



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina Board of Supervisors
January 10, 2018 -- Town of Medina Garage
Monthly Meeting of the Town Board

The meeting was called to order at 6:45 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, Barb Kohler, Timm Kersten and Chris O'Brien (Courier).

The Pledge of Allegiance was recited.

Meeting was posted Friday January 5, 2018 Town Garage, townofmedina.org.

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Hellenbrand to approve the minutes from November 29, 2017 and December 6, 2017 as presented, 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.

Monthly Operating Invoices and Summary Report: Clerk Jacobson discussed issues with the billings from the Marshall Fire Department, Advanced Disposal (New Contract Amount) and Rural Insurance (Farm Bureau Charges). The operating invoices and summary report were reviewed with a motion to approve by Supervisor Ward, 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.

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

Treasurer's Report: Treasurer Braithwaite presented the income report showing income of \$3,645.15 in December which included a \$749.94 rebate from the Marshall Area Public Safety Building.

Highway Report: Patrolman Hellenbrand reported that the furnaces had maintenance and repairs, the ceiling fans in the shop were replaced, the Fire Inspector completed an inspection and some of the exit lights needed batteries replaced, they put a heat reflector on the heat vent in the far bay, additional cleanup was completed in the shop, the meeting room table had the legs tightened, the floor drain in the back bay was cleaned out, the calendar parking signs in Deansville were replaced, some salting and plowing was completed but no major storms, four loads of sand and 197 tons of salt were delivered so far this season, Glen Wolf contacted him and would be available with his equipment if the town needs emergency



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help and he presented information on Diggers Hotline training which is free. He and Mike Schlimgen will attend the training provided no issues with the weather,

EMS-Fire Report: Supervisor Hellenbrand reported that the commission requested that an alternate be appointed from the town to assure the commission has a quorum for meetings, interviews were conducted of five Fire Staff applicants and two were selected to start January 15, 2018. An AFG grant request has been submitted for CO monitoring equipment. Clerk Jacobson reported to the Board that he had the web site updated to include a Public Safety section with areas for the Fire Department and EMS. He will be posting the EMS Director reports on the web site in the EMS area.

Facility Needs Committee Report: Ron Jacobson there was no report at this time, additional discussion is on the agenda.

Public Appearances: None

OLD BUSINESS:

Action on Delinquent Personal Property List: Treasurer Braithwaite presented information on utilizing the DOR state debt collection system to collect the delinquent personal property. She has identified \$6,883.92 in delinquent taxes going back to 2010. It takes two to three weeks to enroll, there is no statute of limitations for collection and it can be used for other claims such as collection from accidents. Motion by Chairman Weinberger that the Town of Medina approval the agreement with the Department of Revenue for the State Debt Collection Program and Tax Refund Intercept Program 2nd 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 Update to Patrolman Job Description: Chairman Weinberger reviewed the document in relationship to the Administration and Organization Ordinance that is being updated. The job descriptions should be updated after the review of the Administration Ordinance is completed. Motion to table action on the Patrolman Job Description by Chairman Weinberger, seconded by Supervisor Ward. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 5-0.

Action on Updates to Assistant Patrolman Job Description: Motion by Chairman Weinberger to table action on the Assistant Patrolman Job Description, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 5-0.

Timm Kersten left at 6:42 PM.

Discussion on Updating the Town Organization and Administration Ordinance: Chairman Weinberger presented a draft copy of the updated ordinance and a draft of a General Policy manual. He requested that



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the board members review the documents for discussion at a future meeting. A draft organizational chart was also presented outlining areas of responsibilities in the town structure.

Discussion on Minimum Housing Ordinance: Chairman Weinberger presented a draft of the ordinance. A copy has been sent to Building Inspector Steve Rewey for review. Once his comments are received the Town Board can complete a final review and send it to Attorney Hazelbaker.

NEW BUSINESS:

Discussion on April Appointed Clerk Referendum: The Town Board discussed what information should be prepared for distribution to the residents. A possible mailing was discussed but it was determined that it would not be utilized. Clerk Jacobson presented a letter used by the Town of Vienna in 2016 when they placed the question on their referendum. Clerk Jacobson will prepare a handout based on the Town of Vienna letter to be placed on the web site and distributed in the town.

Action on Appointment of Safety Officer – Federal and Wisconsin Employee Labor Law Notice Updates, Employee Safety Gear: What posters will be needed was discussed and a list will be developed to prepare an order. Safety Gear needs was discussed. Supervisor Ward asked if the town should consider a service such as Cintas. Patrolman Hellenbrand was directed to develop a list of gear needs and the sizes needed. Chairman Weinberger appointed Supervisor Ward as Safety Officer, which Supervisor Ward accepted.

Action on Additional Recycling Dumpster: Supervisor Zingshiem reported that the recycling dumpsters have had overflow on numerous occasions. She would like to utilize one dumpster for cardboard and one for other recyclables. With the materials mixed the materials do not settle into the dumpsters. An additional dumpster would be \$100.00 per month and would be used last for comingled dumping. Clerk Jacobson reported that a review of the 2017 income and expenses for the waste/recycling operation should allow for additional expenditure. Motion to get an additional recycling dumpster at a cost of \$100.00 per month by Chairman Weinberger, 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.

Action on Contingency Fund: Clerk Jacobson reported that the Town has never established a formal contingency fund with segregated funds. The town is allowed to maintain funds to cover operating expenses but they should not be excessive. Clerk Jacobson reported the town had \$52,623.71 (unaudited) in operating funds at the end of 2017. A portion of that should be segregated to an emergency contingency fund in the SWIB account. Motion by Chairman Weinberger to establish a Contingency Fund not to exceed \$30,000.00, 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 Public Safety Building Refund: Clerk Jacobson reported that the Town received a refund from the Public Safety Building operations in the amount of \$749.94 and asked the board how they wanted to



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allocate the funds. Motion by Chairman Weinberger to have the PSB refund of \$749.94 placed in the PSB Capital Account, 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 Facility Needs Committee Appointments: Ron Jacobson has had limited time to commit to the committee as chairman. Chairman Weinberger will assume the position of Chairman and Secretary of the Facility Needs Committee but will not have voting rights.

Discussion on Existing Agreement with the Marshall Fire Department: After receiving the current billing Clerk Jacobson reviewed the existing agreements to determine how payments were scheduled. None was identified. The existing agreement dates from October 1973 with an amended agreement regarding fire apparatus ownership in 2015. The Town Board agreed that because of the age of the agreement it should be reviewed to be updated.

Action on Attendance at the 2018 WTA District Meetings: Clerk Jacobson presented the schedule for the WTA District meetings. Board of Review training is being presented at the district meeting. The cost is \$50.00 per attendee. Motion by Chairman Weinberger to approve up to \$250.00 for attendance fees at the WTA District meeting, 2nd by Supervisor Anderson. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 5-0.

OTHER BUSINESS:

Correspondence: Supervisor Ward report that he received a complaint from a resident regarding manure on Canal Road, Chairman Weinberger will look into it. Clerk Jacobson notified the Town Board that the substitution for the TRIP project was approved. Information on the bidding will be prepared for the February meeting. Clerk Jacobson presented information from the WTA regarding joining the Town's Advocacy Council which lobby's for Wisconsin Towns, the Town Board indicated it should be researched for further discussion. Chairman Weinberger indicated he received a safety survey from Koch Pipeline.

Identify Items for Future Meetings: Chairman Weinberger discussed having the Town Board have an all-day meeting on a Saturday or Sunday to work through specific items to get them completed. The Town Board and Planning Commission will have a joint meeting on January 22, 2018 at which Dane County Planning and Development Representatives will detail the new zoning changes.

Adjournment: Motion to adjourn by Supervisor Anderson, 2nd by Supervisor Hellenbrand. **Majority Vote:** Motion carried 5-0, adjourned 9:32 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved February 7, 2018