

Town of Medina Board of Supervisors
January 4, 2017 -- Town of Medina Garage
Monthly Meeting of the Town Board

The meeting was called to order at 6:56 PM following the Caucus by Chairman John Hellenbrand

Present were Chairman John Hellenbrand, Supervisors Sue Zingshiem, Timm Kersten, Todd Weinberger, Clerk Ron Jacobson and Treasurer Lee Braithwaite. Also present were Town Patrolman Jim Hellebrand, Phillip Braithwaite, Katie Braithwaite, Sam Anderson and Diane Graff (Waterloo Courier) There is one vacant Supervisor office.

Pledge of Allegiance was recited.

Meeting was posted.

Approval of Previous Minutes: Motion by Timm Kersten, 2nd by Sue Zingshiem to approve the minutes from November and December with one amendment to the December 12, 2016 minutes. Motion carried 4-0.

Monthly Operating Invoices and Voucher Summary Report were reviewed with a motion to approve by Timm Kersten, 2nd by Todd Weinberger, motion carried 4-0. Tax Escrow refund invoices were reviewed with a motion to approve by Timm Kersten, 2nd by Sue Zingshiem. Motion carried 4-0.

Treasurer's report was presented with a motion to accept by Sue Zingshiem, 2nd by Todd Weinberger. Motion carried 4-0.

Highway report: Tree Trimmers completed working on Towerline. Truck issues were discussed with the board. Jim reported he will be ordering oil for the bulk oil tanks. Jim was notified that there will now be a charge for disposal of waste oil, alternatives were discussed.

EMS-Fire: No report at this time since the meeting on December 20. Todd Weinberger requested that the EMS Director be invited to the February meeting, John Hellenbrand will request that he attend. Ron Jacobson reported that the Fire Department had sent an invoice but identified the amount to be paid was the Town of York's, a request was made on December 20th to submit an updated invoice but one was not received. Ron Jacobson was instructed to send a reminder request for an updated bill.

There were no public appearances.

The board discussed the open supervisor office and an inquiry will be made by Todd Weinberger as to whether John Ward would accept appointment to the office at the February meeting since he may be on the April ballot.

The TRIP project was discussed, the clerk was instructed to request bids for the February meeting from the Culvert Man and Metal Culverts for culverts and Dunneisen Excavating for installation. The TRIP bids

for the 2" overlay is to be advertised for the awarding at the March meeting. Jim Hellenbrand indicated the town crew could complete the shouldering.

The development of the town web site was discussed and Charlie Virgil will be contacted for a formal proposal and presentation at the February meeting.

The possibility to acquire a donated truck from Enbridge was discussed and Todd Weinberger will research the process to request this donation.

Sam Anderson addressed the Town Board indicating he was resigning his position on the Town Planning Commission. Motion by Todd Weinberger, 2nd by Sue Zingshiem to accept Sam Anderson's resignation. Motion carried 4-0. The open positions on the Planning Commission were discussed and Phillip Braithwaite was asked if he would consider a seat on the Planning Commission which he accepted. Timm Kersten was asked if he would be the second board member until April and he indicated he would. Motion by John Hellenbrand, 2nd by Todd Weinberger to appoint Phillip Braithwaite and Timm Kersten to the Planning Commission, Motion carried 4-0. After the spring elections the Town Board will need to review Planning Commission appointments.

The request from the City of Stoughton for access to order radios was discussed. Jim Hellenbrand contacted their public works director and the request was for access to the DaneCom frequency which we are not on. No action required.

The notification from Dane County that they would no longer handle WisVote was reviewed. The Town and the County have a memorandum of understanding in place to December 31, 2017. The stipulations for termination were reviewed and the town has not completed the agreed upon requirements in the memorandum for the termination. Due to the situation on the recent Town Clerk resignation the town will have difficulty meeting the requirements in the memorandum. Motion by Todd Weinberger, 2nd by Sue Zingshiem to have Town Clerk Ron Jacobson prepare a letter to County Clerk Scott McDonell identifying the issues at the town and that we are not capable of terminating the memorandum until after the spring elections. Motion carried 4-0.

Town Clerk Ron Jacobson discussed with the Town Board issues he has identified to this point with the 2016 account recording keeping, the status of the changeover of the accounts to QuickBooks and procedures, forms and reports proposed to be implemented in the changeover.

Town Clerk Ron Jacobson discussed with the Town Board the creation of an audit committee to review the changeover of the accounts from the 2016 records as they existed into the QuickBooks program. The Town Board will review this at the February meeting after the changeover is completed.

Town Clerk Ron Jacobson inquired as to whether the Town Board wanted any established clerk hours and the Town Board indicated that they did not feel it was necessary now.

Maintenance of records was discussed and the Town Board determined that the Town Clerk should maintain a book of the EMS and PSB reports. These will be emailed to the clerk from the EMS District for

maintenance in a binder for the town. Highway labor reporting will be maintained by the patrolman in his files.

The Appointed Town Clerk or Appointed Town Clerk/Treasurer was discussed and further discussion will be had at the February meeting.

Adjournment: Motion to adjourn by Todd Weinberger, 2nd by Timm Kersten, motion carried 4-0.
Adjourn 9:27 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved February 1, 2017