

## **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 2<sup>nd</sup>

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