



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina Board of Supervisors
May 16, 2018 Town of Medina Garage
Special Meeting of the Town Board

The meeting was called to order at 6:01 PM by Chairman Todd Weinberger.

Present were Chairman Todd Weinberger, Supervisors Phillip Braithwaite, John Ward, John Hellenbrand and Sue Zingshiem. Also present were Clerk Ron Jacobson, Deputy Clerk Tammy Jordan, Treasurer Lea Braithwaite, Patrolman Jim Hellenbrand, John Prosser (Town of York Chairman), Dennis Moungey (Payne & Dolan), Kimberly Kletinger (Wolf Paving) and Collin Jacobson (Scott Construction).

Pledge of Allegiance was recited.

Meeting was posted Friday May 11, 2018 and amended meeting agenda on Saturday May 12, 2018.

ADMINISTRATIVE:

Public Appearances: None

Old Business:

Action on First Quarter 2018 Clerk/Treasurer Audit Report and Financial Report: Clerk Jacobson presented the 2018 First Quarter Audit Report and Financial Report to the Town Board signed by Clerk Jacobson and Treasurer Braithwaite. Motion by Chairman Weinberger to accept the 2018 First Quarter Audit Report and Financial Report as presented, seconded by Sue Zingshiem. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Ward yes, Supervisor Zingshiem yes, Supervisor Hellenbrand yes, Chairman Weinberger yes, motion carried 5-0.

Action on Clerk Resources: The Board briefly discussed the location for the Clerk's office space. It was decided that the office space would be in the Medina Town Hall/Garage. Need options and costs for internet services. Motion by Supervisor Ward to locate Clerk's office at The Medina Town Hall/Garage, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Ward yes, Supervisor Zingshiem yes, Supervisor Hellenbrand yes, Chairman Weinberger yes, motion carried 5-0.

Action on Credit Card Policy: The Board reviewed sample Credit Card Policy's including a draft presented, The Board went through each item in the draft and edited as needed. Motion by Supervisor Hellenbrand to accept Credit Card Policy as edited, seconded by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Ward yes, Supervisor Zingshiem yes, Supervisor Hellenbrand yes, Chairman Weinberger yes, motion carried 5-0.

New Business:

Budget Review as of May 14, 2018: Clerk Jacobson presented information on the bid from Tri County for the TRIP project. Approximately \$10,000.00 in funds will need to be moved from the road



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maintenance budget line to the road construction budget line. The town will have approximately \$85,500.00 in the maintenance budget line for the bids being reviewed.

Action on Road Bids:

Action on Awarding Contract for 2018 Clarkson Rd Project: The bids were opened for preparation prior to the meeting. Scott's Construction estimated \$49,521 for 275 tons wedging, sealcoating using 3/8" quartz stone and sweeping or estimated \$51,598 for 275 tons wedging, sealcoating using boiler slag and sweeping. Fahrner estimated \$32,723 for sealcoating using 3/8" quartz stone and sweeping. Wolf Paving estimated \$17,400 for 200 tons wedging, Payne & Dolan estimated \$67,413 for 977 tons over entire road sections. Option was to have Scott do both wedging and sealcoating or have Wolf do wedging and Fahrner do sealcoating. Motion by Supervisor Ward to approve the bid from Scott's to wedge, sealcoat with 3/8 quartz and sweep at an estimated cost of \$49,521.00, 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 Awarding Contract for 2018 Crestview Rd/E Medina Rd Project: The bids were opened for preparation prior to the meeting. Three options were to be considered. Option 1 to pulverize the road and overlay: Wolf bid \$25,911.00 (193 Tons), P & D bid \$31,950.00 (no tons listed), Tri County bid \$27,234.79 (311 Tons). Option 2 to mill and overlay: Wolf bid \$16,318.00 (128 Tons), P & D bid \$24,390.00 (no tons listed), Tri County bid \$19,968.83 (207 Tons). Option 3 to Skim Coat and sealcoat: Scott's bid \$13,655.00. The board discussed the various options and the long-term condition of the road. Motion by Chairman Weinberger to approve the bid from Tri-County to pulverize and overlay at an estimated cost of \$27,234.79, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, motion carried 5-0.

Action on Awarding Contract for 2018 for Lochinvar's Rd/Hay Rd Project: The bids were opened for preparation prior to the meeting. Scott's estimated \$12,793.00 for sealcoating with 3/8" quartz and sweeping or \$13,599.00 for sealcoating with boiler slag and sweeping. Fahrner estimated \$13,753.00 for sealcoating with 3/8" quartz and sweeping. Motion by Supervisor Hellenbrand to approve the bid from Scott's at \$12,793.00 for sealcoating with 3/8" quartz and sweeping, seconded by Chairman Weinberger. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Hellenbrand yes, Supervisor Braithwaite yes, motion carried 5-0. Motion by Supervisor Hellenbrand to Amend to Brown Slag by Scott's at an estimated cost of \$13,599.00, seconded by Chairman Weinberger. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Braithwaite yes, motion carried 5-0.

Action on 2018 Bridge Aid Application (2019 Bridge Funding): Patrolman Hellenbrand will get measurements and prices for Box Elder Road Culvert by Tuesday May 22, 2018. The deadline for filing the application is June 8, 2018. Motion by Chairman Weinberger to request 2019 County Bridge Aid for the 48" culvert on Box Elder Road east of Towerline Road, seconded by Supervisor Ward. **Roll Call Vote:**



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Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Action on Enbridge Energy Road Use Agreement: The road agreement was reviewed as signed by Enbridge Energy. Motion by Supervisor Hellenbrand to approve the Enbridge Energy Road Use Agreement, seconded by Supervisor Ward. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

OTHER BUSINESS:

Discussion on Board Meeting Notification and Preparation Process: Clerk Jacobson presented a draft proposal outlining the process and deadlines for having items on the Town Board Meeting Agendas and getting the information to the Town Board.

Motion 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, at 8:28 PM by Chairman Weinberger, 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. Clerk Jacobson and Deputy Clerk Jordan were invited to remain for the closed session.

Motion to reconvene to Open Session per Wisconsin Statutes 19.85(2) at 6.01 PM, by Chairman Weinberger, seconded 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 from Closed Session: Motion by Chairman Weinberger to designate Supervisor's Hellenbrand and Ward with Supervisor Zingshiem and Chairman Weinberger as alternates to represent the Town of Medina in discussions with the Village of Marshall regarding the Town property, 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.

Adjournment: Motion to adjourn by Supervisor Ward, 2nd by Supervisor Hellenbrand, motion carried 5-0. Adjourn 9:03 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved June 6, 2018