



634 State Road 19 PO Box 37, Marshall, WI 53559
www.townofmedina.org

Town of Medina Board of Supervisors
June 6, 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 and Phillip Braithwaite, Clerk Ron Jacobson, Deputy Clerk Tammy Jordan and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Sam Anderson, Greg Schoenicke, Joyce Schoenicke and Cathy Kozlowicz (Courier). Supervisor John Ward arrived at 8:37 PM.

The Pledge of Allegiance was recited.

Meeting was posted Thursday May 31, 2018 Town Garage, townofmedina.org.

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Braithwaite to approve the minutes from May 2, 2018 and May 16, 2018 as presented, 2nd by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward absent, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 4-0.

Monthly Operating Invoices and Summary Report: The operating invoices and transaction report were reviewed with a motion to approve including the upcoming Public Safety Building loan payment to F & M Bank by Supervisor Hellenbrand, 2nd by Chairman Weinberger. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward absent, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, motion carried 4-0.

Clerk's Report: Clerk Jacobson did not submit a written report, reported on activities completed and work with the Deputy Clerk. The County Bridge Aid application was filed.

Treasurer's Report: Treasurer Braithwaite presented the income report showing income of \$7,064.16 in May. It includes the Recycling Grant payment.

Highway Report: Patrolman Hellenbrand reported that the TRIP project on W Waterloo Rd is completed, Berlin Rd was closed due to high water and is now open, Berlin Rd was graded, shouldering was completed on numerous roads including Box Elder, Ridge and Sherman, patching was completed on numerous roads, stop signs on Box Elder Road were pulled out and left on the ground (there were similar occurrences in the Town of Waterloo), flip down road closed signs were put in place on Berlin Rd, the Little Amerrika parking sign at the corner of Hwy 19 and Box Elder Rd is blocking the view for traffic, repairs were completed on Clarkson Rd where the mud slides occurred last year, the culverts arrived for Crestview and East Medina,



634 State Road 19 PO Box 37, Marshall, WI 53559
www.townofmedina.org

mowing of the rights-of-way has begun, there was damage to Oak Park Rd from manure haulers. Chairman Weinberger spoke to the farm entities involved and he is planning to have an informational meeting for area farmers to discuss road use, possibly in August.

EMS-Fire Report: Supervisor Hellenbrand presented the draft minutes from the last PSB/EMS meeting.

Facility Needs Committee Report: None

Public Appearances: Sam Anderson inquired whether the issues with notification of burning has been reviewed. Supervisor Hellenbrand indicated he will talk with Scott Allain regarding this.

OLD BUSINESS:

Action on Schoenicke Delinquent Personal Property: Chairman Weinberger requested Treasurer Braithwaite to outline the history of the Schoenicke Personal Property bills and the tax process. The Personal Property taxes have not been paid for bills from 2008 to 2010 and 2012 to 2017, the 2011 taxes were paid. Greg Schoenicke addressed the Town Board and indicated he notified the assessor numerous times regarding there being no business but did not have copies to show any contacts. He also indicated he spoke to Jean Johnson and Timm Kersten regarding this in the past. There was extensive discussion to determine if there was any information of substance available to help the board make a decision. Motion by Chairman Weinberger to table the issue to the July meeting with the Town Clerk directed to contact the current assessor for any forms filed by Mr. Schoenicke showing the business was closed, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Ward absent, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, motion carried 4-0.

Action on Metal Detector: The Town Board discussed the extent a metal detector would be used in relation to the cost. There is the potential to use the Village of Marshall metal detector when needed, an agreement needs to be established. Motion by Supervisor Braithwaite to not purchase a metal detector at this time, seconded by Chairman Weinberger. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward absent, motion carried 4-0.

Action on Town Cell Phone Use Policy: The draft policies were reviewed by the Town Board with recommendations on the wording and content. A clean draft copy needs to be created for review. Motion by Chairman Weinberger to table the policy until the July meeting, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward absent, Supervisor Zingshiem yes, motion carried 4-0.

Supervisor Ward Arrived at 8:47 PM

Action to Approve Alcohol Beverage Applications: Renewal applications were received from Nampel's Barrel Inn LLC (The Barrel Inn) and Katie Creek LLC (The Dock). Payment was received for the Barrel Inn



634 State Road 19 PO Box 37, Marshall, WI 53559
www.townofmedina.org

application; no payment was received for The Dock application. Clerk Jacobson indicated the review completed for the applications did not identify any issues for either application. Motion by Supervisor Hellenbrand to approve the application for Nampel's Barrel Inn LLC and approve the application for Katie creek LLC subject to payment of the application fee, seconded by Chairman Weinberger. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Action to Approve Alcohol Operator's License: The Dock did not submit any Alcohol Operator's Licenses for review. The Barrel Inn submitted three Operator's License Applications (Mandy Clover-Renewal, Jill Wacker -New and Carole Berndt – New). Clerk Jacobson indicated that a background review of the three applications showed no issues of concern, Berndt has not submitted the training paperwork yet. Motion by Chairman Weinberger to approve the three Operator's Licenses with the stipulation that Berndt be held subject to receipt of the training paperwork, 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.

Discussion and Action on Resolution 2018-06 (Board Meeting Preparation and Notification Process): The Town Board reviewed the resolution and made some edits to the draft. Motion by Chairman Weinberger to approve Resolution 2018-06 as edited, 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.

NEW BUSINESS:

Action on Internet at Town Hall/Garage: The options of Frontier Communications (existing phone line), a cell phone hot spot (Verizon, AT&T, US Cellular) and Spectrum Business was discussed. Spectrum Business contacted Clerk Jacobson about the potential of running service to the Town Facilities and Little Amerrika. Spectrum Business would be the best option, but more information is needed. No action was taken and will be reviewed after additional information is received.

Sam Anderson left at 9:15 PM.

Action on Cell Phone Purchase/Plans: Clerk Jacobson presented information on potential costs from Verizon, AT & T and US Cellular. The Town Board discussed the phone needs for the town and determined quotes should be requested for a smart phone for the Town Clerk and a flip phone for the town patrolman. An option to add a hot spot for internet connection should also be included in the event this is how the town office will have internet service. Action to be taken after the quotes are received.

Action on New Clerk Training August 8, 2018: Motion by Chairman Weinberger to authorize Deputy Clerk Jordan to attend the New Clerk training, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor



634 State Road 19 PO Box 37, Marshall, WI 53559
www.townofmedina.org

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

Action on Resolution 2018-07 (Budget): Clerk Jacobson presented Resolution 2018-07 which transfers road work funds from the road maintenance account to the road construction account for payment of the TRIP project on W Waterloo road. Motion by Supervisor Hellenbrand to approve Resolution 2018-07, 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 July 4th Waste/Recycling Collection: Motion by Chairman Weinberger to close the Waste/Recycling site on July 4th due to the holiday with no alternate date, 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 resetting July 4th Meeting Date: Motion by Chairman Weinberger to change the July Town Board Meeting to 6:00 PM July 11, 2018, seconded 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.

Discussion and Action on 2018 Recycling of Electronics: The contract with Advanced Disposal significantly increased the disposal cost for electronics collection. The Town Board discussed the amount of work that would be required to weigh each item to determine the charge for disposal. This could be cumbersome for larger items. Motion by Chairman Weinberger to not hold the electronics recycling collection for 2018 and prepare information for a flyer and the town web site on alternative disposal of electronics, seconded by Supervisor Braithwaite. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 5-0.

Convene into Closed Session per Wisconsin Statute §19.85(1)(d) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which governmental body has jurisdiction or exercises and 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: Motion by Supervisor Hellenbrand to convene into closed session, seconded by Supervisor Ward; 9:52 PM **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0. Clerk Jacobson, Deputy Clerk Jordan, Treasurer Braithwaite and Patrolman Hellenbrand invited into the closed session.

Reconvene to Open Session per Wisconsin Statutes §19.85(2): Motion by Chairman Weinberger, seconded by Supervisor Ward to reconvene into open session; 10:45 PM **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, motion carried 5-0.



634 State Road 19 PO Box 37, Marshall, WI 53559
www.townofmedina.org

Action from Closed Session: Motion by Chairman Weinberger to increase the wages of Assistant Patrolman Schlimgen to \$21.00 per hour effective June 16, 2018 upon completion of the probationary period, seconded by Supervisor Braithwaite. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, motion carried 5-0.

The Town Board discussed action needed to move forward with acquiring land for future town facilities. Clerk Jacobson will contact Enbridge Energy to arrange a meeting to discuss their property, Clerk Jacobson will contact WE Energies and potential appraisers for the cost of a possible appraisal of the WE Energies property, Chairman Weinberger and Supervisor Ward will work to draft letter to send to land owners for additional potential locations and develop a list of owners to send the letter to.

OTHER BUSINESS:

Correspondence: Clerk Jacobson presented information from Deputy Krause, the building permit lists from the building inspector and discussed a recent FOIA request on employee costs (request was withdrawn).

Discussion on Safe Harbor Ride: Dane County forwarded the permit request from Safe Harbor Ride to use county roads, Oak Park Road is also on the route. The event is a Harley Davidson ride and the Town Board indicated that a Town Parade Application will not be required.

Discussion on 2019 Road Bid Form: Clerk Jacobson presented a draft form to be used for road bids in 2019. Bidders have not supplied comparable information for the Town Board to consider. The Town Board can review the draft for changes/additions prior to requests for the 2019 road bids.

Identify Items for Future Meetings: The draft of the Comprehensive Survey needs to be cleaned up and available for the Planning Commission meeting, issues with the waste/recycling site needs to be on the July agenda, the burning notification process needs to be addressed.

Adjournment: Motion to adjourn by Supervisor Hellenbrand, 2nd by Supervisor Ward. **Majority Vote:** Motion carried 5-0, adjourned 11:14 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved July 11, 2018