

Town of Medina Board of Supervisors  
March 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, Tony Sippl (Payne & Dolan), Kim Kohler, Barb Kohler, Steven Schulz, Andy Schuster, Sam Anderson, Cathy Kozlowicz (Courier) and representing the Marshall School District Jon Bunch, Bob Chady and Barb Sramek.

Pledge of Allegiance was recited.

Meeting was posted on January 30, 2017.

#### ADMINISTRATIVE

Approval of Previous Minutes: Motion by Timm Kersten, 2<sup>nd</sup> by Todd Weinberger to approve the minutes from February 1, 2017. Motion carried 5-0.

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

Treasurer's report was presented including information on February income and delinquent real estate and personal property tax bills.

Highway report: Jim Hellenbrand reported on plowing and salt/sand operations, the weight limits were placed on the town roads after the February warm weather, Berlin Road has been closed due to high water with notification reported to 911 center on closure, the alternator in the 2006 went out and needed to be replaced, the middle furnace in the shop is having issues, the Town Clerk will explore possible Focus on Energy funds if it needs to be replaced.

EMS-Fire: Discussion was covered on the agenda under new business.

Public Appearances: Marshall School District representatives Jon Bunch, Bob Chady and Barb Sramek presented a Post Referendum Update. A copy of the written material is included in the Town Minutes Book.

#### OLD BUSINESS

Town Clerk Jacobson informed the Town Board that he was finally able to receive a response from Jim Yinko regarding the TASC account. There were several conversations with Mr. Yinko over the past two days but more information is needed. Motion to table until the March 8<sup>th</sup> meeting by Todd Weinberger, 2<sup>nd</sup> Timm Kersten. Motion carried 5-0.

Rezone Petition DCPREZ-2017-11109 - Steve Schulz presented information on his request to rezone his parcel which is currently non-conforming A1-Ex and B1 to A2(4). The rezone will bring it into compliance with Dane County Zoning. The current road Right of Way (Cabbage Rd) does not extend to Mr. Schulz's property line and a small area will be dedicated to Right of Way. Planning Commission approved 5-0. Motion to approve by John Ward, 2<sup>nd</sup> Todd Weinberger. Motion carried 5-0.

Rezone Petition DCPREZ-2017-11110 – Sue Zingshiem reported that the petition was tabled at the Planning Commission until the March meeting to allow the neighbors to discuss possible changes. Motion to table by Timm Kersten, 2<sup>nd</sup> by John Ward, motion carried 5-0.

Andrew Schuster Driveway Application – Discussion on the access of the driveway onto Missouri Road including water flowage and site clearance at the road. The driveway plan included an adjustment to the passing lane required due to the topography. Planning Commission approved 4-0 (Timm Kersten Abstained). Motion to approve by Todd Weinberger, 2<sup>nd</sup> by Sue Zingshiem. Motion carried 4-0 (Timm Kersten Abstained).

Awarding of Canal Road TRIP – Bids were opened at 6:30 PM prior to the meeting and prepared for the board to review. Bids submitted as - Payne & Dolan \$54.50/ton including milling (\$55,133.25), Tri County Paving \$50.50/ton plus \$6,200 milling (\$57,003.00) and Wolf Paving \$46.97/ton plus \$1,150 milling (\$46,241.20) Motion to award the contract to Wolf Paving by John Ward, 2<sup>nd</sup> by Timm Kersten. Motion carried 5-0.

Awarding of Stransky Drive blacktop. Bids were opened at 6:30 PM prior to the meeting and prepared for the board to review. Bids submitted as - Payne & Dolan \$54.50/ton (\$845.00), Tri County Paving \$50.50/ton (\$656.50) and Wolf Paving \$46.97/ton (\$281.82) Motion to award the contract to Wolf Paving by John Ward, 2<sup>nd</sup> by Todd Weinberger. Motion carried 5-0.

Awarding of Canal Road Shouldering. Bids were opened at 6:30 PM prior to the meeting and prepared for the board to review. Bids submitted as - Payne & Dolan \$20.00/ton, Tri County Paving \$21.00/ton, Wolf Paving \$20.00/ton., RG Huston presented a bid totaling \$16,750. Motion to award the contract to Wolf Paving by John Hellenbrand, 2<sup>nd</sup> by Sue Zingshiem. Motion carried 5-0.

Clerk Jacobson contacted CPA Carol Valley regarding the cost to complete the town's state and federal quarterly and annual employee reports. The cost estimate would be \$100 per quarter and \$300.00 to \$400.0 for the annual reports and forms. Motion to authorization CPA Carol Valley to complete the report sand forms by Todd Weinberger, 2<sup>nd</sup> by John Ward. Motion carried 5-0.

Clerk Jacobson presented the Town Board with information on the Account Authorization with F & M Bank. Access to the accounts would be authorized for Treasurer Braithwaite and Clerk Jacobson. The accounts would be secure with limited access and tracking of activity in the accounts, the monthly cost is \$9.95. Motion to approve the agreement with F & M Bank by John Hellenbrand 2<sup>nd</sup> by Todd Weinberger. Motion carried 5-0.

Clerk Jacobson presented the board with information establishing a credit card with F & M Bank. Currently Clerk Jacobson is utilizing his personal credit card for the Quick Books payroll account. Additionally, the Treasurer and Clerk are expending their own funds for such things as election inspector's meals, office supplies, etc. Jim Hellenbrand inquired as to whether he would be able to have access to the credit card. Clarification on the annual cost is needed and the Town Board needs to establish guidelines and limits on the use of the credit card. Motion to table to the next meeting by John Hellenbrand 2<sup>nd</sup> by Todd Weinberger. Motion carried 5-0.

John Hellenbrand reported on the EMS District 14 Commission meeting – The EMS is getting student help, Sun Prairie EMS has been eliminated as an option for District service and District 14 was recognized for 40 years of service., The Town Board reviewed the staffing proposal presented at the February EMS Commission meeting. Motion by Todd Weinberger “The Town of Medina Board approves of the proposed EMS District #14 staffing plan as presented at the EMS District #14 Commission meeting on Tuesday February 21, 2017 provided the following: Contingent upon the Village of Marshall rescinding on or before March 21, 2017 their Notice of Intent to Withdraw from EMS District #14 effective at the end of December, 2017 which was dated December 15, 2016. That the Town of Sun Prairie, Town of York, Town of Medina and the Village of Marshall review the existing EMS Joint Municipal Agreement to become effective January 1, 2018. The completion of the review and ratification of the agreement, with or without changes, will be completed by July 31, 2017.” 2<sup>nd</sup> by John Ward, motion carried 5-0.

Motion for the Town Clerk to send a letter to the municipalities outlining the Town Board position on the EMS staffing proposal by Todd Weinberger, 2<sup>nd</sup> by John Ward, motion carried 5-0.

The status of the existing EMS Joint Municipal Agreement was discussed. Motion to table further discussion on the agreement until the April meeting by Todd Weinberger, 2<sup>nd</sup> by John Hellenbrand, motion carried 5-0.

The status of the DaneCom bill was discussed including the town usage of the DaneCom radio system. Additional information needs to be gathered regarding DaneCom. Motion to table until the April meeting by John Ward, 2<sup>nd</sup> by Timm Kersten. Motion carried 5-0.

A special meeting of the Town Board was set for Wednesday March 8, 2017 at 7:00 PM.

#### OTHER BUSINESS

The Clerk gave a report on the web site development. If board members have specific items to be included they need to supply information so they can be set up correctly with the initial implementation.

The Clerk discussed with the board the potential need for access to a generator, this could be potentially critical if there is a loss of power during an election.

The Clerk discussed the need for a board member to assume the responsibilities of Drug Testing Officer currently handled by Timm Kersten whom will leave the board after the April meeting. John Ward indicated he could possibly fill this roll.

The need for the board to establish a schedule for viewing the town roads for 2017 construction work along with a bidding time line was discussed. It will be on the March 8<sup>th</sup> agenda for action. The Clerk will prepare a packet of information from the existing files.

The completion of the 2016 Town Audit was discussed. This will be presented for approval by the Town Board at the April meeting. Numerous budget adjustments will need to be made but the information is not finalized yet. The Clerk recommended that the new budget format be reviewed in comparison to the prior budget format by the electors at the Annual Town Meeting on April 18<sup>th</sup>.

The Town Board needs to have Randy Adler from Rural Insurance attend a meeting to go over the insurance.

Correspondence: An invoice was received from DCTA, board did not include in 2017 budget. Steve Rewey will handle the electronic permit requirement at an additional charge. A copy of the notice Dane County sent Bill Lobenstein requiring a site plan was presented.

Motion at 9:48 PM to convene into Closed Session per Wisconsin Statute §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises and Wisconsin Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session made by John Hellenbrand, 2<sup>nd</sup> by Todd Weinberger. Motion carried 5-0. Supervisors, Clerk, Treasurer and Jim Hellenbrand participated.

Reconvened to open session 10:31 PM

Motion by John Hellenbrand, 2<sup>nd</sup> by Todd Weinberger to table action on employee evaluation and wages until the march 8<sup>th</sup> meeting. Motion carried 5-0

Adjournment: Motion to adjourn by Timm Kersten, 2<sup>nd</sup> by Todd Weinberger, motion carried 5-0.  
Adjourn 10:42 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved April 5, 2017