



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina Board of Supervisors
July 12, 2017 -- Town of Medina Garage
Monthly Meeting of the Town Board

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

Present were Chairman Weinberger, Supervisors Sue Zingshiem, John Hellenbrand, John Ward and Sam Anderson, Clerk Ron Jacobson and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Attorney Mark Hazelbaker and Phillip Braithwaite. Cathy Kozlowicz (Courier) arrived at 7:10 PM. Steve Schulz arrived at 7:15 PM.

Pledge of Allegiance was recited.

Meeting was posted Friday July 7, 2017 Town Garage, townofmedina.org

ADMINISTRATIVE

Approval of Previous Minutes: A spelling correction on the June 7, 2017 minutes to correct from "pole" to "police" was noted. Motion by Chairman Weinberger, 2nd by Supervisor Hellenbrand to approve the minutes from June 7, 2017 as amended and June 21, 2017 as presented. Motion carried 5-0.

Monthly Operating Invoices and Summary Report were reviewed with a motion to approve by Supervisor Hellenbrand, 2nd by Supervisor Ward, motion carried 5-0.

Chairman's Report: Chairman Weinberger informed the board he may not be in attendance at the Special EMS District meeting on June 13th, he will have the Clerk forward the information to the board members regarding the Clerk - Clerk/Treasurer issue for the board to review and also discussed road planning, budget planning, new employee planning and ordinance updating.

Clerk's Report: Clerk Jacobson submitted a written report detailing reports and forms filed, activities and correspondences and issues/questions that need to be addressed.

Treasurer's Report: Treasurer Braithwaite presented the June income report and reported she is working on completing the filing of the Soldier's Graves with the state.

Highway Report: Patrolman Hellenbrand reported town road mowing is completed for the first pass, one blade needed to be replaced and the mower is put up until the fall mowing. Numerous signs have been stolen and will be need replacing and sign repairs were completed to damaged signs. The sealcoating is completed and loose gravel signs were put up. Shouldering has been completed on some roads. Berlin Road was closed periodically during the past month due to high water. The John Deere had to have repairs to the fuel line. Patrolman Hellenbrand identified what was needed for the first aid kits



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and eye wash station, prices will be presented at the July 26th meeting. Chairman Weinberger inquired whether there were any culverts that need replacing this year, none were identified. The repairs on the F550 were discussed along with potential repairs on the other equipment to determine any potential budget adjustments.

EMS-Fire Report: Supervisor Hellenbrand reported that the Special District EMS meeting will be held July 13, 2017 following the regular EMC Commission meeting that begins at 6:30 PM

Facility Needs Committee Report: Ron Jacobson reported the committee is working on a review of the existing facilities and scheduling visits to some other municipal facilities to gather information on them

Public Appearances: None

OLD BUSINESS:

Interview of Attorney Mark Hazelbaker: Attorney Hazelbaker presented his background with municipal work and as Attorney for the Dane County Towns Association. He stipulated that his charge is \$325 per hour but he does not charge for phone and email time. The board discussed with him the current issues of ordinances updates, employee issues and the clerk or clerk/treasurer appointment issue.

Action on Appointment of Town Attorney: Chairman Weinberger made a motion to designate Attorney Mark Hazelbaker as the Town Attorney, 2nd by Sam Anderson. Motion carried 4-1.

The Town Chairman requested the Town Board act on item A under new business now to accommodate the resident attending for this matter. The Town Board agreed to alter the agenda.

Action on Salt Shed Repairs: Clerk Jacobson reported that Beaver Gunite had not returned his phone call and he would attempt to get information for July 26, 2017 meeting. Chairman Weinberger motioned to table to the July 26, 2017 meeting, 2nd by John Ward. Motion carried 5-0.

Action on Laptop Antivirus Software/Windows 10: Clerk Jacobson presented the options for updating the town laptop to Windows 10 and adding adequate antivirus/protective software as recommended by the Wisconsin Election Commission. The existing software on the laptop is no longer fully supported by Microsoft. The Town Board discussed the options. Chairman Weinberger motioned to authorize and expenditure of up to \$1500.00 to replace the clerk's computer, 2nd by John Hellenbrand. Motion Carried 5-0.

Action on Local Government Training Materials: Clerk Jacobson presented information on the Local Government Center (LGC) training materials available and upcoming WISLR PASER training on August 8, 2017. The Town Board identified four training modules from the LGC to order. Motion by Chairman Weinberger to order the four modules from the LGC on USB flash drives at a cost of \$35.00 each and to



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authorize two town officials to attend the August 8, 2017 WISLR PASER training in Johnson Creek at \$80.00 per attendee, 2nd by Supervisor Hellenbrand. Motion carried 5-0.

Review of EMS and PSB Agreements: The Public Safety Building Agreement is not being reviewed. The board reviewed and discussed the agreement as presented. Chairman Weinberger made a motion that the Town of Medina approves the EMS Joint Agreement contingent upon no changes being made to the agreement at the Special EMS District meeting on July 13, 2017, 2nd by Supervisor Hellenbrand. Motion carried 5-0.

Discussion on Hiring Assistant patrolman: The process of hiring was discussed; the board needs to establish criteria for the position so an ad can be placed. The board will review the hours desired for the position, wages and benefits, the due date for applying, the application requirements and how to advertise or post the position for the July 26, 2017 meeting.

Action on resolution 2017-04 Resolution of Inclusion under Wisconsin Retirement System: The formal Town Resolution was reviewed along with the additional paperwork that needs to be submitted. Chairman Weinberger made a motion to Approve Resolution 2017-04 with the option for employee election to either elect or waive participation, zero percentage of prior credited service offered and with two employees identified as currently eligible, 2nd by Supervisor Anderson. Motion carried 4-0, Supervisor Hellenbrand abstained

Discussion on Clerk-Clerk/Treasurer Appointment: The board discussed the options including that an audit would be required if a clerk/treasure position is created. Clerk Jacobson raised the concepts of returning to a three-member board and/or adjusting the board salary and Per Diem to help fund the higher cost of an appointed office. Chairman Weinberger will accumulate the paperwork gathered by the town in the past and forward it to Clerk Jacobson for distribution to the Supervisors. The board needs to determine the direction it will go on this matter by the August 16, 2017 special board meeting.

NEW BUSINESS

Action on Final CSM-Schulz Rezone Petition DCPREZ-2017-11109: The CSM map was reviewed and matched the rezone approval map. Motion to approve the final CSM for Petition DCPREZ-2017-11109 by Supervisor Anderson, 2nd by Supervisor Hellenbrand. Motion carried 5-0.

Discussion on Recycling Ordinance: Clerk Jacobson presented a draft of the ordinance developed by Supervisor Zingshiem and himself utilizing the WI DNR developed ordinance and the Town of Westport ordinance. The Town Board is to review the draft and recommend any changes at the July 26, 2017 meeting.

Action on Town Clerk Attendance at Municipal Clerk Conference – New Clerk Training: Clerk Jacobson presented information on the new clerk training put on by the WMCA and requested authorization to



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attend. Motion by Chairman Weinberger to authorize Clerk Jacobson to attend the New Clerks Training on August 22, 2017 at a cost of \$70.00, 2nd by Supervisor Zingshiem. Motion carried 5-0.

Presentation of the Six-Month Audit Report by Clerk and Treasurer: The audit report was presented to the Town Board and there were no questions or issues.

Action on Resolution 2017-05 Budget Adjustments: Clerk Jacobson presented the budget showing the current expenses and went over areas that needed to be addressed. The Town Board and Clerk went through the changes needed and Clerk Jacobson will complete the final resolution for the July 26, 2017 meeting. Motion by Chairman Weinberger table Resolution 2017-05 until the July 26, 2017 meeting, 2nd by Supervisor Zingshiem. Motion carried 5-0.

OTHER BUSINESS

Correspondence: None Presented

Identify Issues to be addressed in Future Meetings: Chairman Weinberger commented that the board needs to begin work on a draft road maintenance plan.

Adjournment: Motion to adjourn by Supervisor Anderson. Motion carried 5-0. Adjourn 10:26 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved August 2, 2017