



634 State Road 19 PO Box 37, Marshall, WI 53559  
[www.townofmedina.org](http://www.townofmedina.org)

Town of Medina Board of Supervisors  
October 4, 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, Sam Anderson and John Ward, Clerk Ron Jacobson and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Phillip Braithwaite, Kim Kohler, and Cathy Kozlowicz (Courier).

The Pledge of Allegiance was recited.

Meeting was posted Friday September 29, 2017 Town Garage, [townofmedina.org](http://townofmedina.org).

**ADMINISTRATIVE:**

**Approval of Previous Minutes:** Motion by Supervisor Hellenbrand, 2<sup>nd</sup> by Supervisor Zingshiem to approve the minutes from September 6, 2017 and September 20, 2017 as presented. **Roll Call Vote:** Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

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

**Clerk's Report:** Clerk Jacobson submitted a written report detailing reports and forms filed and activities for the month of September.

**Treasurer's Report:** Treasurer Braithwaite presented the income report showing income of \$2,279.61.

**Highway Report:** Patrolman Hellenbrand reported gravel and blocks were put on the salt shed, shouldering was done on numerous farm drives, road mowing is completed, extra blades were ordered for the plows, there have been problems with starting the tractor believed to be something clogging the fuel intake, gear box repairs were done on the mower, the F550 squeak issue was solved, cold patching is being done on roads, loose gravel signs were taken down and the Oshkosh was cleaned up and the batteries were replaced with the older ones from the other trucks and new batteries put into the other trucks.

**EMS-Fire Report:** Supervisor Hellenbrand reported that the hiring process has begun for the two full-time Firefighter/EMT openings. There will be three EMT's staffed on the weekends for six months in the



634 State Road 19 PO Box 37, Marshall, WI 53559  
www.townofmedina.org

transition. The District meeting for the PSB and EMS will be October 11, 2017 at 7:00 PM. The PSB and EMS budgets are on this agenda. The Fire Department Budget meeting will be October 11, 2017 at 6:00 PM.

**Facility Needs Committee Report:** Ron Jacobson reported that the first phase of the Facility Needs Committee Report on existing facilities and will be reviewed later in the meeting.

**Public Appearances: None**

#### **OLD BUSINESS:**

**Review of Delinquent Personal Property Taxes:** Treasurer Brathwaite presented a list of the 2011 thru 2016 delinquent Personal Property Taxes. Chairman Weinberger inquired if a letter can be sent now. Treasurer Braithwaite will verify on the state system how far back we can collect. Clerk Jacobson indicated it needs to be determined if the state system requires each year to be submitted separately or if multiple years for a business can be totaled.

**Action on Town of Medina Personnel Policy:** The final version of the policy was reviewed. Supervisor Anderson inquired on the ability to change health insurance in the future. Motion by Supervisor Ward to approve the Personnel Policy, 2<sup>nd</sup> by Supervisor Anderson. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes motion carried 5-0.

**Action on Contracting for Waste Disposal/Recycling – Advanced Disposal:** Clerk Jacobson presented a proposal by Advanced Disposal at a monthly cost of \$481.00 (prior \$450.91) for trash, \$175.00 (prior \$203.28) for recycling and \$150.00 haul rate/\$0.52 per pound for E-waste. Motion by Chairman Weinberger to accept the proposal from Advanced Disposal subject to the final review of the contract, 2<sup>nd</sup> 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.

**Action on Medina Cemetery Wall Repairs:** Requests for proposals were sent to eight landscape contractors, two proposals were submitted. M.A.R.S. Renovations \$18,000.00 using existing stone plus additional as needed, Earthscapes \$16,496.40 using existing stone plus additional as needed or \$19,952.80 using all new wall material. The Town Board discussed the availability of the funds for this in the budget. Motion by Chairman Weinberger to direct Clerk Jacobson to request proposals for repair of just the damaged (collapsed) area utilizing existing stone, 2<sup>nd</sup> by Supervisor Anderson. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 5-0.

**Discussion on Driveway Ordinance:** Chairman Weinberger to incorporate items from the Town of Westport ordinance and our ordinance. Chairman Weinberger and Clerk Jacobson will be reviewing with Atty. Hazelbaker on October 9<sup>th</sup>. The amount to be held for road damages was discussed. Chairman



634 State Road 19 PO Box 37, Marshall, WI 53559  
[www.townofmedina.org](http://www.townofmedina.org)

Weinberger will clean up the ordinance for the Planning Commission to review on October 23<sup>rd</sup> and for the Attorney and Board to review.

**Identify TRIP Projects:** Potential roads for the TRIP funding was discussed. A substitution of the existing TRIP allocation will be made moving it from Canal Rd to West Waterloo Road. Cherry Lane will be reviewed as the potential for the 2017-2018 TRIP allocation request.

**Discussion on Employee Health Benefits:** Supervisor Anderson has spoken with First Choice and the agent will get proposals for 2018 for the Town Board to review. Clerk Jacobson presented the options for the existing TASC plan.

#### **NEW BUSINESS:**

**Review and Action on the Public Safety Building Proposed Budget:** The PSB budget was reviewed, Chairman Weinberger inquired on the line item for Maintenance and Repairs, it would be helpful to have more information presented in the budget on the breakdown of the expense. Motion by Supervisor Hellenbrand to approve the proposed Public Safety Building Budget as presented, 2<sup>nd</sup> 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.

**Review and Action on the EMS District #14 Proposed Budget:** The EMS budget was reviewed with questions regarding the ambulance purchase, employee cost and training costs. The 2017 revenue and expense forecasts were missing. Motion by Supervisor Ward to approve the proposed EMS District #14 Budget as presented, 2<sup>nd</sup> by Chairman Weinberger. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, motion carried 5-0.

**Action on Facility Needs Committee Report on Exiting Facilities:** The report was reviewed by the Town Board. Motion by Chairman Weinberger that the Facility Needs Committee begin the process of exploring potential sites for future town facilities, 2<sup>nd</sup> by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes motion carried 5-0.

**Discussion and Action on Disposal of the Oshkosh Plow Truck:** Patrolman Hellenbrand reported the last time the Oshkosh was used was in 2013 when one of the other trucks was down. In the twelve years he has worked for the town he has used it only once to push back major snow. A dealer has indicated that the town should get at least \$12,000.00 for the Oshkosh. The Town board discussed the need to develop a plan for a backup truck if the Oshkosh is disposed of. Motion by Supervisor Hellenbrand to dispose of the Oshkosh Plow Truck on Wisconsin Surplus Auctions with a reserve price of \$15,000.00, 2<sup>nd</sup> by Chairman Weinberger. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes motion carried 5-0.



634 State Road 19 PO Box 37, Marshall, WI 53559  
www.townofmedina.org

**Discussion and Action on Purchase of a Replacement Truck for the F550:** Proposals were received from Kayser Commercial Sales and L & S Truck Center Inc. Kayser offered two options a 2017 red F550 at \$83,500.00 or a 2017 white F550 at \$83,900.00, L & S offered a 2016 F550 at \$82,550.00. The trucks are comparable in options. Funding is available from the current town equipment capital account and temporarily from the Fire Department capital account. The sale of the existing F550 and Oshkosh would be used to refund the Fire Capital Account. Motion by Supervisor Hellenbrand to purchase the red 2017 F550 from Kayser Commercial Sales for \$83,500.00 with a down payment of \$13,000, 2<sup>nd</sup> by Supervisor Anderson. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 5-0.

#### **OTHER BUSINESS:**

**Correspondence:** Clerk Jacobson presented the following correspondence; None

**Identify Issues to be addressed in Future Meetings:** Clerk Jacobson reminded the board to have their compensation reports submitted through October 17, 2017 prior to the next meeting.

**Motion by Chairman Weinberger to convene into Closed Session per Wisconsin Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. 2<sup>nd</sup> by Supervisor Anderson. Invited in addition to the Board of Supervisors; Clerk Jacobson, Treasurer Braithwaite, Patrolman Hellenbrand, Phillip Braithwaite. 10:22 PM Roll Call Vote:** Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried -0.

**Reconvene to Open Session per Wisconsin Statutes §19.85(2). 10:45 Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, motion carried 5-0.

**Action from Closed Session:** No Action

**Adjournment:** Motion to adjourn by Supervisor Hellenbrand, 2<sup>nd</sup> by Supervisor Anderson. **Majority Vote:** Motion carried 5-0, Supervisor Anderson absent. Adjourn 10:49 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved November 1, 2017