



634 State Road 19 PO Box 37, Marshall, WI 53559  
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Town of Medina Board of Supervisors  
June 21, 2017 -- Town of Medina Garage  
Special 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, John Ward and Sam Anderson, Clerk Ron Jacobson and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Phillip Braithwaite, Lonnie Bennish, Joyce Knapton and Diane Graff (Courier) arrived at 7:20 PM.

Pledge of Allegiance was recited.

Meeting was posted Friday June 16, 2017 Town Garage, [townofmedina.org](http://townofmedina.org)

#### ADMINISTRATIVE

Additional Monthly Operating Invoices: Invoices and Summary Report was reviewed with a motion to approve by John Hellenbrand, 2<sup>nd</sup> by Sue Zingshiem, motion carried 5-0. Clerk Jacobson presented a revised Transaction detail which will include interest and fee amounts from the bank, deposits and fund transfers.

Public Appearances: Joyce Knapton addressed the Town Board regarding the process to rezone her father's house at 5516 Box Elder Road. Information was supplied by the Town Board on the application process and having it be presented to the Planning Commission at the July 24, 2017 meeting.

#### OLD BUSINESS:

Town Board Tour of the Salt Shed: Members of the Town Board and interested citizens did an inspection of the salt shed to review the condition issues that exist. Following the tour, the Town Board discussed the condition issues and requested that Clerk Jacobson contact Beaver Gunite, who had coated the building sometime in the past, on the potential to have it coated again for repairs.

Pat LeMahieu Compensation: Clerk Jacobson presented the payment voucher history to prior Clerk Johnson from 2011 thru 2015. The vouchers indicated that quarterly payments were made to Clerk Johnson with full payment of the salary completed with the April 2015 payment. The issue revolves around the \$500.00 "clerk salary" payment made to Jean Johnson in July 2015 in a check that also has a \$500.00 payment for professional services. An additional check was issued to Jean Johnson in the amount of \$500.00 for Professional Services in October 2015. The budgeted amount for Professional Services was \$1000.00. Motion by Chairman Weinberger to authorize \$500.00 payment less taxes to Pat



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LeMahieu as settlement for compensation in combination with check 7400 dated May 4, 2017 for \$5.65, setting no precedent, 2<sup>nd</sup> by Supervisor Zingshiem. Motion carried 4-1. Motion by Chairman Weinberger to forgive any overpayment to Jean Johnson for services rendered to the Town of Medina, 2<sup>nd</sup> by Supervisor Anderson. Carried 5-0.

Approval of Final CSM DCPREZ-2017-11110 (Kuhl): the final map was reviewed with one minor line change. Motion by Supervisor Anderson to approve the final map, 2<sup>nd</sup> by John Ward. Motion carried 5-0.

Appointment to Town of Medina Facility Needs Committee: No addition citizens have expressed interest to serve on the committee, the first meeting of the committee will be at 7:00 PM July 28, 2017.

Prioritize Town Action List: The Town Board members presented each of their lists for discussion. Chairman Weinberger stated that all board members must be involved to get town business completed. No action taken.

Code of Ordinances: The Town Board reviewed samples of the Town of Westport Code of Ordinances and discussed how the Town of Medina Code of Ordinances should be structured. Motion by Chairman Weinberger to adopt the Town of Westport Code of Ordinance structure for the development of the Town of Medina Code of Ordinances, 2<sup>nd</sup> by John Ward. Motion carried 5-0.

#### NEW BUSINESS

Approval of Alcoholic Beverage Licenses: Motion by Supervisor Hellenbrand to approve the Alcoholic Beverage License for The Barrel Inn, Steve Nampel agent, and approval of the Alcoholic Beverage License for The Dock, Colin Gorder agent, subject to fee payment, 2<sup>nd</sup> by Supervisor Zingshiem. Motion carried 5-0.

Approval of Operators Licenses: Motion by Chairman Weinberger to approve the five Operator License Applications from The Barrel Inn, 2<sup>nd</sup> by Supervisor Anderson. Motion carried 5-0. Motion by Chairman Weinberger to approve the three Operator License Applications from The Dock subject to fee payment and the Application for Kelsey Bowers subject to receipt of the training certification, 2<sup>nd</sup> by Supervisor Hellenbrand. Motion carried 5-0.

Town Attorney: The status of the Town Attorney was discussed. Attorney Glenn Reynolds has most recently completed work for the town. Attorney Mark Hazelbaker who has served as Town Attorney in the past may also be interested. The Town Board instructed Clerk Jacobson to contact Attorney Hazelbaker to see if he is interested and the rates, information to be reviewed at the July 12, 2017 meeting.

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#### OTHER BUSINESS

TRIP AID: Clerk Jacobson reported that the paperwork for the recent TRIP project was filed at the county. While completing the filing he discovered that the town has another TRIP project award for 2016-17 in the amount of \$15,388.25.

Laptop Antivirus Software: Clerk Jacobson discussed the need to review the security software on the town laptop. The Wisconsin Elections Commission has sent information stressing that municipalities need to assure adequate security is in place due to the sensitive information in the WisVote system which the town computer accesses. The laptop was never updated to the free Windows 10 version which would have included Windows Defender, the laptop only has the free version of AVG in place. The laptop used by Treasurer Braithwaite also needs security review since it is used in financial matters. The Town Board directed Clerk Jacobson to develop costs for upgrading to Window 10 and possible security software for the July 12, 2017 meeting.

Identify Issues to be Addressed in Future Meetings: There was discussion on starting meetings at 6:00 PM instead of 7:00 PM. The current Administrative Ordinance specifies a 7:00 PM start, special meetings could start at 6:00 PM until the ordinance is updated. Clerk Jacobson inquired as to whether the Town Board wanted to mail out a periodic newsletter, the consensus was that it was not needed since we now have the web site. Chairman Weinberger discussed the board members lists of issues to be addressed by the board from earlier in the meeting. The Town Board prioritized these issues 1) Clerk – Clerk/Treasurer 2) New Employee/Employee Benefits 3) Budget/Tax Levy Increase 4) Road Maintenance Plan 5) Ordinances.

Motion at 9:21 PM by Chairman Weinberger to convene into Closed Session per Wisconsin Statue §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 with the request that Clerk Jacobson and Patrolman Hellenbrand remain , 2<sup>nd</sup> by John Ward. Motion carried 5-0.

The Town Board reconvened from Closed Session at 9:38 PM.

Motion by Chairman Weinberger to increase the hourly rate for Steve Chadwick to \$18.50 per hour effective June 5, 2017, 2<sup>nd</sup> by Supervisor Anderson. Motion carried 5-0.

Adjournment: Motion to adjourn by John Hellenbrand, motion carried 5-0. Adjourn 9:40 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved July 12, 2017