



634 State Road 19 PO Box 37, Marshall, WI 53559  
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Town of Medina Board of Supervisors  
March 14, 2018 Town of Medina Garage  
Special Meeting of the Town Board

The meeting was called to order at 7:00 PM by Chairman Todd Weinberger.

Present were Chairman Todd Weinberger, Supervisors Philip Braithwaite, John Hellenbrand, John Ward and Sue Zingshiem. Also present were Clerk Ron Jacobson and Treasurer Lee Braithwaite. Cathy Kozlowicz (Courier) arrived at 7:30 PM.

Pledge of Allegiance was recited.

Meeting was posted by the Clerk on March 13, 2018.

Public Appearances: None

Old Business: None

New Business:

**Discussion with Town Clerk Jacobson Regarding Clerk Duties:** Clerk Jacobson informed the Town Board that the number of hours committed to the clerk duties is burning him out and affecting his personal life and health. The additional work from WisVote, the web site, the ETF and cleaning up/organizing the records was discussed. The Town Board discussed items the town should be supplying in the future including office space, a dedicated cell phone, internet service and other related support needs. Clerk Jacobson has been supplying these items personally.

**Action by Town Board on Potential Hiring of Administrative Help:** The Town Board determined this was not a direction to pursue and no action was taken.

**Notice from Clerk Jacobson on Potential Appointment of a Deputy Clerk:** In the prior week Board members gave Clerk Jacobson the names of two residents who may potentially be interested in working as a deputy clerk. Clerk Jacobson has spoken with the individuals and is considering appointing one as a Deputy Clerk.

**Action on Approving Expenditure for Administrative Help or Deputy Clerk:** The Town Board discussed the potential expenditure for a Deputy Clerk. If the Town Board does not authorize expenditure on the Deputy Clerk, the Deputy Clerk payment comes from the Clerk salary. The amount necessary for the position was discussed. Motion by Chairman Weinberger to approve an expenditure not to exceed \$15,000.00 for appointment of a Deputy Clerk, second by John Ward. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Adjournment: Motion to adjourn by Todd Weinberger, 2<sup>nd</sup> by John Ward, motion carried 5-0. Adjourn 8:20 PM.

Respectfully submitted by Town Clerk Ron Jacobson Approved April 11, 2018