

Town of Medina Board of Supervisors  
February 1, 2017 -- Town of Medina Garage  
Monthly Meeting of the Town Board

The meeting was called to order at 7:00 PM by Chairman John Hellenbrand

Present were Chairman John Hellenbrand, Supervisors Sue Zingshiem, Timm Kersten, Todd Weinberger, John ward, Clerk Ron Jacobson and Treasurer Lea Braithwaite. Also present were Town Patrolman Jim Hellenbrand, Phillip Braithwaite, Marshall Trustee Ryan Fry, Charlie Virgil, Brian Rademacher and Diane Graff (Waterloo Courier).

Pledge of Allegiance was recited.

Meeting was posted on January 30, 2017.

Approval of Previous Minutes: Motion by Timm Kersten, 2<sup>nd</sup> by Sue Zingshiem to approve the minutes from January 4, 2017, January 16, 2017 and January 23, 2017. Motion carried 5-0.

Monthly Operating Invoices and Voucher Summary Report were reviewed with a motion to approve by Todd Weinberger, 2<sup>nd</sup> John Ward by, motion carried 5-0.

Treasurer's report was presented including information on report layout, the village annexation payment and the tax error payments.

Highway report: Jim Hellenbrand reported on plowing, culvert cleanouts to prevent flooding and that Berlin Road was closed due to flooding, Jim also inquired whether the Town Board saw a problem with purchasing a set of used tire chains for the small truck from the Town of Sun Prairie for \$150. The Town Board did not see a problem with it.

EMS-Fire: The EMS Commission has narrowed the options for future EMS operation to maintaining the current service, Ryan Brothers and a possible proposal from the City of Sun Prairie which is due for the February Commission meeting. The merger option has been tabled for now. The village is considering asking to return to the EMS District

Public Appearances: Village Trustee Ryan Fry introduced himself and indicated he was attending to observe the Town Board meeting.

The TASC account was discussed. Information has been received but not thoroughly reviewed. The form needs to be filed to update the account administration and the town options need to be reviewed. A partial transfer of \$5,000 will be made into the account for 2017. Jim Yinko from TASC is to attend the March meeting to discuss the account.

Bids for the culverts were opened and reviewed. Capital City Culvert bid (\$1,271.40) was rejected because it was for two sections and the request was for one section. The three remaining bids were Metal Culverts Inc (\$1,063.14), The Culvert Man (\$1,278.00) and Contech (\$1,423.70). A motion by Timm

Kersten, 2<sup>nd</sup> by John Ward to purchase the culverts from Metal Culverts Inc after clarification that the bid was for one section culverts, if not the bid would go to the Culvert Man. Carried 5-0.

The bid from Dunneisen Excavating LLC (\$3,120.00) for installation of the culverts was reviewed and motion to approve by Sue Zingshiem, 2<sup>nd</sup> by Timm Kersten. Motion carried 5-0.

The development of the town web site was discussed with a proposal from Charlie Virgil, BestofUpperMidwest.com, LLC. The layout would be like the Town of Westport. Charlie Virgil would complete the setup for \$950.00, \$25.00 for the domain name and \$420.00 per annum for hosting. Motion to contract with BestofUpperMidwest.com, LLC for web site development and hosting by Todd Weinberger, 2<sup>nd</sup> Timm Kersten. Motion carried 5-0.

The proposal by Todd Weinberger regarding Town Clerk per diems was discussed. The Town Administration Ordinance does grant the Town Board authority to compensate board members with additional per diems. Ron Jacobson requested that if the Town Board were to grant additional per diems that they define the period and standards for granting the per diem. Motion by Todd Weinberger to reimburse the Town Clerk Ron Jacobson a per diem of \$35.00 per day for days worked four (4) hours or more from November 15, 2016 to February 28, 2017, 2<sup>nd</sup> by Timm Kersten. Motion carried 5-0.

Town Clerk Ron Jacobson presented the Town Board with Resolution 2017-2 Designation of Town Officers on Town Accounts. This identifies the Town Clerk and Town Treasurer as the agents for the town on certain accounts to assure access by at least one town officer is in place for administration. Motion to approve Resolution 2017-2 by Todd Weinberger, 2<sup>nd</sup> Sue Zingshiem, motion carried 5-0.

Dane County Rezone Petition DCPREZ-2016-11086 was reviewed. Brian Rademacher discussed the rezoning with the Town Board. There were some changes following discussion with the Town Planning Commission and Dane County Planning. The Planning Commission approved rezone 5-0 and the stipulations are on record for animal restrictions. Motion to approve Dane County Rezone Petition DCPREZ-2016-11086 by Timm Kersten, 2<sup>nd</sup> by John Ward, motion carried 5-0.

Dane County Ordinance Amendment 67 was reviewed. The Planning Commission approved the Ordinance Amendment 5-0. Motion to approve Dane County Ordinance Amendment 67 by Todd Weinberger, 2<sup>nd</sup> Sue Zingshiem, motion carried 5-0.

Todd Weinberger presented draft changes for the Town Administration Ordinance which were reviewed and additional changes were discussed. Further revisions will be made for review at the March Town Board meeting with a Public Hearing in April. Motion to table to the March meeting by Todd Weinberger, 2<sup>nd</sup> John Ward, motion carried 5-0.

Town Clerk Ron Jacobson reviewed the election inspector list and would like to have additional individuals on the list involved in the election so they have some experience. No action.

Board of Review Training was discussed, new training should be available this spring. No action.

The bridge report from Dane County was presented by the Town Clerk notifying the Town Board that the county identified repairs needed to be completed to the Cherry Lane bridge. No action.

The TRIP project Ad was discussed and the schedule will be for the bids required for the March meeting. No action.

The Update of Town Accounts and 2016 Audit were presented by the Town Clerk. The goal is to present the final 2016 financial report and audit to the Town Board at the March meeting. No action.

The Town Annual Report format was discussed. The format used in the past cost around \$400 to print and there are a significant number left over. With the accounts now in QuickBooks numerous reports can be printed along with the general information presented in the report. These can be generated on an as need basis saving waste. More detailed records would be available for public inspection and in the future information will also be available on the Town Web Site. No Action.

Correspondence: Request from Jon Bunch to attend the March Town Board meeting, Census Bureau correspondence.

Adjournment: Motion to adjourn by Timm Kersten, 2<sup>nd</sup> by Todd Weinberger, motion carried 5-0.  
Adjourn 9:19 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved March 1, 2017