



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina Board of Supervisors
May 3, 2017 -- Town of Medina Garage
Monthly Meeting of the Town Board

The meeting was called to order at 7:00 PM by Chairman Todd Weinberger

Present were Chairman Todd Weinberger, Supervisors Sue Zingshiem, John Hellenbrand and John Ward, Clerk Ron Jacobson and Treasurer Lea Braithwaite. Also present were Dave Propson, June Kowski (Marshall Scholarship Foundation), Kim Koehler, Barb Koehler, Sam Anderson and Phillip Braithwaite, Jim Yinko (TASC) arrived at 7:10 PM. There is one Vacant Supervisor Office.

Pledge of Allegiance was recited.

Meeting was posted Friday April 28, 2017 The Barrel Inn, The Dock, Town Garage, townofmedina.org

ADMINISTRATIVE

Approval of Previous Minutes: Motion by John Hellenbrand, 2nd by Sue Zingshiem to approve the minutes from April 5, 2017 and April 18, 2017. Motion carried 4-0.

Monthly Operating Invoices and the Voucher Summary Report were reviewed with a motion to approve by John Hellenbrand, 2nd by John Ward, motion carried 4-0.

Treasurer's report was presented including information on April income, the income needs to be reviewed for County ACH transfers and interest earned.

Highway report: Jim Hellenbrand was absent and Chairman Weinberger gave a brief report on his behalf. Clerk Jacobson reported that the Fire Department contacted him just before the meeting on a request to close Ridge Road on June 3, 2017 from 5:30 to 9:30/10:30 for a practice burn of a house, he requested they send a written request with details. Lea Braithwaite indicated that the culvert under East Medina Road by Tower Line Road is blocked and needs to be cleaned out.

EMS-Fire: Supervisor Hellenbrand reported that the EMS and Fire Department are working with the attorney on the agreement for shared services. The Intergovernmental needs to be reviewed by the municipalities.

Public Appearances: Barb Koehler addressed the Town Board regarding the residents in the Peterson property burning between that building and her house one evening from 10:00 PM until 2:00 AM. Clerk Jacobson reported that no notification was given to the town regarding this burn. There is also garbage collecting again on the Peterson property. Chairman Weinberger indicated she should contact the Dane



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County Sheriff for the record when these incidents occur but the residents indicated they are reluctant to do this. Kim Koehler indicated that the culvert on Mill Street is plugged.

OLD BUSINESS:

Appointment to Fill Vacant Supervisor Office: The Clerk did not receive a letter of interest from any resident. Dave Propson was present at the meeting to become familiarized with the office and would decide after attendance if he is interested. Sam Anderson indicated he would consider filling the office until April 2018 if no other resident steps up. Motion to table until the May 10, 2017 meeting by John Ward, 2nd by Todd Weinberger. Motion carried 4-0.

TASC Account- Jim Yinko the TASC representative review the plan put in place in December 2016 by Clerk Pat LeMahieu. The plan and its uses were discussed including the ability by an employee to use the funds for health insurance. Changes can be made at the end of the year for 2018, there is a 45-day period to do this. Chairman Weinberger asked for information on what other municipalities supplied for TASC funds, it is quite variable. Clerk Jacobson inquired about the \$475.00 annual charge, no invoice was received last year and the charge just showed up on the bank statement. Mr. Yinko will check to assure we receive an invoice this fall. The 2016 balance was rolled into the 2017 plan per preliminary discussion in January 2017. Current balance is set at \$7,700, the Clerk needs to review the accounts for adjustment to reflect directs payments made to patrolman Hellenbrand by the Town. The Clerk can supply Jim Hellenbrand information on the balances in the account and members can also view the information digitally. No Action was Taken.

Pat LeMahieu Compensation: The final compensation received by Pat LeMahieu was reviewed by Chairman Weinberger. He did a complete accounting of all salary paid for clerk duties from Pat LeMahieu's term starting in April 2016 through his resignation. This was done based on a discussion with the Attorney at the Wisconsin Town's Association. He presented a draft letter outlining what he found, the calculations show an additional \$6.12 gross payment due. Motion by Todd Weinberger "Write a check for \$6.12 to Pat LeMahieu for compensation not received, mail with the accompanying letter via certified mail.", 2nd by John Ward. Carried 4-0

DaneCom: The Intergovernmental Agreement received from the county was reviewed. There was a question on what dates were to be in the blanks in Section 7 and what the cost to the Town would be for 2017. Motion made to table for further clarification by Todd Weinberger, 2nd by John Hellenbrand. Carried 4-0.

NEW BUSINESS

Marshall Scholarship Foundation Mad Dash Race/Parade Application: June Kowski presented to the Town Board information on a bike ride to be added to the August 12, 2017 events. The bike ride route



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was reviewed along with the need for individuals located along the route at intersections. Safety agencies should also be made aware of the event. Part of the route is on the list for potential seal coating this summer. Motion to approve the Marshall Scholarship Foundation Mad Dash Race/Parade Application by John Hellenbrand, 2nd by Todd Weinberger. Carried 4-0.

Marshall Fire Department Parade Detour: The request for the road detour was discussed with concerns that truck traffic may be routed into Canal Road after the overlay being completed in the next month. Motion to table until the June 7, 2017 meeting for more details by John Hellenbrand, 2nd by Todd Weinberger. Carried 4-0.

Accident Damage Claim: The stop sign at Veith Road and Box Elder Road was taken out in an automobile accident. The Town Board discussed whether the Town should pursue relief from damages in accidents. Motion to pursue a claim for damages from the accident by Todd Weinberger, 2nd by John Hellenbrand. Carried 4-0.

Town Board Appointments: The following appointments were made by Chairman Weinberger.

EMS/Fire Department Representative – John Hellenbrand, Planning Commission – Sue Zingshiem, Community Outreach – Sue Zingshiem, Safety Officer/Drug Testing – John Ward, Weed Commissioner – Todd Weinberger

Planning Commission Appointments & Terms: There is no ongoing record of the terms of offices for Planning Commission members, the term appointment and length need to be reviewed. There is one opening on the commission, Sue Zingshiem indicated Lonnie Bennis may be interested.

2017 1st Quarter Audit: The Q1 2017 audit was completed by Clerk Jacobson and Treasurer Braithwaite and submitted to the Town Board. The Town Board reviewed the audit and a motion to accept the audit as submitted by the Clerk and Treasurer by Todd Weinberger, 2nd by John Ward. Carried 4-0.

Town Financial Reports for the Town Board: Clerk Jacobson requested the Town Board discuss what reports and the frequency of the reports they wanted presented to the Town Board. The Town Board indicated they would like to be presented on a Quarterly basis the Audit, Budget Review and Balance Sheet. Additional reports can be submitted by the Clerk as needed.

2017 Budget Review: The status of the Town Budget was reviewed with the transition to the QuickBooks format.

Resolution 2017-3 Budget Adjustments: Clerk Jacobson is still reviewing the final transition to the new format. Additional review will be presented with potential budget adjustments at the June 7, 2017 meeting. Motion to table Resolution 2017-3 until June 7, 2017 by Todd Weinberger, 2nd by John Hellenbrand. Carried 4-0.



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OTHER BUSINESS

Clerk Jacobson gave a summary of web site changes. A policy for web site publication was discussed. Approved financials will be posted as available. Bridge aid will need to be reviewed for possible application for 2018 funding. Clerk Jacobson requested the Town Board be active in making recommendation of what should be included in a Town Information Brochure.

Correspondence:

John Hellenbrand reported that a representative from the Town of Dunn inquired regarding the Dane County Towns Association.

Adjournment: Motion to adjourn by John Hellenbrand, 2nd by John Ward motion carried 4-0. Adjourn 9:34 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved June 7, 2017