



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina Board of Supervisors
February 7, 2018 -- Town of Medina Garage
Monthly Meeting of the Town Board

The meeting was called to order at 7:02 PM by Chairman Weinberger

Present were Chairman Weinberger, Supervisors Sue Zingshiem, John Hellenbrand, Sam Anderson and John Ward and Clerk Ron Jacobson. Treasurer Lea Braithwaite was absent. Also present were Patrolman Jim Hellenbrand, Phillip Braithwaite, Kim Kohler and Chris O'Brien (Courier).

The Pledge of Allegiance was recited.

Meeting was posted Thursday February 1, 2018 Town Garage, townofmedina.org.

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Anderson to approve the minutes from January 10, 2018 as presented, 2nd by Supervisor Hellenbrand. **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 the billings from DaneCom, Advanced Disposal (ongoing issue) and ETF/WRS. The operating invoices and transaction report were reviewed with a motion to approve by Supervisor Hellenbrand, 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 January.

Treasurer's Report: Treasurer Braithwaite was absent. Clerk Jacobson presented the income report showing income of \$1,940,562.80 in January with most being taxes collected but also included \$26,649.29 in DOT Road Aid. Also presented were the delinquent Real Estate and Personal Property lists from the current tax roll. Treasurer Braithwaite submitted copies of the prior delinquent Personal Property tax letters sent to the property owners. Treasurer Braithwaite has set up the SDC with the State to collect the delinquent taxes.

Highway Report: Patrolman Hellenbrand reported on plowing and salting for the month, carbide blades were purchased for the F550 and blades were purchased for the 2013 IHC, carpet was purchased for the truck and tractor floors, they had to clean some culverts with the rain that caused some flooding, Berlin Road was closed for a period due to high water, he and Mike Schlimgen attended the free Diggers Hotline



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training, he discussed getting tracks for the sides of the F550 from Northern Equipment, Mike Schlimgen damaged two mail boxes while plowing. He reported that one of the overhead doors arms broke and he will have Peak repair it. Chairman Weinberger inquired if the culverts on Waterloo Road for the TRIP project need replacement, Patrolman Hellenbrand indicated they are OK. Chairman Weinberger discussed planning to inventory the culverts, Patrolman Hellenbrand inquired about potentially having a metal detector to locate some of the culverts.

EMS-Fire Report: Supervisor Hellenbrand reported that the new staff members started January 19, 2018, the commission recognized Lea Braithwaite for 14 years of service to the EMS/PSB, a grant of \$6,500.00 was awarded to the EMS/Fire Department for Cardiac and CO2 monitoring equipment.

Facility Needs Committee Report: Ron Jacobson reported he has contacted Enbridge and WEC regarding their land off Cherry Lane. A representative from Keller will be meeting to discuss their services in construction of public facilities. The next meeting date was discussed and established for 6:00 PM February 28, 2018. The Board also discussed having the Town Board assume the continuing work of the Facility Needs Committee since few citizens have come forward to participate. This potentially would be a subcommittee.

Action to Accept Resignation of Supervisor Anderson: Supervisor Anderson gave an oral resignation as Supervisor for the remainder of this term that ends April 2018. Phillip Braithwaite is on the April ballot to fill the office for the next term and could begin now. Motion by Supervisor Ward to accept the resignation of Supervisor Anderson, 2nd by Supervisor Hellenbrand. **Roll Call Vote 7:36 PM:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson Abstain, Supervisor Hellenbrand yes motion carried 4-0, Anderson Abstained.

Action on Appointment to Fill Supervisor Anderson Office: Motion by Chairman Weinberger to appoint Phillip Braithwaite to the remainder of Supervisor Anderson office that ends April 16, 2018, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Hellenbrand yes Supervisor Ward yes, motion carried 4-0, one open office.

Public Appearances: Kim Kohler briefly discussed continuing issues with the properties in Deansville.

OLD BUSINESS:

Discussion on Town Organization and Administration Ordinance: The Town Board reviewed the Ordinance on the TV screen making changes as discussed.

Discussion on Minimum Housing Ordinance: Building Inspector Steve Rewey has not returned the Ordinance with his comments yet.



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NEW BUSINESS:

Action to Appoint Alternative EMS/PSB Representative: Chairman Weinberger indicated he was willing to be the alternative representative and appointed himself to fulfill those duties.

Action to Extend Schuster Driveway Permit: Clerk Jacobson presented a request from Andy Schuster to extend his driveway permit, application date 1/17/17, for one year as allowed by the Town Ordinance. Motion to extend the Schuster Driveway permit for one year by Supervisor Zingshiem, 2nd by Supervisor Braithwaite. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Action on Rezoning Petition DCPREZ 2017 11241: Supervisor Zingshiem reported that rezone was approved 5-0 by the Planning Commission with the Town's Animal Restrictions to apply. Motion by Supervisor Braithwaite approve the DCPREZ 2017 11241 involving parcels 0812-284-9320-2 and 0812-284-9000-9, 3.2 acres from A1Ex to RH2 and .8 acres from R-1 to RH2, the Town Animal Restrictions to apply and final CSM required, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward Abstained, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, motion carried 4-0, Supervisor Ward Abstained.

Action on Patrolman Hellenbrand 2017 IRA Payout: Patrolman Hellenbrand presented a written request to receive his 2017 IRA payment as a wage payment instead. Clerk Jacobson presented to the Town Board the printout form QuickBooks showing the 2017 hours for Patrolman Hellenbrand. The gross payout is for \$3,297.00, the town will incur \$473.12 in cost for Social Security/Medicare/ETF Retirement cost. Motion by Chairman Weinberger to approve the payout of Patrolman Hellenbrand's 2017 IRA as wages in 2018, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, motion carried 5-0.

Action to Establish Account with Wisconsin Surplus Auction: Clerk Jacobson inquired if the Town Board would like to establish an account in the event they wanted to bid on items in the future. Motion by Chairman Weinberger to establish an account with Wisconsin Surplus Auction, 2nd by Supervisor Ward. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 5-0.

Action on Building Permit Fees Clerk Jacobson indicated no action is needed at this time. Further discussion will be needed with the review of the fee schedule.

February Primary Poll Workers: Clerk Jacobson indicated he has three Chief Inspectors trained and four additional Inspectors for the Spring Primary. Public Testing of the Voting Machines and Training will be held the morning of February 10, 2018.



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Discussion on Ordinance Enforcement: Chairman Weinberger discussed with the Town Board the need for ordinance enforcement procedures. Currently the Town has no enforcement procedure in place. There is a need for an enforcement officer and a court to administer. A joint court with another municipality is possible.

Discussion on Employee Evaluations: The process for Employee Evaluations was discussed. Assistant Patrolman Schlimgen will need an evaluation at the end of his probationary period. The Town Board agreed that annual evaluation should be completed during the budget process to establish wage changes.

Discussion on Spring Road Inspections: Clerk Jacobson presented a schedule for advertising and awarding the TRIP project and a preliminary schedule for the remainder of the road work bids. Clerk Jacobson also presented a form for recording culvert inspections like the sign reflectivity log. Tree trimming was discussed and if it would be completed in the Spring or the Fall. There is currently \$2,650.00 left in the budget for tree trimming.

Set Saturday Planning Meeting Date: Potential dates were discussed, and it was agreed the Town Board would meet Saturday February 17, 2018 from 8:00 AM to Noon to work on the ordinances.

OTHER BUSINESS:

Correspondence: Clerk Jacobson presented a violation letter from Dane County Planning to Lobenstein on Juedes Lane regarding building his shed and not building a house. BDCH sent information regarding additional drug testing for the CDL, Clerk Jacobson distributed copies to the employees.

Identify Items for Future Meetings: Chairman Weinberger discussed having CPR training for the patrolman and assist patrolman. Clerk Jacobson presented the out dated mail box damage policy and fee schedule. Supervisor Hellenbrand brought up the need to review the new Dane County Zoning maps presented at the joint meeting. Clerk Jacobson inquired whether the Town Board/ Planning Commission should consider the opt out option from the new Dane County Zoning Ordinance.

Adjournment: Motion to adjourn by Supervisor Hellenbrand, 2nd by Supervisor Ward. **Majority Vote:** Motion carried 5-0, adjourned 9:35 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved March 7, 2018