



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina Board of Supervisors
September 20, 2017 -- Town of Medina Garage
Special Meeting of the Town Board

The meeting was called to order at 6:00 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, Phillip Braithwaite. Cathy Kozlowicz (Courier) arrived 6:07 PM.

The Pledge of Allegiance was recited.

Meeting was posted Friday September 15, 2017 Town Garage, townofmedina.org.

ADMINISTRATIVE:

Additional Monthly Operating Invoices: Invoices and Summary Report was reviewed with a motion to approve by Supervisor Hellenbrand, 2nd by Supervisor Ward. **Roll Call Vote:** Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Public Appearances: None

OLD BUSINESS:

Action on Salt Shed Wall Repairs: Clerk Jacobson reported that proposal letters were sent to five firms or individuals. Proposals were received from two. Lakeside Construction cover with metal \$2,075.00, Jim Chadwick cover with vinyl \$4,360.00, cover with metal \$4,700.00 and cover with OSB \$3,954.00. Motion by Supervisor Anderson to have Lakeside Construction complete the work at \$2,075.00, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes motion carried 5-0.

Action on Salt Shed Electrical Service: Clerk Jacobson reported that proposal letters were sent to two firms. No proposals were returned. Board members inquired what the cost for Buss Electric to remove the line was, the bill has not been sent. Patrolman Hellenbrand indicated Buss Electric did not send a proposal but could do the work. Motion by Chairman Weinberger to have Buss Electric reconnect the electrical line to the salt shed at a cost not to exceed \$500.00 2nd by Supervisor Ward. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes motion carried 5-0.

Action on DaneCom: Supervisor Ward reported on the information he has received. The charge for the second half of 2017 to the Town was indicated to be about \$488 earlier this year. The cost is now being indicated to be over \$1300. The change is a result of full implementation of DaneCom. Supervisor Ward



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presented information on the costs to the Dane County municipalities and a sample showed three to four times increases. Motion by Chairman Weinberger to table action on DaneCom until Dane County provides a corrected invoice 2nd by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 5-0.

Discussion on Delinquent Personal Property and Review of Delinquent Personal Property List: Clerk Treasurer Braithwaite indicated she is still completing the list for delinquent personal property taxes and will have it ready for the October 4, 2017 meeting. Jacobson presented a draft letter for collection and detailed the requirements outlined by the DOR Debt Collection Initiative. Chairman Weinberger stated that the Town should establish a policy regarding this so it is addressed in the future.

NEW BUSINESS:

Action to Approve Resolution 2017-06 Posting Resolution: Clerk Jacobson presented the Resolution to the Town Board. The resolution formally establishes the two Town posting locations now that the Town has a web site. Motion by Supervisor Hellenbrand to approve Resolution 2017-06, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 5-0.

Action on Town Ordinance Authorizing Alternative Claims Procedure: Clerk Jacobson presented the Ordinance, it was drafted based off the sample from the Wisconsin Towns Association. The Ordinance enables the Town Clerk and Town Treasurer to make regularly scheduled payments between meetings. Motion by Supervisor Zingshiem to approve Alternative Claims Procedure Ordinance 09-20-2017, 2nd by Supervisor Anderson. **Roll Call Vote:** Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Action to Approve Resolution 2017-07 Authorizing Recycling Agent: Clerk Jacobson presented the Resolution to the Town Board. The existing Resolution was put in place in 2003. The updated Resolution was created using the Sample from the Wisconsin DNR. The resolution authorizes the Town Clerk to file the Recycling Report and the Recycling Grant forms. Motion by Chairman Weinberger to approve Resolution 2017-07, 2nd by Supervisor Anderson **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes motion carried 5-0.

Action on 2018 Recycling Grant: Clerk Jacobson presented a cost analysis of the what could be attributed to the recycling operation. The requirement for the DNR Recycling Grant specify that only costs related to recycling should be reported for the grant. Clerk Jacobson did not establish an amount for recycling maintenance and repairs, the Town Board established an estimate of \$1,000.00. Motion by Supervisor Hellenbrand to accept the Town Clerk's cost estimates, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes motion carried 5-0.



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Review and Action on Town of Medina Personnel Policy: Chairman Weinberger and Clerk Jacobson presented a draft revision from the original policy established in 2005. The policy was presented on the TV screen for the Town Board to review and revise. Clerk Jacobson will review the document to get all the revisions in the policy. Motion by Chairman Weinberger to table the Personnel Policy until the October 4, 2017 meeting, 2nd by Supervisor Anderson. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson absent, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 4-0. Supervisor Anderson left at 8:10 PM.

Action on TASC Account: Clerk Jacobson presented information he has received regarding adding Fred Warren onto the TASC account. The terms established in the original plan will require the Town to cancel the existing plan and establish a new plan. The current debit card available to Patrolman Hellenbrand may not be available but no clear answer to this. Fred Warren would not be able to have a debit card until 2018, reimbursements would need to be paid directly by the Town. Other options were discussed and additional information is needed. Motion by Chairman Weinberger to table action on the TASC Plan until the October 4, 2017 board meeting, 2nd by Supervisor Ward. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Anderson absent, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 4-0.

OTHER BUSINESS:

Presentation of Draft Working Budget for Review: Clerk Jacobson is working on the budget numbers. The current actual versus budget expenses were provided to the Town Board. A layout of the sub categories for the expenses was presented by Clerk Jacobson for review. The Town Board agreed that the sub categories presented for the working budget were good. Chairman Weinberger and Clerk Jacobson will work on the preliminary budget numbers for the October 4, 2017 meeting.

Identify Issues to be addressed in Future Meetings: The Town Board needs to look at the replacement of the F550 truck, Supervisor Ward will research information on DOT accident reporting to the Town.

Adjournment: Motion to adjourn by Supervisor Hellenbrand, 2nd by Supervisor Zingshiem. **Majority Vote:** Motion carried 4-0, Supervisor Anderson absent. Adjourn 8:52 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved October 4, 2017