



634 State Road 19 PO Box 37, Marshall, WI 53559  
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Town of Medina Board of Supervisors  
July 26, 2017 -- Town of Medina Garage  
Special Meeting of the Town Board

The meeting was called to order at 6:00 PM by Chairman Todd Weinberger

Present were Chairman Todd Weinberger, Supervisors John Hellenbrand, John Ward and Sam Anderson, Clerk Ron Jacobson. Also present were Patrolman Jim Hellenbrand, Phillip Braithwaite, and Diane Graff (Courier). Supervisor Sue Zingshiem arrived at 6:30 PM, Treasurer Lea Braithwaite. arrived at 8:00 PM.

Pledge of Allegiance was recited.

Meeting was posted Friday July 21, 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 4-0.

Public Appearances: None

#### OLD BUSINESS:

Action on Additional Appointment to the Facility Needs Committee and Committee Designations: Chairman Weinberger appointed Jim Hellenbrand to the Facility Needs Committee and designated Ron Jacobson as the Secretary for the committee.

Action on Resolution 2017-05 Budget Adjustments: Clerk Jacobson presented the Town Board with the budget resolution indicating these changes with one correction; That the sum of \$4,000.00 be transferred from the 51431 Professional Services Account to the 51120 Supervisor Compensation Account. That the sum of \$4,000.00 be transferred from the 51431 Professional Services Account to the 51510 Treasurer Compensation Account. That the sum of \$12,000.00 be transferred from the 80001 Equipment Capital Account to the 53311E2 Equipment Major Account. That the sum of \$1,000.00 be transferred from the 80004 Office Capital Account to the 51455P Office Equipment Purchase Account. That the sum of \$170.00 be transferred from the 51170 County & State Association Dues Account to the 51455P Office Equipment Purchase Account. That the sum of \$150.00 be transferred from the 51540 Treasurer Training/Dues Account to the 51455P Office Equipment Purchase Account. That the sum of \$500.00 be transferred from the 51161 Town Web Site Account to the 51162 Notices/Publishing Account. That the sum of \$1,000.00 be transferred from the 53311E6 Highway Maintenance



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Miscellaneous Account to the 53311E3 Equipment Shop/Supplies Account. That the sum of \$350.00 be transferred from the 53311R2 Salt Account to the 51130 Town Board Payroll Tax Account. That the sum of \$350.00 be transferred from the 53311R2 Salt Account to the 51520 Treasurer Payroll Tax Account (Corrected). That the sum of \$1,800.00 be transferred from the 53311R2 Salt Account to the 53311L2 Employee Payroll Tax Account. That the sum of \$2,500.00 be transferred from the 53311R2 Salt Account to the 53311E5 Equipment Repair Account. That the sum of \$2,000.00 be transferred from the 53311R6 Culverts/Ditch Work Account to the 51300 Legal Account. That the sum of \$700.00 be transferred from the 53311R6 Culverts/Ditch Work Account to the 53311R7 tree Trimming Account. That the sum of \$282.00 be transferred from the 53311R6 Culverts/Ditch Work Account to the 52900 Public Safety Building Account. Motion by Supervisor Hellenbrand to approve Resolution 2017-05 as corrected, 2<sup>nd</sup> by Supervisor Ward. Carried 5-0.

Action on Employee Hiring and Benefits/ Advertising for Position Opening: The Town Board discussed what should be advertised and where to advertise. A draft ad and position description were developed with Clerk Jacobson to complete the cleanup for advertisement and posting on the web site. The Town Board would like an application completed by potential hires and board members will develop one. Motion by Chairman Weinberger to authorize advertising for two weeks the position of part time patrolman in the Hometown News package used in April, 2<sup>nd</sup> by Supervisor Anderson. Motion carried 5-0.

Discussion on Clerk – Clerk/Treasurer Elected/Appointed Options: Clerk Jacobson presented a list of duties and activities he has accumulated to track the clerk's responsibilities. The Town Board also received prior to the meeting the package of information put together from prior review of the subject. Clerk Jacobson presented three financial 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. There was discussion on the process for appointment of deputy clerk and/or deputy treasurer. The Town Board directed Clerk Jacobson to prepare the proper ordinance for appointing a Town Clerk to be reviewed at the August 16, 2017 meeting.

Action on Salt Shed Repairs – Beaver Gunitite, Contracting with a Structural Engineer, Other Options: Clerk Jacobson reported that Beaver Gunitite has not responded to him and Jesse James did not think it would solve the issues with the building. He sought out estimates from Structural Engineers on the cost to have an engineer review the structure and determine what the issues are. The only estimate he received was \$1,000 to \$1,500 to complete a review by General Engineering. The Town Board choose not to pursue this avenue. Chairman Weinberger made a motion to send out requests for proposals to stabilize the salt shed which are due for the August 16, 2017 meeting, 2<sup>nd</sup> by Sam Anderson. Motion carried 5-0.

#### NEW BUSINESS

Action on First Aid Supplies, Eye Wash Station and Safety Equipment: Quotes on the costs of first aid kits from Lawsons and Ace Hardware were reviewed. Patrolman Hellenbrand indicated we need seven kits, one for each vehicle, one for the shop and one in recycling attendant office. The kits are very similar



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but the kit from Ace Hardware had a 4-oz. eye wash versus a 1 oz. eye wash and were metal containers with gaskets versus plastic containers. The Lawson kit was \$39.99 plus shipping and the Ace Hardware kit was quoted at \$35.99. Motion by Chairman Weinberger to purchase seven first aid kits from Ace Hardware at a cost of \$35.99 each, 2<sup>nd</sup> by Supervisor Anderson. Motion carried 5-0.

#### OTHER BUSINESS

Identify Issues to be Addressed in Future Meetings: Chairman Weinberger discussed the schedule for the upcoming TRIP awarding process, the Town Board needs to determine what they will apply for. Facility Needs Committee Chairman Jacobson informed the Town Board that the committee is requesting that the Town Board complete an inventory of existing and future equipment to help guide the committee on determining space needs for the town.

Adjournment: Motion to adjourn by Supervisor Anderson, motion carried 5-0. Adjourn 8:26 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved August 2, 2017