



634 State Road 19 PO Box 37, Marshall, WI 53559  
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Town of Medina Board of Supervisors  
August 16, 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, Sue Zingshiem and Sam Anderson, Clerk Ron Jacobson and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Phillip Braithwaite, Randy Adler (Rural Insurance) and Chris O'Brien (Courier).

Pledge of Allegiance was recited.

Meeting was posted Friday August 11, 2017 Town Garage, townofmedina.org

#### **ADMINISTRATIVE:**

**Additional Monthly Operating Invoices:** Invoices and Summary Report was reviewed with a motion to approve by Chairman Weinberger, 2<sup>nd</sup> by Supervisor Anderson. Motion carried 5-0.

**Public Appearances:** None

#### **OLD BUSINESS:**

**Insurance Review – Randy Adler, Rural Insurance:** The Town Board reviewed the Insurance policy with Randy Adler of Rural Insurance for updates and clarification. The truck loan was paid off and F and M Bank should be removed from the policy, the locations of additional insured need to be updated with the changes to the Town Officials. The Surety Bond was discussed for possible updates. Mr. Adler gave the Town Board information on a new program to be rolled out this year called Medicare. The program allows employees immediate access to a triage nurse in the event of an on the job injury. This process would allow for faster and more accurate Worker's Compensation Claims. The Town Board discussed having a loss prevention review completed by Rural Insurance and this will be reviewed further. The deductibles and building value adjustments were discussed. Mr. Adler also advised the Town on establishing an inventory of Town property for insurance records. Items valued at \$500.00 or more could be itemized, lower value items are covered under the blanket coverage. After an inventory is completed a review of the blanket coverage amount should be completed.

**Action on adoption of Ordinance 08-16-17 Clerk Appointment:** Motion by Supervisor Anderson to adopt Ordinance 08-16-17 Clerk Appointment, 2<sup>nd</sup> by Supervisor Ward. Motion carried 5-0.

**Action on Employee Hiring:** Three application were received to date. Supervisor Ward reviewed the applications, two wanted full time and one-part time. Supervisor Ward asked the status of employee funds in the budget, budgeted amount for 2017 was \$71,000.00 and to date \$42,506 had been expended. Chairman Weinberger asked if there was sufficient work for a second full time position. Supervisor Ward



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indicated in discussion with Patrolman Hellenbrand that there is road work requiring additional help and if completed would help maintain the roads. Supervisor Zingshiem indicated that when she worked for the town there were two full time employees and there was work for them. The Town Board discussed what could be offered to another employee. Motion by Chairman Weinberger to interview the current applicants and future applicants for full time employment until position is filled, 2<sup>nd</sup> by Supervisor Anderson. Motion carried 5-0.

**Action to Send the Recycling Ordinance to Atty. Hazelbaker for Review:** No additional changes have been submitted for the draft Recycling Ordinance. Motion by Supervisor Ward to send the Draft Recycling Ordinance to Attorney Hazelbaker for review and advice on the structural format, 2<sup>nd</sup> by Chairman Weinberger. Motion carried 5-0.

**Action on Salt Shed Repair Options:** Supervisor Anderson expressed concerns regarding the setbacks from the right-of-way and the map showing encroachment on the Village parcel. The Town Board discussed whether the building can be remodeled and the process to replace it at the current location, having a structural engineer or inspector review the building, safety concerns for employees and the public and the need to know the options available to continue using the building for one more year. Motion by Chairman Weinberger to have the Town Clerk contact General Engineering for a structural report and options on continuing use with a \$1,500.00 limit on the expenditure, 2<sup>nd</sup> by Supervisor Anderson. Motion carried 3-2. Supervisors Hellenbrand and Zingshiem dissented.

**Discussion on Alternate Salt Storage for 2017-2018:** Supervisors Ward and Anderson along with Patrolman Hellenbrand reviewed the barn on the Herman's property, the door opening height and floor slope will not make it usable for salt storage. They also completed an exterior viewing of the Stuntebeck mill in Deansville and the structure would need work to make it usable but there is no outside pad for delivery of salt. It could be possible to have storage at Dane County but there would be charges for storage and loading plus the travel to get it. FS did not respond to Patrolman Hellenbrand on the potential use at their location. Patrolman Hellenbrand received costs for large concrete blocks of \$4.00 per foot from Jones and \$5.00 per foot from Sun Prairie.

**Discussion on DaneCom:** The Town has received notice that the DaneCom bill in January will be \$1,395.00, the amount supplied to the Town Board earlier this year when discussing joining DaneCom was \$488.00. Supervisor Ward will get further information on why the cost is higher. There were indication that the cost increased because Harris is now fully online. The question was raised whether other municipalities saw a similar increase. The County is continuing to send statements for the back payments which the town was not being required to pay.

**Action to Rescind Authorization for Town Clerk to Expend up to \$1,500.00 for a New Laptop:** Clerk Jacobson had Dick Gorder update the existing laptop to Windows 10 and set up Fsecure for the security of the laptop at a cost of \$80.00. Clerk Jacobson alerted the Town Board that the Fsecure access is under his contract for Charter Internet services and the laptop now has Office 365 but that is licensed under one of the licenses available to him in his personal Office 365 service. Motion by Supervisor Zingshiem to rescind the authorization for the town Clerk to Expend up to \$1,500.00 for a new laptop, 2<sup>nd</sup> by Supervisor Hellenbrand. Motion carried 5-0.

**Action to Authorize the Town Clerk to Expend up to \$300.00 for a Monitor or TV for the Laptop:** Clerk Jacobson indicated to the Town Board that the small size of the laptop makes it difficult to work



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with and requested authorization to purchase an additional monitor or TV for use with the laptop. Motion by Supervisor Ward to authorize the Town Clerk to expend up to \$300.00 for a monitor or TV for the laptop, 2<sup>nd</sup> by Supervisor Anderson. Motion carried 5-0.

**NEW BUSINESS:**

**Discussion by the Town Board on Prioritizing the Facility Needs Committee List of Options to Address Facility Needs:** The Facility Needs Committee submitted a list of options for each of the five facility areas they have identified. The request was that the Town Board review the list for elimination of options or additional options to consider. The Town Board reviewed the list and referred it back to the committee with the changes. The original and updated lists are included in the minutes of the Facility Needs Committee.

**Discussion on Draft Driveway Ordinance:** The Planning Commission has reviewed the Driveway Ordinance and submitted changes to driveway and culvert requirements at the right-of-way, 18-foot minimum for residential and 22 -25 feet for agricultural. Patrolman Hellenbrand requested that the fee deposit be reviewed to be higher to assure adequate money is available when contractors damage the road. There was discussion to review a driveway versus a field road and the requirements for having a field road put in. Chairman Weinberger will work on preparing a draft of the Driveway Ordinance.

**Action to Have Atty Hazelbaker Advise the Town on Ordinance Adoption and Ordinance Amending Procedures:** Clerk Jacobson indicated there are some procedural differences in adopting a new ordinance from updating an existing ordinance and may need some guidance in completing this process. Motion by Supervisor Ward to have Attorney Hazelbaker advise the Town of the proper procedure to complete the revisions and enactment of the ordinances, 2<sup>nd</sup> by Supervisor Zingshiem. Motion carried 5-0.

**Report from WISLR/PASER Training:** Chairman Weinberger and Clerk Jacobson reviewed the training with the Town Board. The procedures to be used were discussed and documentation will be developed for the Supervisors to use when completing the road inspections this month.

**Discussion on Town Board Members Meet and Greet Sessions with Residents:** Chairman Weinberger presented the concept of holding sessions for residents to meet with board members. Chairman Weinberger will set up a schedule for himself to hold meet and greet sessions as a trial project.

**OTHER BUSINESS:**

**Identify Issues to be Addressed in Future Meetings:** Chairman Weinberger discussed moving forward on the Minimum Housing Standards Ordinances with a review by the Planning Commission. Clerk Jacobson informed the Town Board that the following items will on upcoming agendas: the bill from former Town Attorney Glenn Reynolds, the Cemetery wall along Box Elder Road, the upcoming Recycling Grant application, whether the Town will challenge the population estimate and the budget update process. Clerk Jacobson also reminded the Town Board ne would be attending the New Clerks training at the WMCA Conference and will be reporting on it in September.



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**Adjournment:** Motion to adjourn by Supervisor Anderson, 2<sup>nd</sup> by Supervisor Ward. Motion carried 5-0.  
Adjourn 9:32 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved September 6, 2017