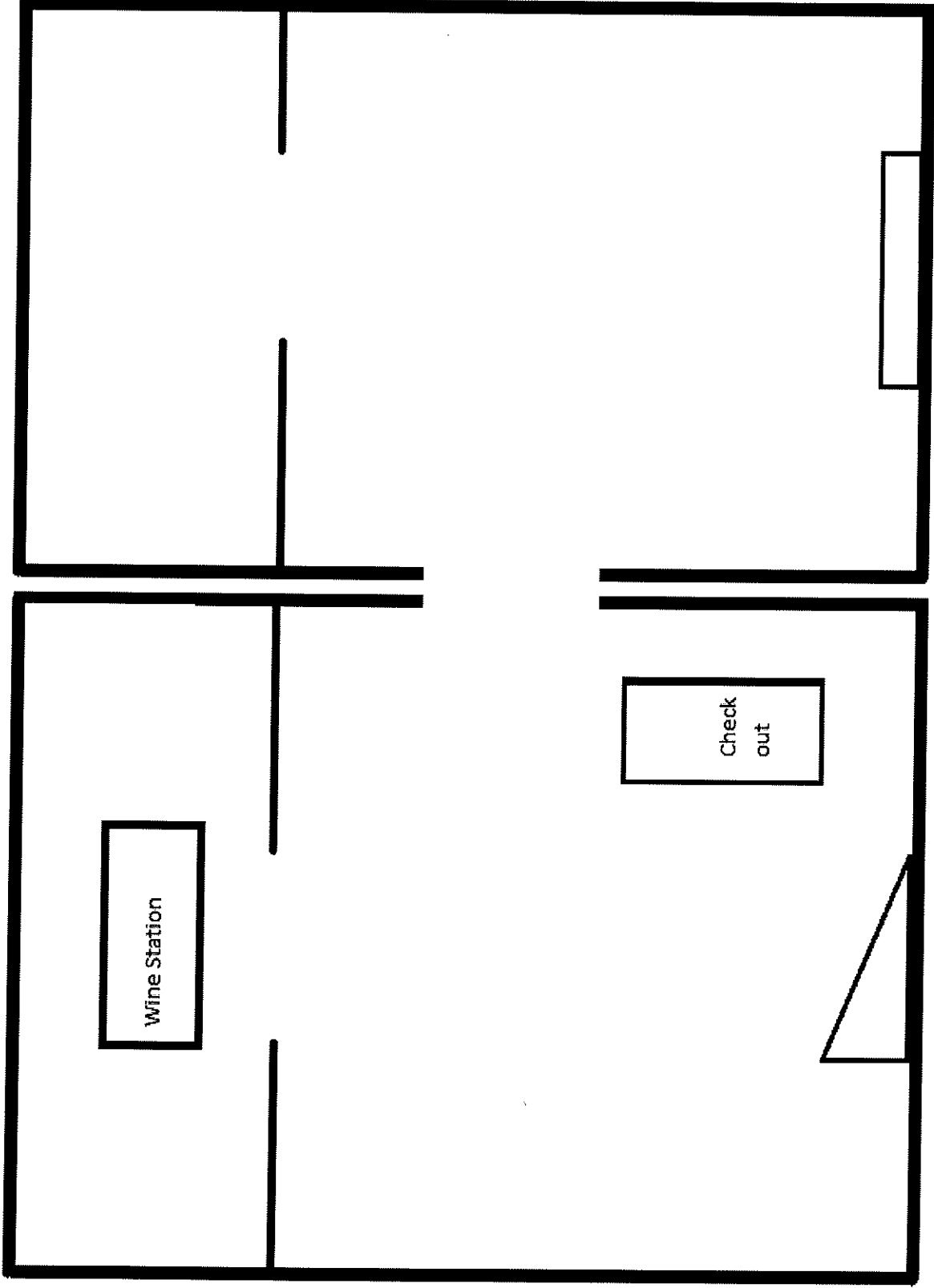


Bliss  
Salon

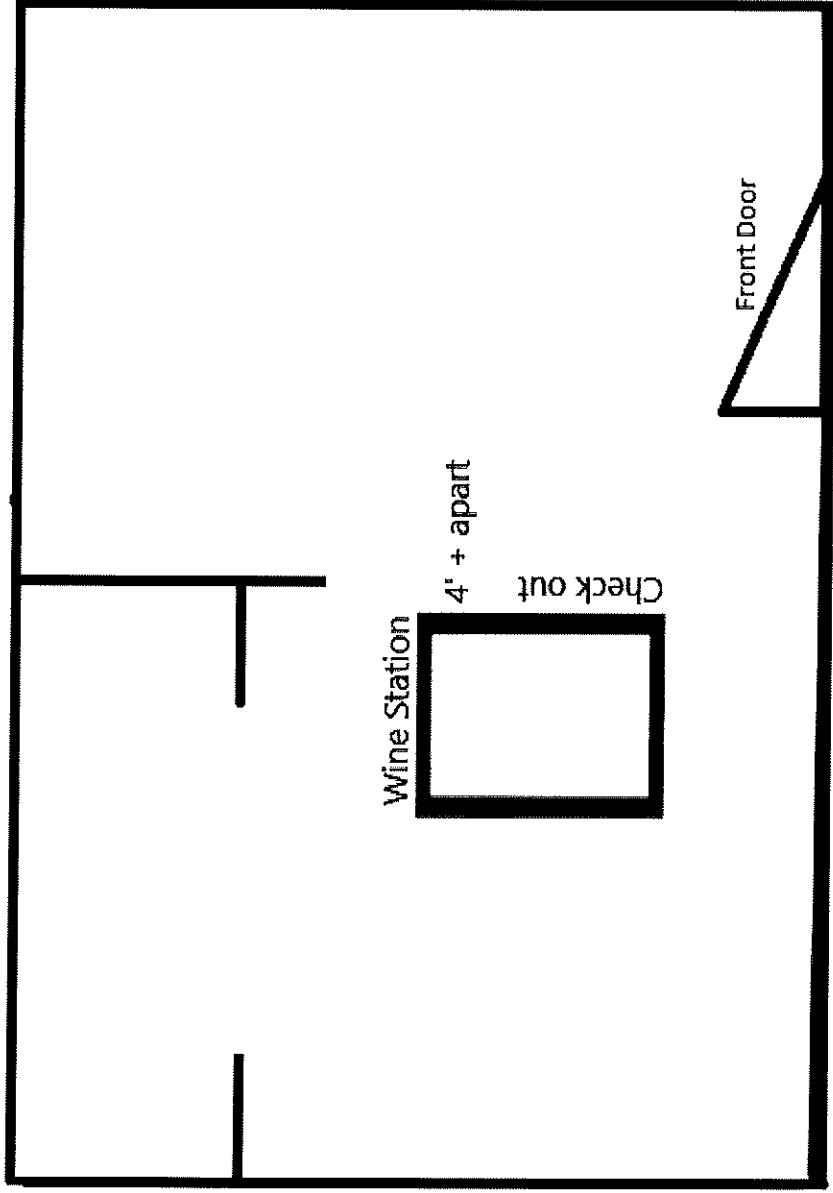




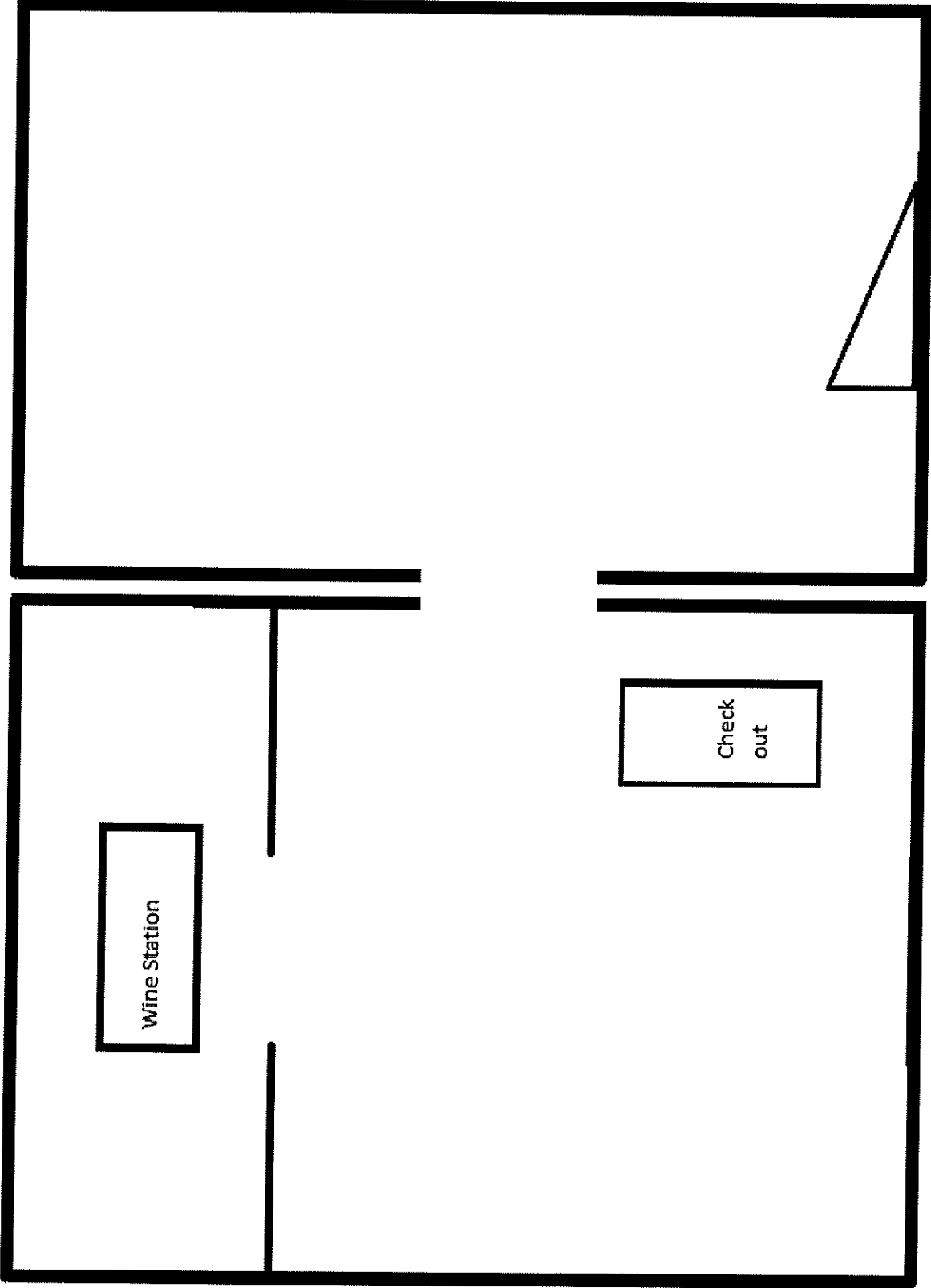
213 Mercantile



Monroe Antique Mall

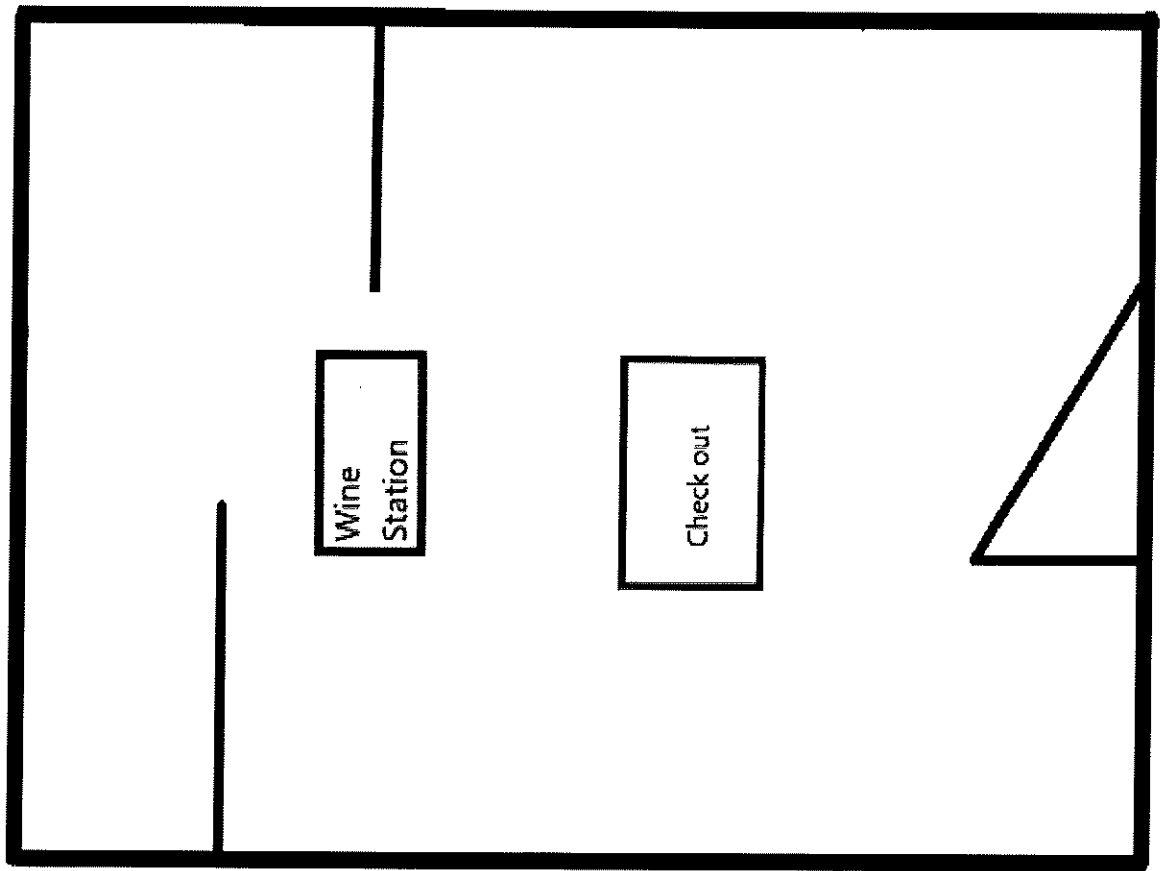


Frame 'n Color

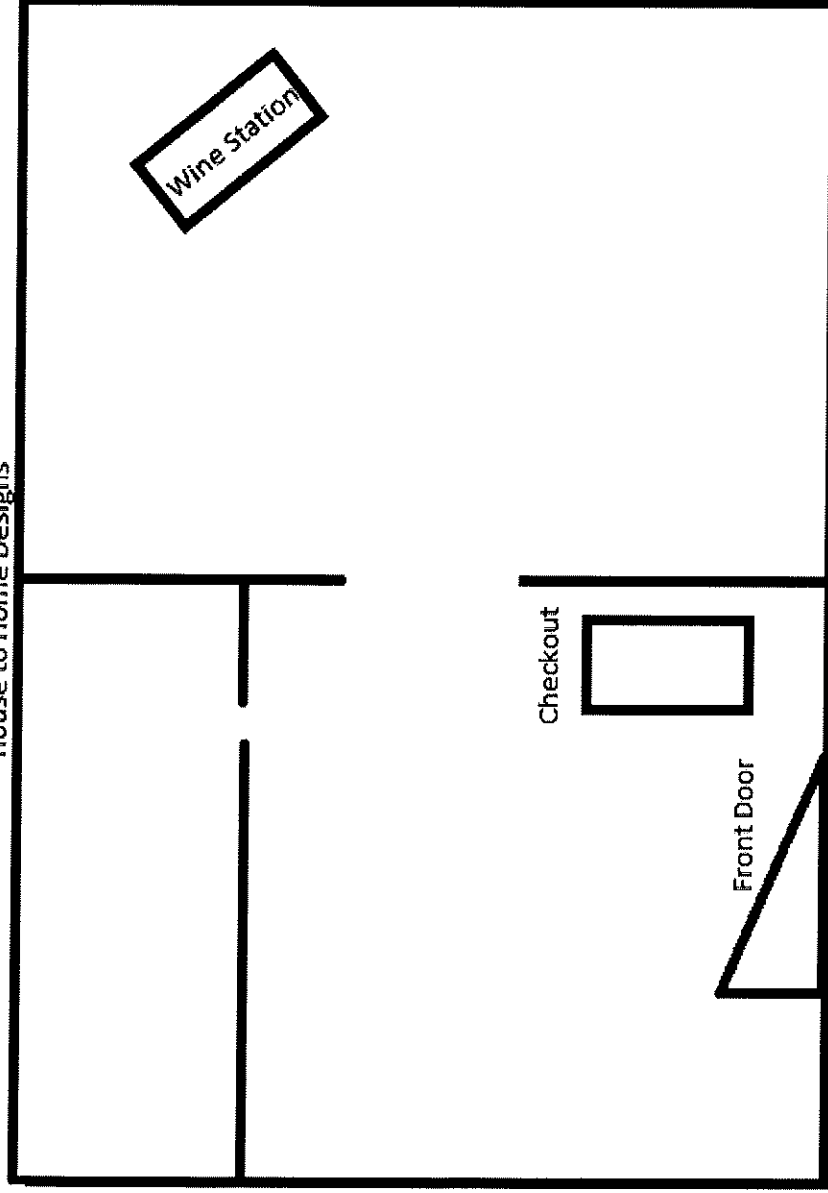


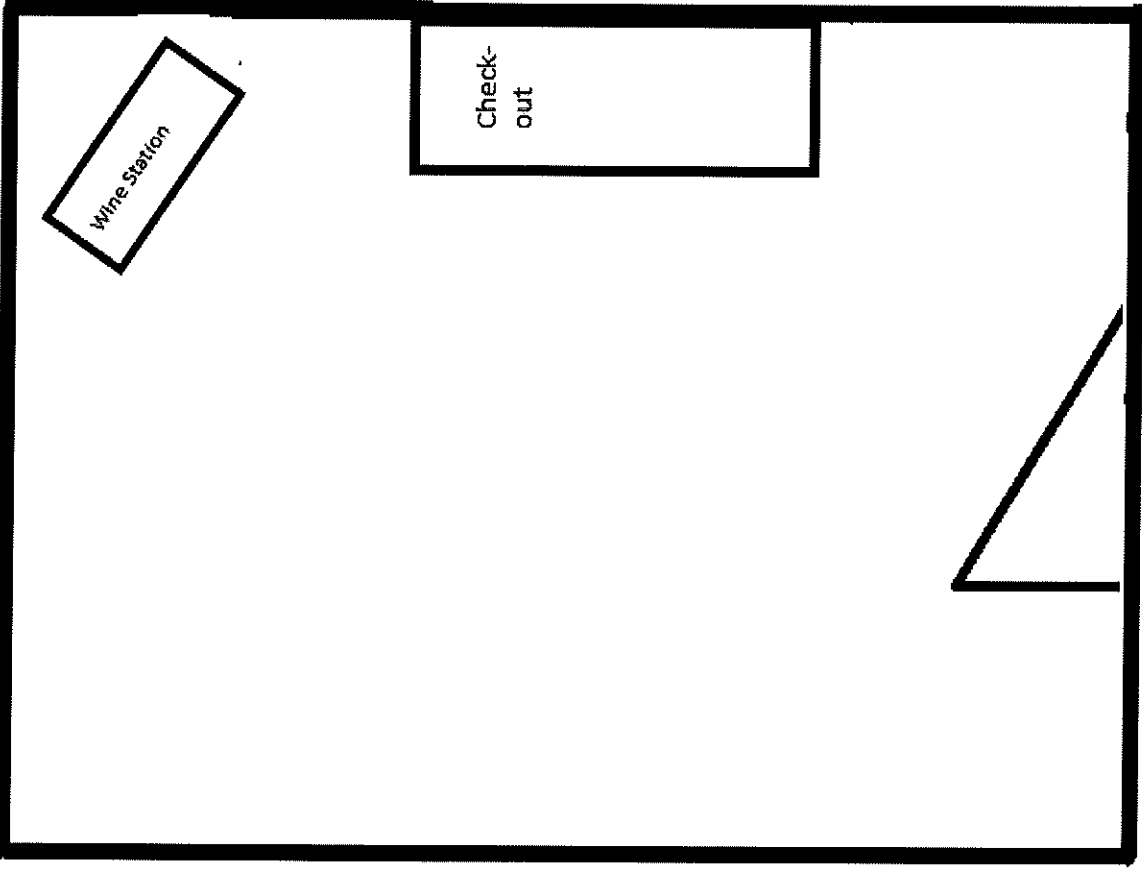
Vintage Junque

Urban Spa &  
Boutique

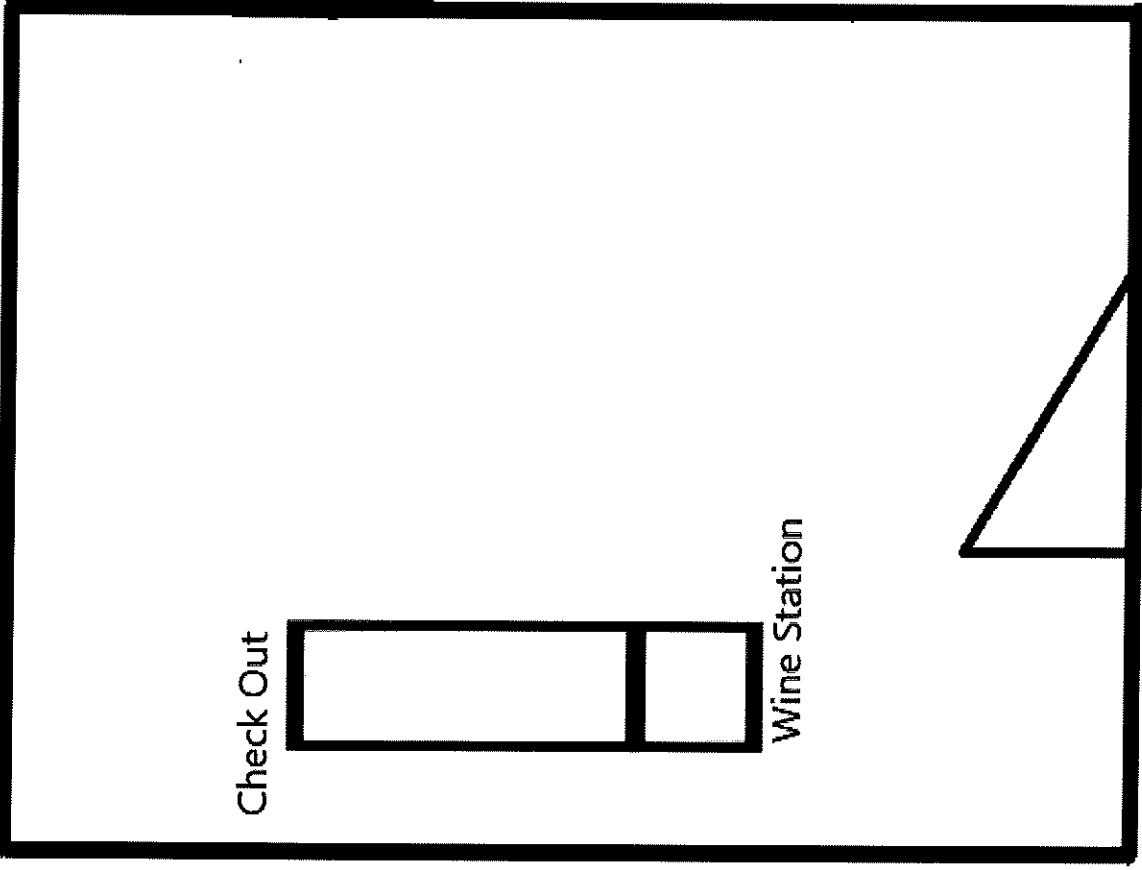


House to Home Designs



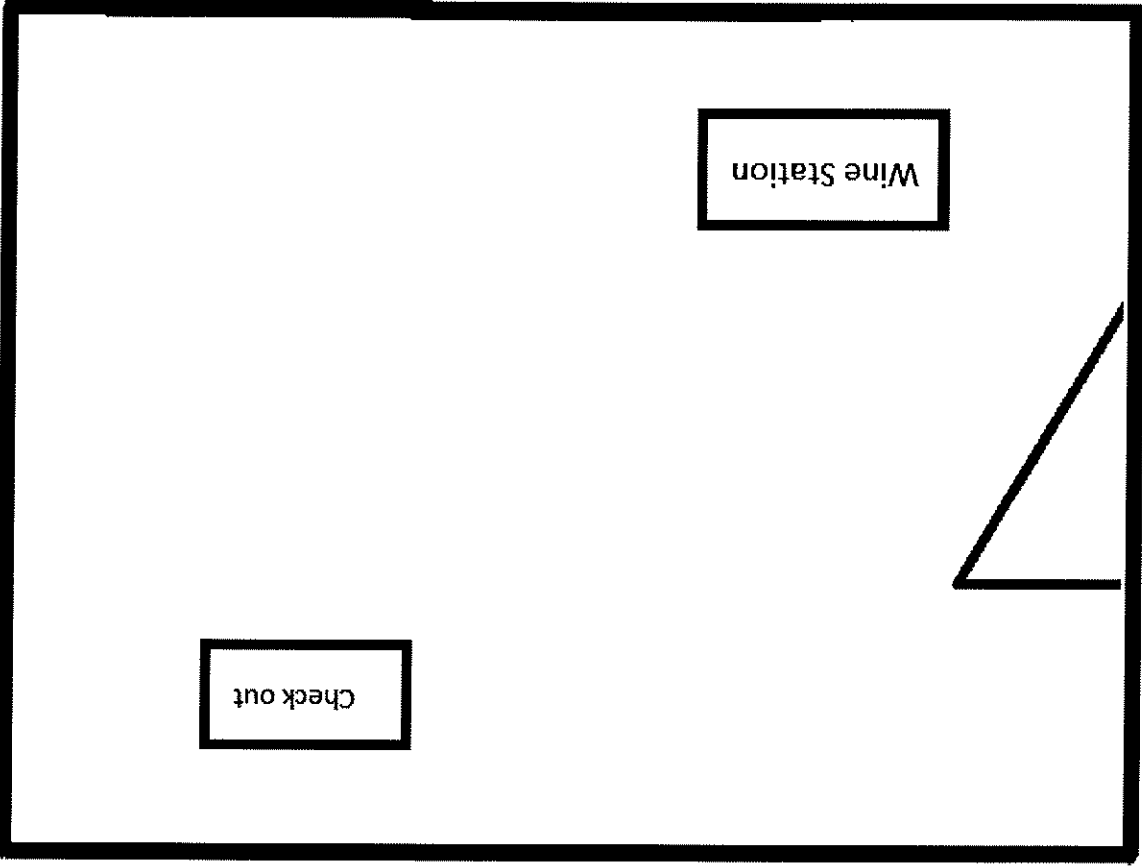


Toy Haus

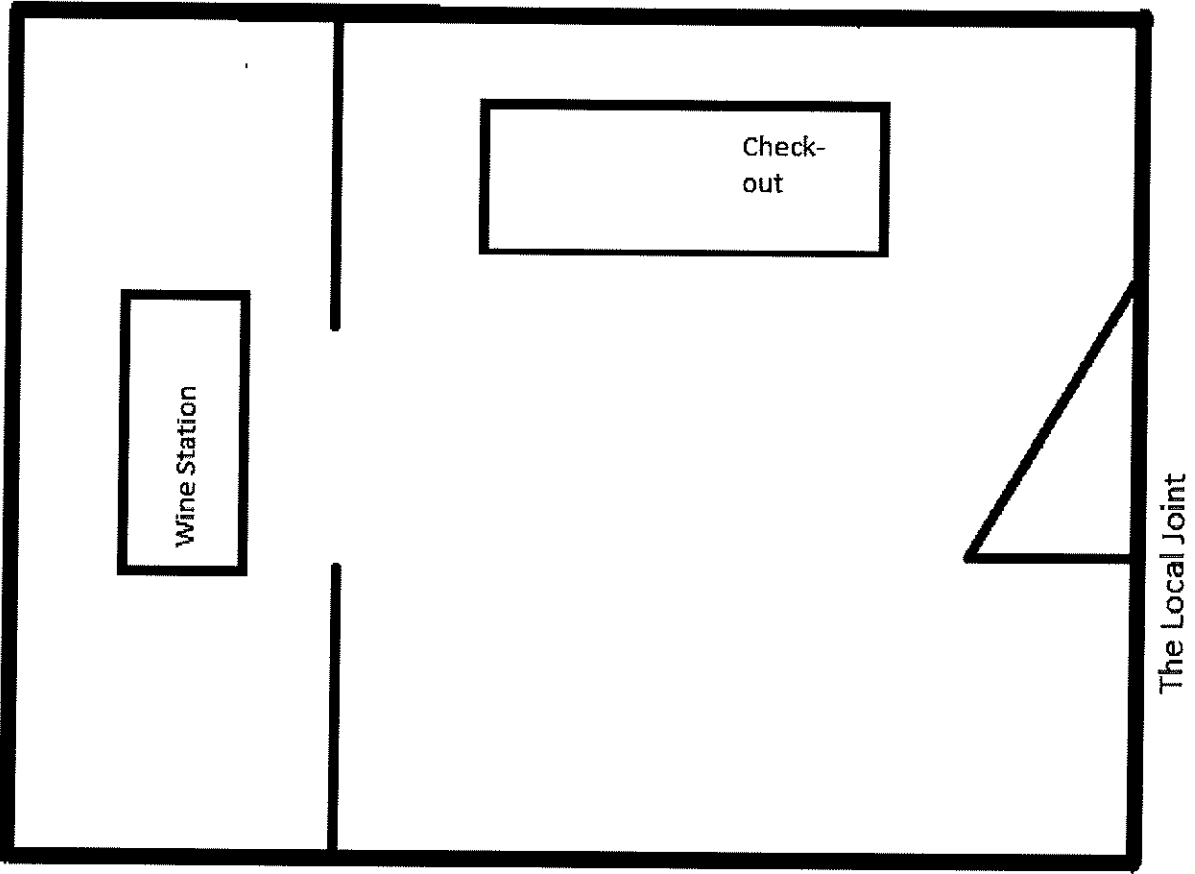


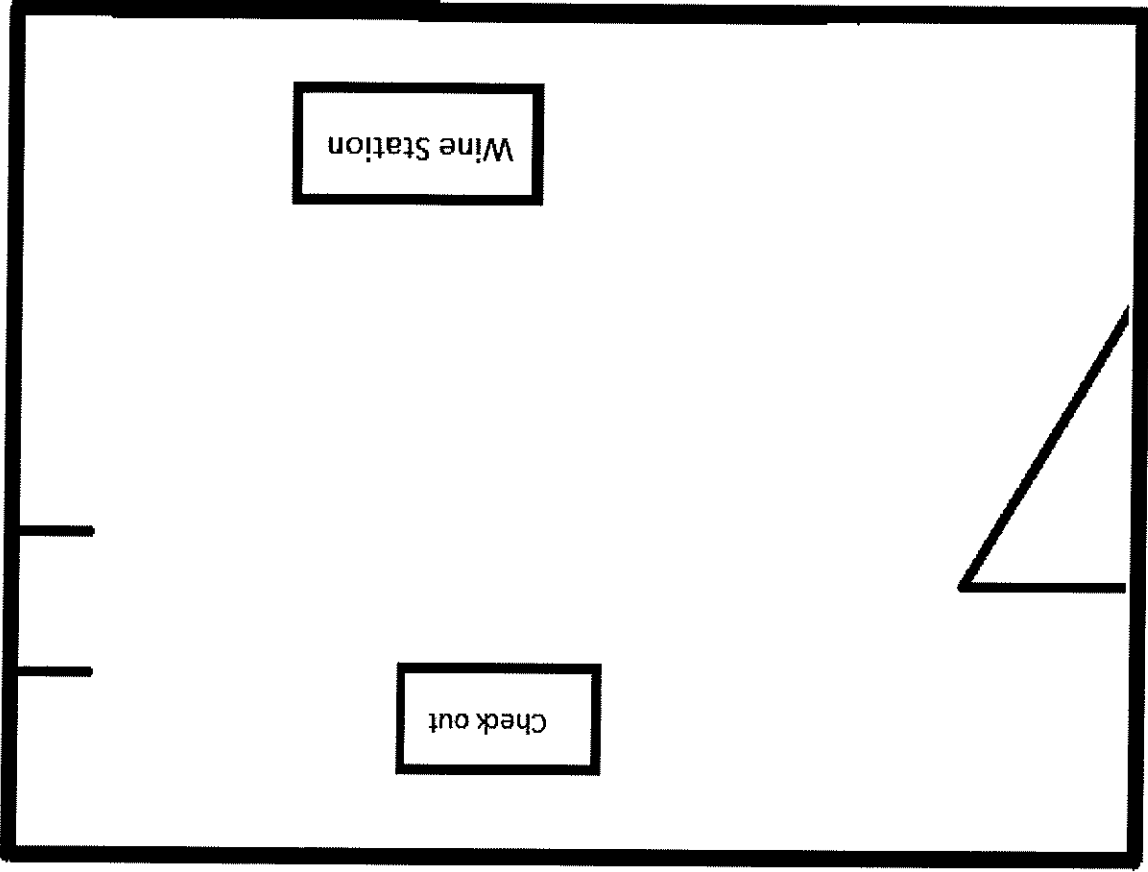
JoAnne's Dress Shop



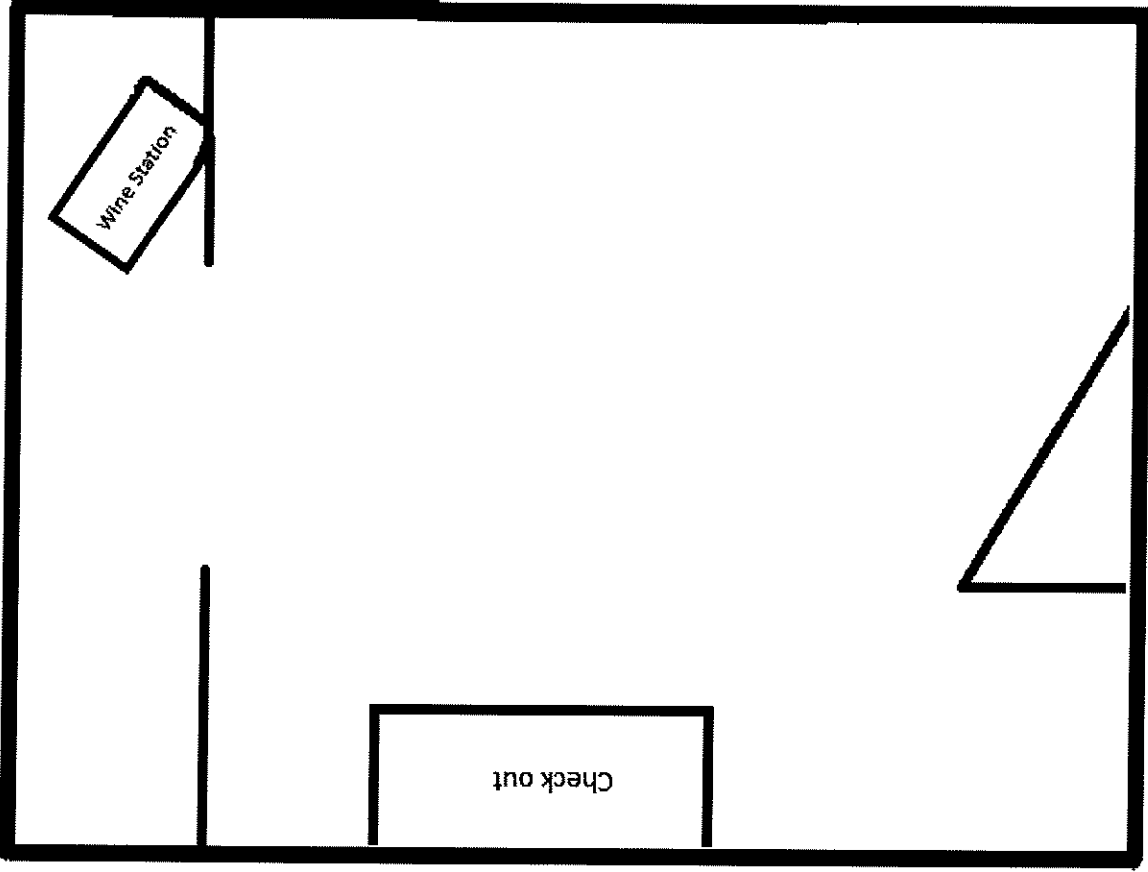


Luecke's Diamond Center



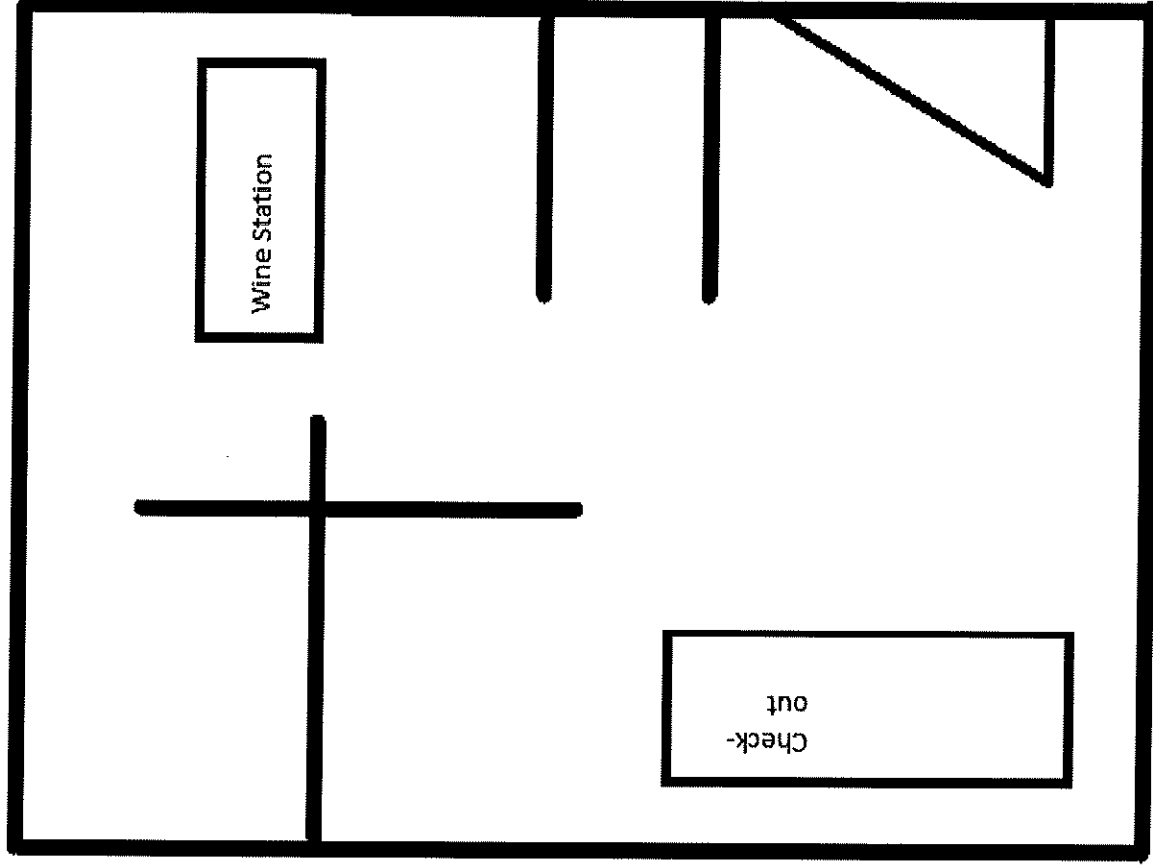


Thrift and Thrive

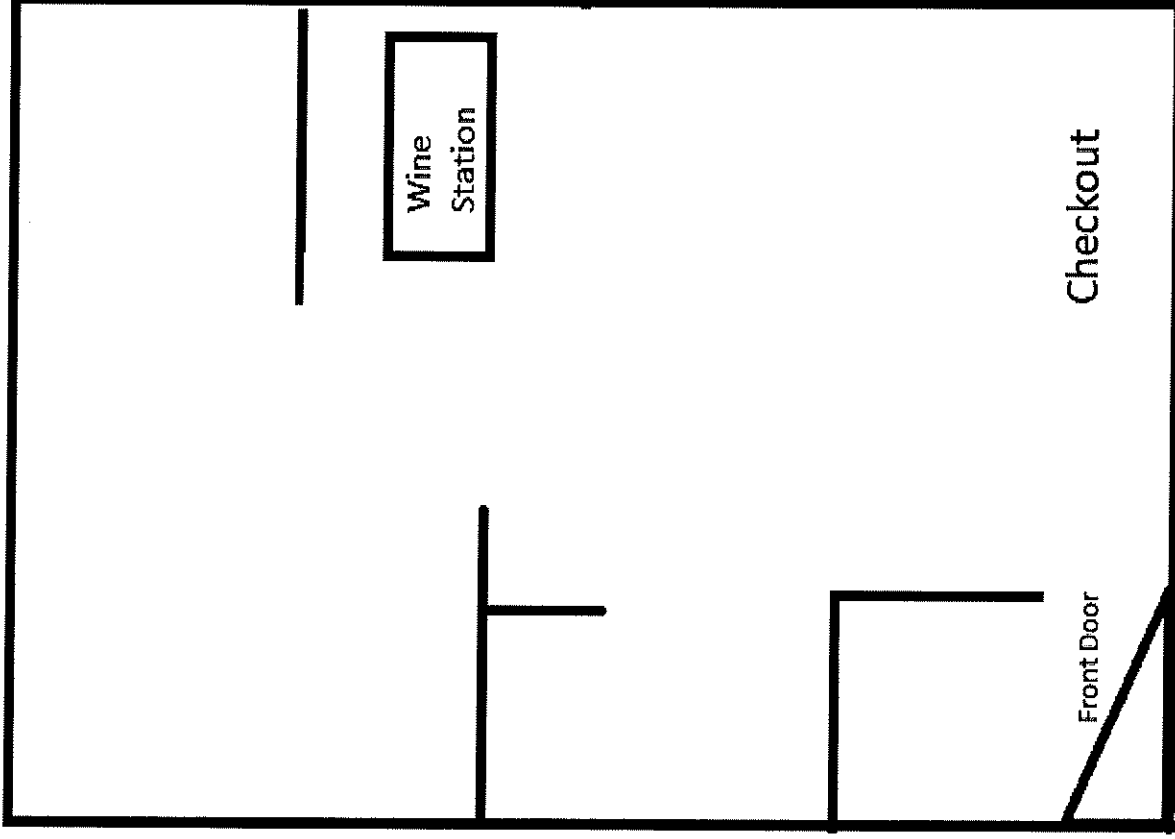


Made to Inspire

Payne's Coffee Haus  
921 15th Ave

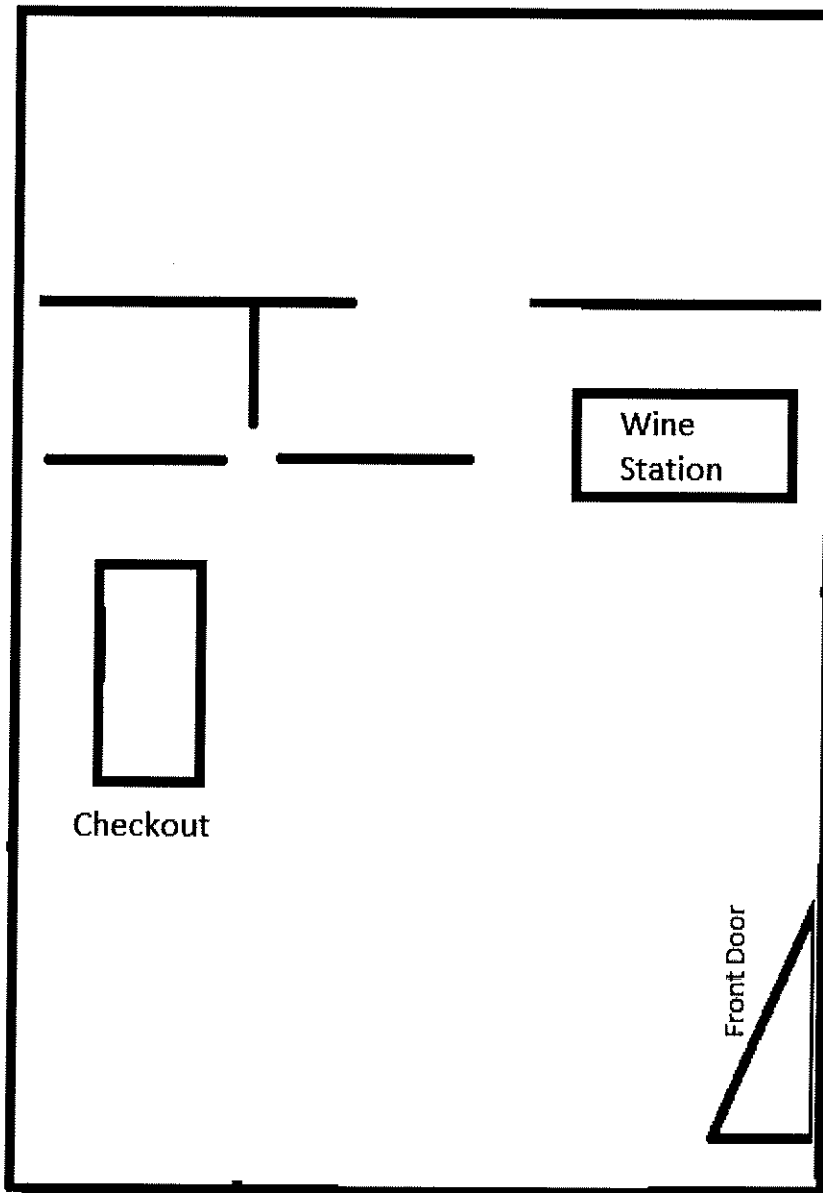


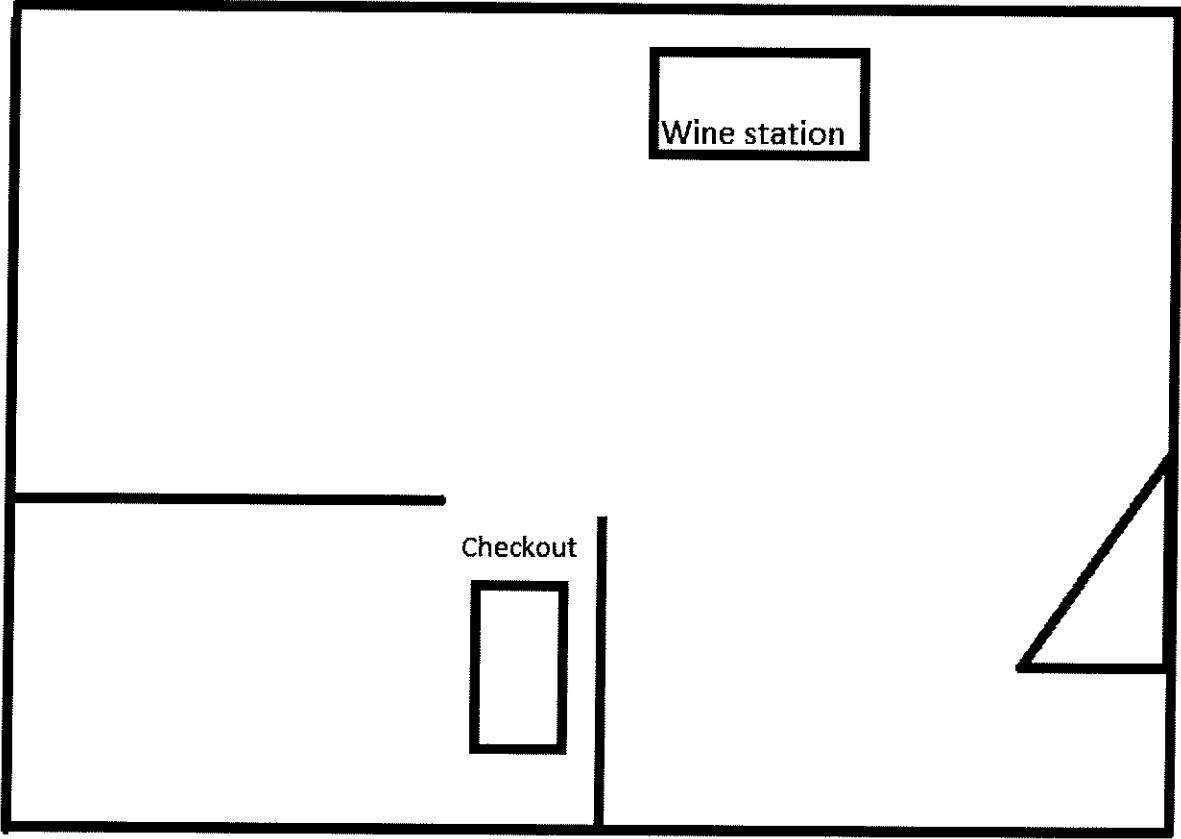
Burlington Shoes



Studio 906

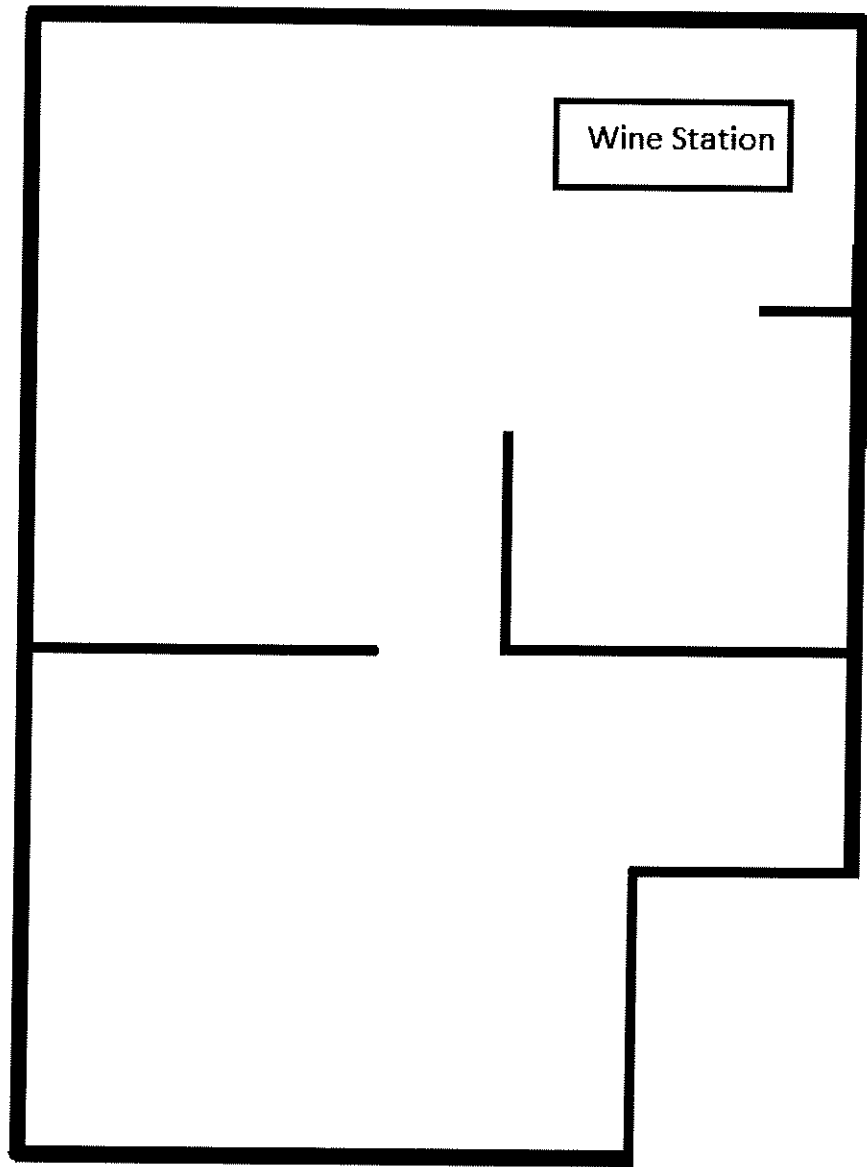
## Max's Threads





Spilled Grapes Wine Bar





Green County Historical Society Museum



## City of Monroe Item Coversheet

**Meeting Date:** 4/1/2024

**Individual Requesting Item:** License Committee

**Expected Length of Discussion:** 2 min

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### Issue

MainStreet Monroe is wanting approval for their annual spring wine walk.

### Background Information

### Financial Impact

### Recommendation

#### ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/25/2024
Application	Backup Material	3/20/2024

**RESOLUTION GRANTING TEMPORARY "CLASS B" WINE LICENSE TO MAIN STREET MONROE, INC. IN CONJUNCTION WITH WINE WALK AT MULTIPLE LOCATIONS**

BE IT *RESOLVED* by the Common Council of the City of Monroe, upon recommendation of the License Committee, that a temporary "Class B" wine license for picnics and gatherings be hereby granted to Main Street Monroe, Inc. in conjunction with a wine walk to be held in the downtown area on April 26, 2024 from 4:00 PM to 9:00 PM at the following locations (premises):

- House to Home Designs – 1628 11th Street
- JoAnne's Dress Shop – 1618 11th Street
- Max's Threads – 1111 16th Avenue
- Frame 'n Color – 1119 16th Avenue
- Vintique Junque – 1110 15th Avenue
- Made to Inspire – 1516 11th Street
- Luecke's Diamond Center – 1029 16th Avenue
- Toy Haus – 1017 16th Avenue
- Monroe Antiques Mall – 1003 16th Avenue
- Payne's Coffee Haus & Odditeas – 928 15th Ave
- Urban Spa & Boutique – 1611 10th Street
- Green County Historical Society Museum – 1617 9th Street
- Bliss Salon – 904 17th Avenue
- Studio 906 – 906 17th Avenue
- The Local Joint – 1000 17th Avenue
- Spilled Grapes Wine Bar – 1010 17th Avenue
- Thrift & Thrive – 1020 17th Avenue
- 213 Mercantile – 1024 17th Avenue
- Buehler Interiors (Check-in Location) 1900 12th Street

BE IT FURTHER *RESOLVED*, That licensed operators are required to be on the premises at all times to oversee the serving of alcohol, and

BE IT FURTHER *RESOLVED*, That authorization is given for unaccompanied underaged persons to be on the premises if the underage person is acting as a designated driver and has been provided a means of identification, such as a wristband by the licensee.

OFFERED BY THE LICENSE COMMITTEE

Dated this 1<sup>st</sup> day of April, 2024

Approved:

---

Donna Douglas, Mayor

April 1, 2024

Main Street Wine Walk Temp B

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

☐ Town ☐ Village ☒ City of Monroe

Application Date: 3/5/24  
County of Green

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 4/26/24 9pm and ending 4/26/24 9pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Main Street Monroe, Inc

(b) Address 1717 10<sup>th</sup> Street  
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized Oct 2005

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Steve Moon - 801 14<sup>th</sup> Ave

Vice President Aaron Halverson - N2919 Youth Cabin Road

Secretary Mickey Beam - 710 8<sup>th</sup> Avenue

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: Jordan Nordby /  
1024 1/2 17<sup>th</sup> Avenue Monroe, WI 53566

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Please see attached list

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

### 3. Name of Event

(a) List name of the event Main Street Monroe April Wine Walk

(b) Dates of event Friday, April 26<sup>th</sup>, 2024

### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature]  
(Signature / Date) 3/5/24

Main Street Monroe, Inc.  
(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



## City of Monroe

### Supplemental Application for Temporary Class "B"/"Class B" Retailer's License

Organization Name: Main Street Monroe

Name of Event: M.S. April Wine Walk

Date of Event: 4/26/2024

Hours of Operation: 4-9pm

Estimated number of attendees: 250

Name of person in charge: Jordan Nordby

Phone number of person in charge: (608) 214-7145

Address where permit should be mailed to: 1717 10<sup>th</sup> Street

Email address for main contact: monroemainstreet@tcls.net

Please provide the names of the licensed operators (bartenders) who will be overseeing the serving and sales of alcohol at this event:

Mike Terge

Andrew Hill

Steve Moon

Jordan Nordby

Brian Woelfel

Describe the licensed area in detail including location (address), dimensions, fencing, entrances, exits, and other details: Please see attached maps and list

\*\*\*Attach a detailed drawing depicting the area to be licensed for the sale and service of alcohol beverages in relationship to adjacent licensed and non-licensed areas. Include specific dimensions and indicate where entrances/exits are located.



CITY OF MONROE APPLICATION FOR OUTDOOR BEER GARDEN

To the License Committee and the Common Council of the City of Monroe:

I/we hereby submit application for approval of an outdoor beer garden in conjunction with a temporary alcohol beverage license or as an extension of the licensed premises of a current regular alcohol beverage license holder as follows, and hereby agree to abide by the attached regulations and standards and to comply with all federal, state, and local laws, resolutions, and ordinances governing beer gardens and alcoholic beverages:

Name of Applicant: Main Street Monroe, Inc

Current Regular alcohol beverage license holder? No

Applying for a temporary alcohol beverage license? Yes

Address of Applicant: 1717 10<sup>th</sup> Street Monroe, WI 53566

Mailing Address of Applicant: 1717 10<sup>th</sup> Street

Email Address of Applicant: monroemainstreet@tds.net

Phone Number of Applicant: (608) 328-4023

Requested area is: Permanent \_\_\_\_\_ Temporary X If temporary, please provide dates of operation: 4/26/2024

Beer garden area is to be located on Private Property X Public Property \_\_\_\_\_ or Combination Public/Private \_\_\_\_\_

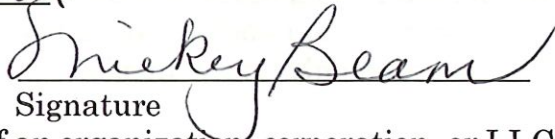
Address and detailed description of premises to be licensed for beer garden - Include dimensions and describe fencing, entrances, exits, and other details (SKIP THIS SECTION IF ALREADY DETAILED IN SUPPLEMENTAL APPLICATION)

Dated this 5 day of March, 2024

Signature



Signature



**\*\*Two signatures of officers required if an organization, corporation, or LLC\*\***

Note: Attach a detailed diagram of the proposed beer garden area that specifically describes the dimensions and the relationship to any other licensed area. (required unless already included with supplemental application)

\*\*\*\*\*

Approval:

\_\_\_\_\_  
Police Department

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
City Clerk

Approved by License Committee on \_\_\_\_\_

Approved by Common Council on \_\_\_\_\_

**RESOLUTION GRANTING TEMPORARY "CLASS B" WINE & FERMENTED MALT BEVERAGE LICENSE TO MONROE THEATRE GUILD FOR COMEDY NIGHT 2024**

BE IT *RESOLVED* by the Common Council of the City of Monroe, upon recommendation of the License Committee, that a temporary "Class B" fermented malt beverage and wine license for picnics and gatherings be hereby granted to the Monroe Theatre Guild in conjunction with Comedy Night 2024 performances to be held in the entire inside of the Monroe Theatre Guild building located at 910 16<sup>th</sup> Avenue on April 5-6, 2024; and be it further

*RESOLVED*, That licensed operators are required to be on the premises at all times to oversee the serving of alcohol.

OFFERED BY THE LICENSE COMMITTEE

Dated this 1<sup>st</sup> day of April, 2024

Approved:

---

Donna Douglas, Mayor

pd 3/6/24 NW

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 20.00

Application Date: 3-5-24

☐ Town ☐ Village ☒ City of Monroe, WI

County of Green

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 4-5-24 and ending 4-6-24 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club ☐ Church ☐ Lodge/Society

☒ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization ☐ Fair Association

(a) Name Monroe Theatre Guild, Inc

(b) Address 910 16th Ave, Monroe, WI 53566

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation 7-15-1975

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Jennie Lembach, 622 19th Ave, Monroe, WI

Vice President Katie Landmark 9873 blue Valley Rd, Mt Horeb, WI 53572

Secretary Michelle Kister 1905 25th Street, Monroe, WI

Treasurer Andrew Rocheleau 1600 15th Ave, Monroe, WI

(g) Name and address of manager or person in charge of affair: Denise Plantenberg, W6692 Wald Rd, Monroe, WI 53566

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 910 16th Avenue, Monore, WI

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. Name of Event

(a) List name of the event Comedy Night XII

(b) Dates of event April 5 and 6, 2024

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Monroe Theatre Guild, Inc

(Name of Organization)

Officer

Jennie Lembach 3/5/24  
(Signature/date)

Officer

Katy 3/5/24  
(Signature/date)

Officer

Andrew Rocheleau  
(Signature/date)

Officer

Michelle Kister 3/6/24  
(Signature/date)

Date Filed with Clerk 3/6/24

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



Have you read the attached retailer regulations? ☒ yes \_\_\_no


Do you understand the attached retailer regulations? ☒ yes \_\_\_no


Do you understand that you may only purchase alcohol from a wholesaler? ☒ yes \_\_\_no

Do you understand that you can't allow carry in alcohol beverages? ☒ yes \_\_\_no

**LAW ENFORCEMENT HAS A RIGHT TO ENTER THE PREMISES TO INSPECT AND PATROL!**

\*\*\*\*\*

  
Signature

  
Signature

*Signatures of two officers of the organization is required*

\*\*\*\*\*

Approval (for city use only)

\_\_\_\_\_  
Police Department

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
Building Inspector

  
\_\_\_\_\_  
City Clerk



## City of Monroe

### Supplemental Application for Temporary Class "B" / "Class B" Retailer's License

Organization Name: Monroe Theatre Guild, Inc

Name of Event: Comedy Night XII

Date of Event: April 5 and 6, 2024

Hours of Operation: 6PM - 10PM

Estimated number of attendees: 140

Name of person in charge: Denise Plantenberg

Phone number of person in charge: 608-558-4253

Address where permit should be mailed to: 910 16th Avenue, Monroe, WI 53566

Email address for main contact: info@monroetheatre.com

Please provide the names of the licensed operators (bartenders) who will be overseeing the serving and sales of alcohol at this event:

Denise Plantenberg

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the licensed area in detail including location (address), dimensions, fencing, entrances, exits, and other details: Monroe Theatre Guild, 910 16th Avenue, Monroe, WI

The building meets all standards for a public performance venue.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* Attach a detailed drawing depicting the area to be licensed for the sale and service of alcohol beverages in relationship to adjacent licensed and non-licensed areas. Include specific dimensions and indicate where entrances/exits are located.

Public Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ORDINANCE REPEALING AND RECREATING SECTION 11-2-3 OF THE MONROE CITY CODE: STREET NUMBERING PLAN.**

**THE COUNCIL** of the city of Monroe does ordain as follows:

**SECTION 1: Section 11-2-3 of the Monroe City Code is hereby repealed and re-created as follows:**

**§ 11-2-3 Numbering plan.**

The owners and occupants of all dwelling houses and places of business shall number the same and shall place and maintain thereon suitable numbers in a conspicuous place on the front of such dwelling and place of business.

- (A) System of numbering. To maintain a systematic numbering of buildings within the city, the frontage shall be divided into spaces of 20 feet each as far as practicable and to each such space shall be assigned its appropriate number according to the following plan:
- (1) On streets running east and west in the city, the numbering shall commence at fifth avenue with number 500 and Increment by 100 within each block to the east and decrement by 100 within each block to the west. Odd numbers shall be given in progressive or degressive order on the north side of the street, even numbers shall be given in progressive or degressive order on the south side of the street.
  - (2) On avenues running north and south the numbering shall commence at fifth street with number 500 and Increment by 100 within each block to the south and decrement by 100 within each block to the north. Odd numbers shall be given in progressive or degressive order on the west side of the avenues and even numbers shall be given in progressive or degressive order on the east side of the avenues.
  - (3) Also, there shall be two base lines: 1st avenue and 1st street: 1st avenue shall be the base line for the east and west halves of the city; 1st street shall be the base line for the north and south halves of the city. The numbering method shall be as follows: Any street west of 1st Avenue shall have a "W" preceding the street number, e.g., W 5th street. Any street north of 1st Street shall end with the direction "north," e.g., 5th street north. Also any avenue north of 1st street shall have an "N" preceding the avenue number, e.g., N 5th avenue. Any avenue west of 1st Avenue shall end with the direction west, e.g., 5th avenue west.
  - (4) As an exception to the general rule in subsection (A)(3) above and to avoid confusion with addresses across town, the land that is known as the Northwest Development and located East of County Highway N and South and West of State Highway 81, shall have street names based on generic types of beer and avenue names based on generic types of cheeses. Each such street and address shall also contain the prefix N.W. before such name (i.e., N.W. Stout Street, N.W. Colby Avenue). Approved beer and cheese names shall be passed from time-to-time by resolution of council.

- (5) For all other streets and avenues that are West of County Highway N and South of State Highway 81, all streets and avenues shall contain the prefix N.W. before the street name or number, e.g., N.W. 5th Street or N.W. 5th Avenue.
- (B) Placing numbers. Every property owner in the city having a residence or any business establishment shall place a number upon each building in a conspicuous place where the same can be seen at all times. Numbers used shall not be less than 2 1/2 inches in height. If any person fails to comply with this requirement, the same shall be done without notice by the city and the actual expense shall be charged to the party owning such property.

**SECTION 2: This ordinance shall be in full force on the day following passage and official publication.**

Dated the 15<sup>th</sup> day of April, 2024.

Passed the 15<sup>th</sup> day of April, 2024.

Published the \_\_\_\_ day of April, 2024.

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Donna Douglas, Mayor

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Nikolai Wahl, City Clerk

Public Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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  - (2) On avenues running north and south the numbering shall commence at fifth street with number 500 and Increment by 100 within each block to the south and decrement by 100 within each block to the north. Odd numbers shall be given in progressive or degressive order on the west side of the avenues and even numbers shall be given in progressive or degressive order on the east side of the avenues.
  - (3) Also, there shall be two base lines: 1st avenue and 1st street: 1st avenue shall be the base line for the east and west halves of the city; 1st street shall be the base line for the north and south halves of the city. The numbering method shall be as follows: Any street west of 1st Avenue shall have a "W" preceding the street number, e.g., W 5th street. Any street north of 1st Street shall end with the direction "north," e.g., 5th street north. Also any avenue north of 1st street shall have an "N" preceding the avenue number, e.g., N 5th avenue. Any avenue west of 1st Avenue shall end with the direction west, e.g., 5th avenue west.
  - (4) For all other streets and avenues that are West of State Highway 81 and North of 1<sup>st</sup> Street, all streets and avenues shall contain the prefix N.W. before the street name or number, e.g., N.W. 5th Street or N.W. 5th Avenue.
- (B) Placing numbers. Every property owner in the city having a residence or any business establishment shall place a number upon each building in a conspicuous place where the same can be seen at all times. Numbers used shall not be less than 2 1/2 inches in height. If any person fails to comply with this requirement, the same shall be done without notice by the city and the actual expense shall be charged to the party owning such property.

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Passed the 15<sup>th</sup> day of April, 2024.

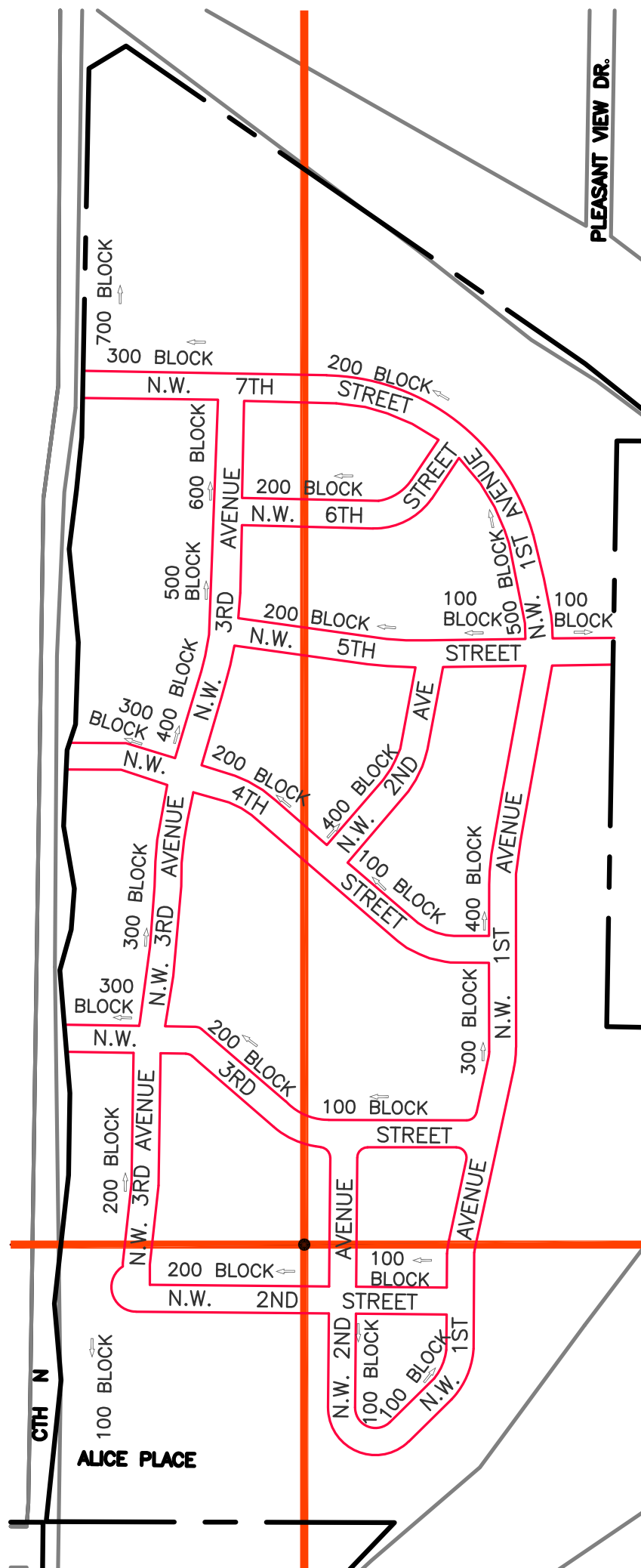
Published the \_\_\_\_ day of April, 2024.

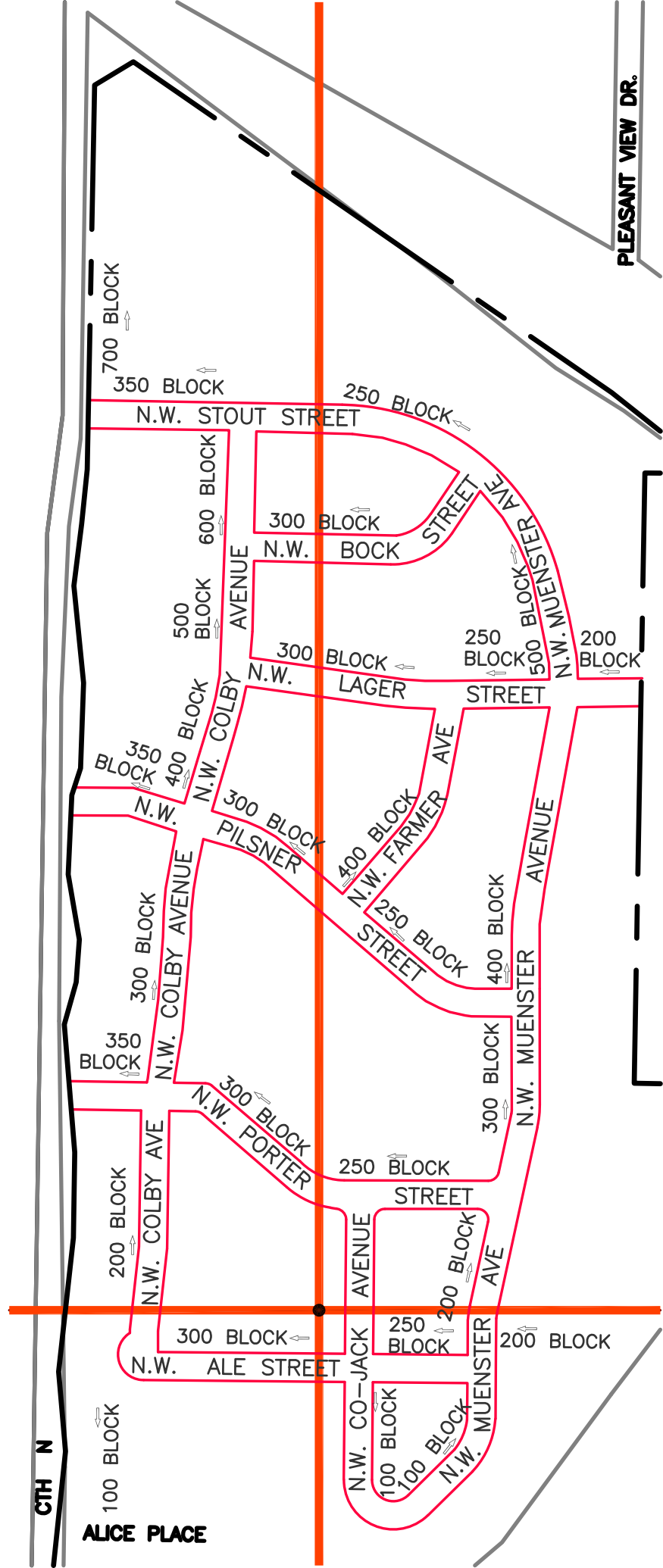
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Donna Douglas, Mayor

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Nikolai Wahl, City Clerk





PLEASANT VIEW DR.

CTH N

ALICE PLACE



Public Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ORDINANCE REPEALING AND RECREATING SECTION 11-2-3 OF THE MONROE CITY CODE: STREET NUMBERING PLAN.**

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  - (3) Also, there shall be two base lines: 1st avenue and 1st street: 1st avenue shall be the base line for the east and west halves of the city; 1st street shall be the base line for the north and south halves of the city. The numbering method shall be as follows: Any street west of 1st Avenue shall have a "W" preceding the street number, e.g., W 5th street. Any street north of 1st Street shall end with the direction "north," e.g., 5th street north. Also any avenue north of 1st street shall have an "N" preceding the avenue number, e.g., N 5th avenue. Any avenue west of 1st Avenue shall end with the direction west, e.g., 5th avenue west.
  - (4) As an exception to the general rule in subsection (A)(3) above and to avoid confusion with addresses across town, the land that is known as the Northwest Development and located East of County Highway N and South and West of State Highway 80, shall have street names based on generic types of beer and avenue names based on generic types of cheeses. Each such street and address shall also contain the prefix N.W. before such name (i.e., N.W. Stout Street, N.W. Colby Avenue). Approved beer and cheese names shall be passed from time-to-time by resolution of council.
- (B) Placing numbers. Every property owner in the city having a residence or any business establishment shall place a number upon each building in a conspicuous place where the same can be seen at all

times. Numbers used shall not be less than 2 1/2 inches in height. If any person fails to comply with this requirement, the same shall be done without notice by the city and the actual expense shall be charged to the party owning such property.

**SECTION 2: This ordinance shall be in full force on the day following passage and official publication.**

Dated the 15<sup>th</sup> day of April, 2024.

Passed the 15<sup>th</sup> day of April, 2024.

Published the \_\_\_\_ day of April, 2024.

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Donna Douglas, Mayor

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Nikolai Wahl, City Clerk



## City of Monroe Item Coversheet

**Meeting Date:** 4/1/2024

**Individual Requesting Item:** Board of Public Works

**Expected Length of Discussion:** 2 min

---

### Issue

This contract is for the replacement of sections of curb and gutter and associated driveway repairs along 2024 street paving projects

### Background Information

The Engineering department sent out bidding documents to 11 contractors and received three bids for the project. The bids ranged from \$514,328.35 to \$589,292.25

### Financial Impact

Project is funded by the 2023/2024 bond

### Recommendation

Recommend awarding the contract to JW Schultz Construction for \$514,328.35

### ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/27/2024
2024 Curb Bid	Backup Material	3/18/2024

**RESOLUTION AWARDING CONTRACT FOR  
2024 CURB & GUTTER AND SIDEWALK CONSTRUCTION**

BE IT *RESOLVED* by the Common Council of the City of Monroe, upon recommendation of the Board of Public Works, that contract for the 2024 curb & gutter and sidewalk construction to JW Shultz Construction for a base cost of \$514,328.35; and

BE IT FURTHER *RESOLVED*, that the City Mayor and City Clerk be hereby authorized to execute the aforementioned agreement on behalf of the City of Monroe.

OFFERED BY THE BOARD OF PUBLIC WORKS

Dated this 1<sup>st</sup> day of April, 2024

Approved:

---

Donna Douglas, Mayor

2024 CURB & GUTTER AND SIDEWALK REMOVAL  
AND REPLACEMENT

BID TABULATION				JW SCHULTZ CONSTRUCTION		MCGUIRE INC		R&T VOEGELI EXCAVATING	
Open: Wednesday March 13, 2024 @ 2:00pm									
NO	TYPE OF WORK	UNIT	QUANTITY	UNIT PRICE	PRICE	UNIT PRICE	PRICE	UNIT PRICE	PRICE
BASE BID QUANTITIES									
1	REMOVE AND REPLACE 30" CONCRETE CURB & GUTTER	LF	6089	\$ 61.40	\$ 373,864.60	\$ 56.75	\$ 345,550.75	\$ 59.15	\$ 360,164.35
2	REMOVE AND REPLACE 6" CONCRETE SIDEWALK	SF	10845	\$ 11.25	\$ 122,006.25	\$ 21.00	\$ 227,745.00	\$ 18.50	\$ 200,632.50
3	SAWCUT CONCRETE	LF	2461	\$ 7.50	\$ 18,457.50	\$ 6.50	\$ 15,996.50	\$ 7.00	\$ 17,227.00
				TOTAL ITEMS 1 THRU 3	\$ 514,328.35	TOTAL ITEMS 1 THRU 3	\$ 589,292.25	TOTAL ITEMS 1 THRU 3	\$ 578,023.85



## City of Monroe Item Coversheet

**Meeting Date:** 4/1/2024

**Individual Requesting Item:** Board of Public Works

**Expected Length of Discussion:** 2 min

---

### Issue

This contract is for the 2024 Mill and Overlay Project of 4th Avenue West from West 8th Street to West 17th Street. Contract documents were sent to three contractors and Bids were received from two. Bids ranged from \$275,846.50 to \$306,270.00.

### Background Information

### Financial Impact

This project is funded by the 2023/2024 bond issuance

### Recommendation

Recommend awarding the contract for 2024 Mill and Overlay project to Rock Road Companies in the amount of \$275,846.50

### ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/27/2024
2024 Mill bids	Backup Material	3/18/2024

**RESOLUTION AWARDING CONTRACT FOR  
2024 MILL AND OVERLAY PROJECT**

BE IT *RESOLVED* by the Common Council of the City of Monroe, upon recommendation of the Board of Public Works, that contract for the 2024 mill and overlay project be awarded to Rock Road Companies, Inc for a base cost of \$275,846.50; and

BE IT FURTHER *RESOLVED*, that the City Mayor and City Clerk be hereby authorized to execute the aforementioned agreement on behalf of the City of Monroe.

OFFERED BY THE BOARD OF PUBLIC WORKS

Dated this 1<sup>st</sup> day of April, 2024

Approved:

---

Donna Douglas, Mayor

Opening: Wednesday March 13, 2:00pm

## 2024 Mill and Overlay Project

[illegible]



## **RESOLUTION APPROVING GREEN COUNTY DEVELOPMENT CORPORATION (GCDC) HOME CONSTRUCTION COOPERATIVE DEVELOPMENT AGREEMENT**

**Whereas**, GCDC is currently collaborating with the School District of Monroe and area businesses on a project entitled the "Home Construction Cooperative Project." Students from the School District of Monroe, along with area tradesmen, are currently remodeling a home donated to GCDC from SSM Health. Upon completion of the remodel, GCDC plans to sell the home and use the net sale proceeds, combined with multiple local donations to the program, for the construction of additional new single family homes in the City of Monroe;

**Whereas**, GCDC is asking the CITY to donate land to GCDC to further support the program;

**Whereas**, the CITY is the current owner of property located 15th Street and 16th Avenue, in the City of Monroe, to which has commonly been known over the years as the Farmer's Market property and has a current tax parcel number of 23251 1506.0000 ["Farmer's Market Property"]. A copy of the Farmer's Market Property is attached hereto as Exhibit A;

**Whereas**, the Farmer's Market Property is currently zoned as One and Two Family Residential Zoning District (TR-10). This property was historically used as a place for farmer's market, but has not been used as such for many years and is now vacant property, and not adding to the economic base for the CITY;

**Whereas**, the CITY has a shortage of housing located in the City of Monroe; and Whereas, GCDC made a presentation to the Common Council on February 20, 2024 to which there was consensus for the CITY and GCDC to work out the details of a Development Agreement for the donation of the Farmer's Market property to GCDC to continue the Home Construction Cooperative Project.

**Whereas**, the Finance and Taxation Committee has recommended that the City enter into the Agreement with the Developer;

**Now Therefore, Be It Resolved** by the Common Council of the City of Monroe, upon recommendation of the Finance and Taxation Committee, as follows:

1. The Mayor, City Administrator and City Clerk are hereby authorized to execute the Agreement on behalf of the City.
2. The City Administrator, City Clerk and City Attorney are hereby directed to take such actions as may be reasonably necessary to perform the undertakings required of the City pursuant to the Agreement.

OFFERED BY THE FINANCE AND TAXATION COMMITTEE

Dated this 1<sup>ST</sup> day of April, 2024

APPROVED:

---

Mayor Douglas

**RESOLUTION APPROVING CITY OF MONROE COMPREHENSIVE FINANCIAL  
POLICY MANUAL AMENDMENT**

BE IT *RESOLVED* by the Common Council of the City of Monroe, upon recommendation of the Finance & Taxation Committee, that approval and acceptance be hereby given for the City of Monroe Comprehensive Financial Policy Manual amendment to section 1.16 Disposal of Capital Assets and 5.8.2 Fixed Assets; a copy of which is attached hereto and made a part hereof by reference.

OFFERED BY THE FINANCE & TAXATION COMMITTEE

Dated this 1<sup>st</sup> day of April, 2024

Approved:

---

Donna Douglas, Mayor



**CITY OF MONROE**

1110 18<sup>th</sup> Avenue | Monroe, WI 53566

(608)329-2527

[www.cityofmonroe.org](http://www.cityofmonroe.org)

**Brittney Rindy**

**City Administrator**

[brindy@cityofmonroe.org](mailto:brindy@cityofmonroe.org)

**MEMORANDUM**

To: Common Council  
From: Brittney Rindy, City Administrator  
Date: March 20, 2024  
Re: Finance Policy Update – Disposal of Supplies and Equipment

The City of Monroe Comprehensive Financial Policy Section 1.16 Disposal of Supplies and Equipment is currently as follows:

**1.16 DISPOSAL OF SUPPLIES AND EQUIPMENT**

Supplies or Equipment no longer serving a useful purpose shall be disposed by transferring the material to a department which might have a use, by public auction or in such manner considered to be in the best interest of the city. Proceeds of the sale of city property will be received to the general fund, except for utilities. Trade ins are acceptable with support of comparable fair market value.

It is recommended to amend that to read:

**1.16 DISPOSAL OF CAPITAL ASSETS**

Capital assets no longer serving a useful purpose shall be disposed of by transferring the asset(s) to a department which might have a use, by public auction or in such a manner considered to be in the best interest of the city. Proceeds of the sale of city property will be received to the general fund, except for utilities. *An exception may be approved by the Finance and Taxation Committee to receipt the sale to the capital fund when the sale of the asset is intended to offset the expenditure for the new asset, as the sale was deemed to be more fiscally responsible than a trade-in.* Trade-ins are acceptable with support of comparable fair market value.

The purpose of this policy is to ensure that the staff are optimizing the return from disposing equipment, while also ensuring we are remaining in line with the budgeted expenses.

**5.8.2 POLICY (FIXED ASSETS)**

(F)(5) For assets that were sold, traded, transferred, junked or are obsolete – please complete the Fixed Asset Disposition form. *All sales of general fund fixed assets are to be receipted as indicated in 1.16 Disposal of Capital Assets section.*

Current Policy (when created comprehensive missed this contradictory section):

truck#563.

- (5) For assets that were sold, traded, transferred, junked, or are obsolete – please complete the Fixed Asset Disposition form. All sales of general fund fixed assets are to be entered into either one of two accounts: #160-48150-000 **Sale of City Vehicle** or #161-48150-000 **Sale of City Property**. The sales proceeds are not to be returned to the specific Department Capital account.

- vii. Miscellaneous expenses (i.e., entertainment). Receipts for entainment must include a note that indicates the business purpose of the entertainment, the names of the persons involved and the business relationship.

See section 1.7.3 regarding Sales Tax while Traveling.

#### **1.14.3 Other Expenditures:**

- (a) The City does not reimburse employees for snacks or alcoholic beverages.
- (b) Mileage – for the use of personal vehicles for City business is paid at the current IRS rate.
- (c) Others – a receipt for the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose. Other expenditures that are reimbursed include, but are not limited to safety shoes, safety glasses and CDL license. Employees who are required to wear safety boots can enroll in either a one year or two-year program. Those choosing the one-year program will receive up to \$75.00 each calendar year or up to \$150.00 every other year for those in the two-year program. Safety glasses are reimbursed up to \$75.00 for frames and up to \$175.00 for shields and frames. The City will reimburse the difference of a regular license versus a CDL (\$40.00) for employees who hold this license.

#### **1.15 CITY-WIDE CONTRACTING**

Pre-approved-City-Wide Standard Contracts.

Departments shall purchase standard products or services from contracts negotiated for City-Wide use. Examples of such contract may include office supplies, janitorial supplies, copy paper, copier maintenance, IT, etc.

#### **1.16 DISPOSAL OF SUPPLIES AND EQUIPMENT**

Supplies or Equipment no longer serving a useful purpose shall be disposed by transferring the material to a department which might have a use, by public auction or in such manner considered to be in the best interest of the city. Proceeds of the sale of city property will be receipted to the general fund, except for utilities. Trade ins are acceptable with support of comparable fair market value.

#### **1.17 MAJOR EQUIPMENT AND VEHICLE POLICY**

The following procedure shall be used by all departments when purchasing any vehicle or major piece of equipment. The steps are as follows:

- (a) Funding for specific vehicle and equipment purchases are approved during the budget process by the Mayor, Finance Committee, and ultimately adopted by the full Common Council.
- (b) The department head is then responsible to inform the Standing Committee of the Common Council that they work with about the details of the impending vehicle/equipment purchase.
- (c) Standing Committee approves purchase.
- (d) When purchasing a piece of equipment costing \$10,000 - \$25,000, competitive quotes or bids must be taken. Committee bids must be taken when purchasing any vehicle, or any other piece of equipment costing \$25,000 or more. Finance Committee approval is

- (c) **Restricted Fund Balance amounts** consist of funds that are enforceable due to external legal restrictions as defined by GASB Statement No. 34 or be enabling legislation as defined by GASB Statement No. 46.
- (d) An example of Restricted Fund Balance amounts are amounts from Bond proceeds that are legally restricted to be spent on a specified project, or amounts in a Debt Service Fund that are legally restricted for the repayment of debt.
- (e) All **Undesignated Fund Balances** will be re-designated as either Committed, Assigned, or Unassigned.
- (f) **Committed Fund Balance amounts** consist of funds where the constraint on spending is self-imposed by formal action of the highest level of the Common Council. These amounts cannot be used for any purpose unless the government removes or changes the specified use by taking the same type of action to commit the fund balances (e.g., via ordinance or resolution). Action to commit by the Common Council must occur before the end of the fiscal year.
- (g) **Assigned Fund Balance amounts** consist of funds that are constrained by the government's intent to use the funds for a specific purpose. This intent can be made by the City Administrator; to whom the Common Council has delegated the authority. The amount assigned must be reported as a positive amount, and should not cause a deficit. Assigned balances can be changed or removed by the Common Council, or an official authorized by the Common Council.
- (h) **Unassigned Fund Balance accounts** consist of funds that are remaining after all other funds have been designated elsewhere.

The Fund Balance policy for the City of Monroe states that the City will commit 25% of the City's general fund expenditures, excluding refinancing of debt, as the minimum amount that the City will maintain for Committed Working Capital. The total annual expenditure amount to be used for the calculation will come from the prior year expenditures as of February 28th of the current year. That amount can be adjusted with completion of the audit, if necessary. Working Capital is defined as funds set aside for cash flow purposes. Any Working Capital funds used must be replenished by the end of the fiscal year. Funds above and beyond this amount that are not designated as Nonspendable or Restricted will be designated as Assigned or Unassigned on an annual basis as the Fund Balance amounts are determined at year end.

If at such time the City determines that a portion of the Committed Working Capital amount needs to be either decreased or increased due to unforeseen economic issues a resolution determining the new Committed Working Capital amount will be required.

#### 5.8.1 Purpose

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the City's annual financial statements. This policy also addresses other considerations for recording and depreciating fixed assets of the City of Monroe and Monroe Utilities (hereinafter referred to as the Employer).

#### 5.8.2 Policy

- (a) **Fixed Asset Defined:** Fixed Assets are assets acquired or constructed for the use of the Employer in the performance of their day-to-day operations.

Fixed Assets that are presented on Financial Reports for the Employer do not represent financial resources that are available for expenditure. They represent items that have been acquired using financial resources and need to be accounted for as such.

- (1) For purposes of accounting the Employer will treat any asset (with the exception of leased or donated assets) which meets the following two conditions as a Fixed Asset;
  - i. The estimated useful life of the assets is greater than 1 year.
  - ii. The total cost of the asset is greater than \$5,000.
  - iii. The City reports all major general infrastructure assets constructed or acquired with an original cost of \$25,000 as capital assets.
- (2) Assets that don't meet both conditions above will be treated as inventory items or general maintenance items depending on circumstances. The inventory items will be reported as such on the balance sheet as it is related to its particular division of the Employer.

(b) **Leased Assets Defined:** Leased Assets will be treated as fixed assets if they meet the \$5,000 cost requirement, the 1-year useful life requirement, and at least one of the following conditions:

- (1) Ownership of the assets transfers to the Employer at the end of the lease term.\*
- (2) The lease contains a bargain purchase option.
- (3) The lease term is equal to 75% or more of the estimated useful life of the asset.
- (4) Leased Assets will be recorded at their fair market value when the lease is entered into.

\*Language applies until implementation of GASB No. 87

(c) **Donated/Contributed Assets Defined:** Donated or Contributed Assets that meet the requirements of cost and useful life will be recorded at their fair market values upon receipt.

(d) **Recorded Costs:** The asset value when purchased will be the initial cost plus the trade-in value of any old asset traded, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include all costs of construction.

Class of Asset	Examples of Costs to be Capitalized
Land	Purchase price or market value, closing costs, cost of preparing land for use, demolition of existing buildings and improvements.
Machinery and Equipment	Purchase price, freight charges, assembly, installation
Land Improvements	Included parking lots, outdoor lighting, fences, tennis courts, playground equipment, athletic fields, trails, retaining walls.
Buildings	Materials, labor, design costs, site excavation, purchase price.
Building Improvements	Component units when separately replaced. Major renovation or alterations of original building.
Intangible Assets	Software, land use rights, patents, copyrights, trademarks.
Infrastructure	Asphalt, curb & gutter, concrete, sidewalks, detention ponds, manholes, storm drainage, water and sewer mains, hydrants, meters.

**Useful Lives** – Consider the following when determining the useful life of an asset:

- (1) The length of time these assets have historically lasted.
- (2) Anticipated changes in technology.



- (3) Specific asset use.
- (4) Maintenance practices – among City departments, similar assets may be assigned differed useful lives, depending on asset use and maintenance.

(e) **Table of Asset Life Guidelines**

Buildings	25 years	Building Remodel	15 years
New Parking Lots	25 years	Paving	15 years
New Tennis Courts	15 years	Vehicles	5 years
Resurface Tennis Courts	5 years	Heating/AC Units	10 years
Major Moveable	5 years	Playground Equipment	5 years
Baseball Backstops	15 years	Fencing	25 years
Lighting	15 years	Scoreboards	5 years
Drinking Fountains	15 years	Roadways	25 years
Signage	15 years	Bridges	50 years
Storm Drainage	50 years	Traffic Lights	15 years
Sidewalks	30 years	Alleys	25 years
Parking Meters	15 years	Runways	10 years
Detention Ponds	75 years	Radio Equipment	5 years

(f) **General Guidelines for Division Supervisors**

- (1) Fixed Assets must be a budgeted item using a capital material number.
- (2) For major projects (example: soccer fields, tennis courts, etc.) the Comptroller, or their designee ay set up new material number for that project. The TOTAL cost of the project will be sued for the fixed assets, even though several vendors may be used.
- (3) Purchase of a vehicle: Even if different vendors are used for separate items of the vehicle as long as it becomes “part of the vehicle” and will be sold as one unit, it should be combined for the total cost f the vehicle. **Example:** If putting a radio in the truck, but the radio will not be sold with the truck do not use a capital material number for the radio. That will need to have a separate operating material number.
- (4) The fixed asset documentation should include all invoices, vouchers, and the resolution if one was passed by Coty Council with the Fixed Asset Activity Form. FI there are several vendors and invoices, it may be helpful to include a summary spreadsheet. It is also helpful to include the vehicle or machinery number, i.e., truck#563.
- (5) For assets that were sold, traded, transferred, junked, or are obsolete – please complete the Fixed Asset Disposition form. All sales of general fund fixed assets are to be entered into either one of two accounts: #160-48150-000 Sale of City Vehicle or #161-48150-000 Sale of City Property. The sales proceeds are not to be returned to the specific Department Capital account.
- (6) For Utilities Fixed Assets: the Water Utility would refer to the late rate case approved by the Public Service Commission (PSC) for depreciation rates. In 2015, the Wastewater Treatment Plant started following the PSC Guidance for Municipally Owned Sewer Utilities.
- (7) The salvage value of capital assets is estimated to be immaterial to the financial statements. Therefore, generally the City will not record salvage value on capital assets.

**RESOLUTION AUTHORIZING ACCOUNTS RECEIVABLE WRITE-OFFS AND  
ACCOUNTING ADJUSTMENTS**

*BE IT RESOLVED* by the Common Council of the City of Monroe, by the recommendation of the Finance and Taxation Committee, authorizes the following write-off and accounting adjustments for the delinquent receivables deemed uncollectible:

General Fund	Acct: 0087	\$ 6,194.13	Street Light Repair
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OFFERED BY THE FINANCE AND TAXATION COMMITTEE:

Dated the 1<sup>st</sup> day of April, 2024

Approved:

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Mayor



**CITY OF MONROE**

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**Brittney Rindy**

**City Administrator**

[brindy@cityofmonroe.org](mailto:brindy@cityofmonroe.org)

**MEMORANDUM**

To: Common Council

From: Brittney Rindy, City Administrator

Date: March 19, 2024

Re: Uncollectible Accounts Receivable and Personal Property Tax Write Offs

Following our Accounts Receivable policy for accounts past due, it is recommended to write off \$7250.04 of funds determined to be uncollectible in accounts receivable, in addition to \$610.62 for 2021 and 2022 Personal Property tax deemed uncollectible. The policy follows a phased process to attempt to collect delinquent receivables over time and when allowable they are submitted to collections or added to the tax roll. The items requested below were not capable to follow that process due to various reasons such as they are unable to be contacted, they no longer own the property, etc.

The Personal Property tax write offs are due to a personal property tax that was taxed to a closed business or duplicate tax account. A portion is charged back to the other taxing jurisdictions, so the request is only to write off the city's portion.

Finance and Taxation is able to approve the write offs presented with the exception of recommending to Common Council the write off of the \$6,194.13 for the street light repair, as that is greater than the threshold of \$2500.

Details of both the AR and PP Tax deemed uncollectible is included below:

**Accounts Receivable Uncollectible:**

Mowing	0069	\$ 260.03
Frozen Meter	0062	\$ 126.60
Frozen Meter	0065	\$ 126.60
Accident Clean Up	0066	\$ 24.23

Accident Clean Up	0150	\$ 92.27
Fuel Tank Pick Up	0067	\$ 73.84
Accident Clean Up	0149	\$ 96.23
Repair Street Light	0087	\$ 6,194.13
Accident Clean Up	0068	\$ 256.11

\$  
7,250.04

#### Personal Property Tax Uncollectible:

##### 2021

Parcel Number	Owner	Property Address	Current Due	PC-200 elig	City Portion
01740111	Fantastic Sam's	301 W 6th Ave Unit 125	\$ 278.94	Sent 03-29-2023	111.98
02400001	Haircrafters Beauty Shop	616 8th Ave	\$ 2.58	Sent 03-29-2023	0.97
02810001	Knautz Home Care Inc	822 15th Ave	\$ 14.55	Sent 03-29-2023	5.84
03280001	Moe's The Lady Barber Shop	718 16th Street	\$ 7.71	Sent 03-29-2023	2.92
08080001	FudgeRaisers	142 N 18th Ave	\$ 31.54	Sent 03-29-2023	12.66
			\$ 519.00		
		PC-200 Totals	\$ 335.32		
		City Portion	134.37		
		Other Taxing Jurisdiction	\$ 200.95		

##### 2022

Parcel Number	Owner	Property Address	Current Due	PC-200 elig	City Portion
01590011	Katy Lounsbury Law Office LLC	1211 17th Ave	\$ 13.48	Sent 3/20/2024	\$ 4.70
01670001	Erickson Plumbing Heating, Inc	2975 9th Ave	\$ 26.95	Sent 3/20/2024	\$ 9.39
01710001	Ewald, Voegeli & Bartholf		\$ 167.06	Sent 3/20/2024	\$ 58.24
02810001	Knautz Home Care Inc		\$ 13.48	Sent 3/20/2024	\$ 4.70
03440001	Monroe Foot Clinic SC		\$ 326.04	Sent 3/20/2024	\$ 113.66
08080001	Fudgeraiser		\$ 26.95	Sent 3/20/2024	\$ 9.39
20221601	NAPA Auto Parts		\$ 1,185.60	Sent 3/20/2024	\$ 413.31
		PC-200 Totals	\$ 1,719.13		
		City Portion	476.25		
		Other Taxing Jurisdiction	\$ 1,242.88		