



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina Board of Supervisors
April 11, 2018 -- 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, Phillip Braithwaite and John Ward, Clerk Ron Jacobson, Deputy Clerk Tammy Jordan and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Sam Anderson, Jerry Derr (Dane County Town Assoc.), Steve Nampel and Chris O'Brien (Courier).

The Pledge of Allegiance was recited.

Meeting was posted Thursday April 5, 2018 Town Garage, townofmedina.org.

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Hellenbrand to approve the minutes from February 17, 2018 and March 14, 2018 as presented and from March 7, 2018 as amended, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Braithwaite 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 that the billing from Advanced Disposal (ongoing issue) has still not been cleared up by them. Clerk Jacobson also presented the billing received this date from the Marshall EMS for the new ambulance. The operating invoices and transaction report were reviewed with a motion to approve by Supervisor Hellenbrand, 2nd by Chairman Ward. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite 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 March. Clerk Jacobson introduced Tammy Jordan whom he has appointed as Deputy Clerk. The Opening and Adjournment of Board of Review at the May meeting was discussed.

Treasurer's Report: Treasurer Braithwaite presented the income report showing income of \$3,138.08 in March. An additional check for delinquent taxes has been received. The Lottery Credit payment and State Road Aid has been received and will be in the April income.

Highway Report: Patrolman Hellenbrand reported on plowing and salting for the month, he has ordered better quality cutting edges to see if they last longer, old cutting edges were placed on the John Deere blade, vehicles were greased and the oil changed, the sweeper was repair, the roads were posted, Berlin Rd was graded, the blacktop on Crestview was cleaned up, tree trimming was completed by the Tree Trimmer, tree trimming was done on Kraack Rd, numerous road signs were repaired or replaced, having a reward for



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stolen signs was discussed with the board, the fire extinguishers were inspected in the town garage and vehicles, the dumpsters have been overflowing, Chairman Weinberger was thanked for helping with snow plowing. Clerk Jacobson inquired about the condition of the culvert on Box Elder Rd.

EMS-Fire Report: Supervisor Hellenbrand reported that a total refund of \$4,280.22 will be distributed to the municipalities. There will be a potential open house at the EMS in May. The Fire Department Agreement has been retyped.

Facility Needs Committee Report: Chairman Weinberger indicated the process is stalled. We are waiting to hear from Enbridge regarding their property. It should be discussed at the Annual Meeting.

Public Appearances: Steve Nampel addressed the Town Board regarding applying for a CUP on the Barrel Inn Parcel to allow for camping. He indicated there was a previous CUP for this that had lapsed. The Town Board discussed with Mr. Nampel the status of the payment to the EMS for the services in 2017. Supervisor Hellenbrand indicated it was not fully paid. Mr. Nampel will contact the EMS director to address the issue. The potential use of an escrow account payment to cover services at future events was discussed and funds would only apply if an ambulance call occurs. **Sam Anderson** addressed the Town Board regarding the need for additional development on smaller parcels in the town. This would increase the tax base. He will be presenting this concept to the electors at the Annual Meeting.

OLD BUSINESS:

Action on 2017 Clerk/Treasure Audit Report and 2017 Financial Report: Clerk Jacobson indicated the report is not completed yet. Motion by Chairman Weinberger to table the financial reports until a special meeting at 6:30 PM April 17, 2018, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, motion carried 5-0.

NEW BUSINESS:

Action on Awarding Contract for 2018 E Waterloo Rd TRIP Project: The bids were opened for preparation prior to the meeting. Two bids were received (1) Payne & Dolan estimated 815 tons of blacktop at \$63.75/ton for a total of \$51,956.25, the bid included milling the butt joints on each end. (2) Tri County Paving estimated 815 tons of blacktop at \$58.13/ton or \$47,375.95 plus \$2,500.00 for milling the butt joints on each end, total bid of \$49,875.95. Both bidders indicated final cost is based on actual material tonnage used. Motion by Supervisor Braithwaite to approve the bid from Tri County Paving at \$58.13/ton plus \$2,500.00 for the milling of the butt joints with an estimated cost of \$49,875.95, seconded by Chairman Weinberger. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 5-0.



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Action on Gravel Shouldering E Waterloo Rd TRIP Project: The bids were opened for preparation prior to the meeting. Two bids were received (1) Payne & Dolan estimated 150 tons of gravel at \$27.00/ton for a total of \$4,050.00. (2) Tri County Paving estimated 220 tons of gravel at \$22.57/ton for a total of \$4,965.40. Both bidders indicated final cost is based on actual material tonnage used. Motion by Supervisor Braithwaite to approve the bid from Tri County Paving at \$22.57/ton, seconded by Supervisor Zingshiem. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward no, Supervisor Zingshiem yes, motion carried 4-1.

Action on Crestview Rd Culvert Replacement and Ditch Work: Patrolman Hellenbrand presented preliminary cost information on the work and culverts. One 36-foot culvert for Crestview Rd and two 44-foot culverts for E Medina Rd would need to be purchased at an estimated cost of \$2,000.00. Dunneisen Excavating has indicated the cost to install the three culverts would be \$3,500.00. Motion by Chairman Weinberger to table action on the culvert replacements to the May meeting, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Action on E Medina Culvert Replacement: The work was discussed with the work being completed on Crestview Rd. Motion by Chairman Weinberger to table action on the culvert replacements to the May meeting, seconded by Supervisor Braithwaite. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, motion carried 5-0.

Action on 2017-2019 Sodium Chloride Order: The Town of Sun Prairie has two loads of salt to take on their 2017-2018 order but does not have room for them. The Town of Medina could potentially purchase them, Sun Prairie will let us know the following week. The amount to order and reserve was discussed with Patrolman Hellenbrand. Motion by Supervisor Chairman Weinberger to order for 2018-2019 350 tons with a reserve of 70 tons if the Town of Sun Prairie salt is purchased or 390 tons with a 78-ton reserve if the Town of Sun Prairie salt is not purchased, seconded by Supervisor Ward. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, motion carried 5-0.

Action on Salt Shed Inspection: Wisconsin DOT has informed the Town that they are now requiring municipalities to self-inspect salt sheds and file the report with them. The 2017 report is to be reviewed and filed with notations on the 2018 condition of the salt shed. Chairman Weinberger will review the salt shed with Patrolman Hellenbrand to complete this filing. No Board action taken

Action on Purchase of a Metal Detector: Patrolman Hellenbrand discussed with the Town Board potentially having a metal detector for locating the culverts. The board asked that he prepare a cost estimate for the May meeting. Motion by Supervisor Braithwaite to table action to the May meeting, seconded by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Action on Wisconsin towns Association/Town Advocacy Council/Website: Clerk Jacobson reported that the Town has budgeted for the annual membership with the WTA and the \$50.00 for access to the WTA



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training videos. The Town has not budgeted for membership in the Town Advocacy Council. Jerry Derr the WTA District representative for the Town addressed the board regarding the WTA. The TAC serves as the primary lobbyist for the WTA and promotes town issues at the state capital. The membership for the TAC runs from July to June and the fee is \$.25 per capita. The current population in Medina is 1382 so the annual cost would be \$345.50. Membership in the TAC gives access to the training videos that the Town currently pays \$50.00 for. Mr. Derr was asked if it was possible to pay for just the July to December period of 2018 at half the regular cost and Mr. Derr felt this could be done. The cost for the second half of 2018 would be \$174.75. Further review of this should be completed. Motion by Chairman Weinberger to table action to the May meeting, seconded by Supervisor Ward. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, motion carried 5-0.

Action on Recording Changes to the Working Budget: Clerk Jacobson presented information to the Town Board outlining a process to track the changes to the budget as they occur over the year. The documentation would clearly show the actions taken by the Town Board regarding any adjustments made to the budget. Motion by Chairman Weinberger to approve the format to track budget changes as presented by Clerk Jacobson, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, motion carried 5-0.

Action on Resolution 2018-04 (Budget): Clerk Jacobson presented the resolution to the Town Board which partially funded the Deputy Clerk office and transferred funds from the EMS capital account to pay for the new ambulance. Motion by Chairman Weinberger to adopt Resolution 2018-04, seconded by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 5-0.

Action on F & M Credit Card and Credit Card Use Policy: The need for having credit cards was discussed. There is a sample credit card use policy in the Municipal Clerk's Manual to review. Motion by Chairman Weinberger to table action to the May meeting, seconded by Supervisor Ward. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 5-0.

Action on Cherry Lane Ditch Issues: Tracie Jokala contacted the town regarding the water flow in the ditch along the property at 5933 Cherry Lane. Patrolman Hellenbrand reviewed the area and indicated some ditch clean out may be needed but the property owner's driveway culvert is plugged which is causing part of the problem. Motion by Chairman Weinberger that the town will clean the ditch to the extent water will not flow onto the road and the driveway culvert is the property owner's responsibility, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Road Work List for May Meeting Bids: The Town Board discussed the roads that need to be considered for 2018 work and will request bids to be reviewed at a special town board meeting at 6:00 PM May 16, 2018.



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The following will be sent out for bids: Crestview Rd, Clarkson Rd (with the Town of York) Lochinvars/Hayloft Ct., final specifications will be developed with Patrolman Hellenbrand.

Discussion on Planning for Appointed Clerk: The Town needs to begin planning for the resources needed for the office of appointed clerk including; office space, a dedicated cell phone for the clerk, equipment/furniture, internet access and scheduled hours. The Town Board also discussed with Deputy Clerk Tammy Jordan potentially taking over as Town Clerk.

OTHER BUSINESS:

Correspondence: Clerk Jacobson presented information on the Marshall Fire Department awards ceremony, a race in September by "The Ride" that will use town roads, correspondences from Dane County regarding county permitting and addresses, correspondences regarding town property taxes and information from DCTA on land use.

Identify Items for Future Meetings: Supervisor Ward indicated that the board needs to move forward with addressing the issue on the salt shed.

Adjournment: Motion to adjourn by Supervisor Hellenbrand, 2nd by Supervisor Ward. **Majority Vote:** Motion carried 5-0, adjourned 10:43 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved May 2, 2018