

Town of Monroe Policy

Date of Adopting Motion: 6/19/2025

Title: President Assigned Duties

President: Brad McCoy

The current list of council duties are not currently structured to be aligned very well with our finance departments. The core concept that this restructuring is based upon the defined departments within our budget. If a department has payroll expenditures then the department head must approve the hours before finance may process it.

419.20 General Government Buildings – Troy, Calvin and Brad
Insurance

411.10 Board, Council, or Commission – Brad
Web Site

414.10 Attorney - Brad

432.00 Sanitation - Brad
Manhole risers
Lagoon shack

422.00 Fire - Calvin

Ensure that the fire department receives their payments from the town.
Ensure that the fire department fills out the facility use agreement for renting the hall for their pancake feed event; or fill it our yourself.
Motion for the hall rental fee to be waived.

431.00 Highways and Streets - Calvin

Take control of the gas key and continue to fill out the gas logging entries on the web site.
Street Flags
Street Christmas Lights
Snow Removal
Maintenance of vehicles

452.00 Park - Troy

Mowing of public properties
Assessments for yard regulations
Dilapidated and partially fallen garage on Ash and 2nd
Mosquito Program, Ball park electrical project, City lawn mower, City Mosquito Rig
Park Garbage

432.40 Rubble Site - Troy

411.50 Contingency - Dorothy

414.20 Finance Officer - Dorothy