

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

Town of Medina Board of Supervisors
July 11, 2018 -- Town of Medina Garage
Monthly Meeting of the Town Board

The meeting was called to order at 7:01 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, Greg Schoenicke, Jens Jorgensen (US Cellular), Pam Andros (Dane County Planning and Development) and Cathy Kozlowicz (Courier)

The Pledge of Allegiance was recited.

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

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Braithwaite to approve the minutes from **June 6, 2018** as presented, 2nd 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.

Motion by Supervisor Ward to approve the minutes from **June 26, 2018** as presented, 2nd by Chairman Weinberger. **Roll Call Vote:** Supervisor Hellenbrand abstain, Supervisor Sue Zingshiem yes, Chairman Weinberger yes, Supervisor Phillip Braithwaite yes, motion carried 5-0.

Motion by Chairman Weinberger to approve minutes from **July 9, 2018** as amended, 2nd by Supervisor Braithwaite. **Roll Call Vote:** Supervisor Ward abstain, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, motion carried 4-0.

Monthly Operating Invoices and Summary Report: The operating invoices and transaction report were reviewed with a motion to approve by Supervisor Hellenbrand, 2nd by Supervisor Ward. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Ward yes, motion carried 5-0.

Clerk's Report: Clerk Jacobson submitted a written report of items worked on, which also included items worked on by Deputy Clerk Jordan.

Treasurer's Report: Treasurer Braithwaite presented the income report showing income of \$2,964.21 in June.

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Highway Report: Patrolman Hellenbrand submitted a written report and also reported damage to Oak Park Rd and Clarkson Rd. Pictures of both roads damages were shown to the board.

EMS-Fire Report: Supervisor Hellenbrand presented the draft minutes from the last PSB/EMS meeting. Supervisor Hellenbrand also received an email from the SPFD, thanking the Marshall EMS for helping and having an ambulance at the July 10th explosion on Main St in Sun Prairie. Supervisor Hellenbrand also left a message for Blair, at the MFD, pertaining to the protocol for burning in the Town of Medina.

Facility Needs Committee Report: None

Public Appearances: None

OLD BUSINESS:

Action on Schoenicke Delinquent Personal Property: The total amount of Personal Property Taxes owed for years 2008 thru 2017, by Greg Schoenicke, was recorded as \$2686.23. It was decided by the Town of Medina Board and verbally agreed to by Mr. Schoenicke, that Personal Property Taxes owed for years 2008 thru 2010, in the amount of \$743.25, would be paid by Mr. Schoenicke in installments of \$50 per month, for a total of 15 months, interest free. The Board informed Mr. Schoenicke, if payments were not made each month and on time, the above agreement would be null and void and the total amount of \$2686.23, less any payments made by Mr. Schoenicke, would be due immediately. It was also discussed that the Town of Medina would be forgiving a total of \$1942.98 of Personal Property Tax Debt owed by Mr. Schoenicke, which has already been paid to the other taxing authorities, by the Town of Medina. It was also discussed that the Town will make sure Mr. Schoenicke is not on the Roll Book for the BOR in the future. Motion by Chairman Weinberger to reduce Mr. Schoenicke's PP tax debt to \$743.25 for years 2008-2010 and establish a payment plan of \$50 per month for 15 months, interest free, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand no, Supervisor Ward abstain, Supervisor Zingshiem yes, motion carried 3-0.

Action on Internet at Town Hall/Garage: Motion by Supervisor Ward to Table, 2nd 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 Town Cell Phone Use Policy: Motion by John Hellenbrand to approve the Cell Phone Use Policy as presented, 2nd by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, motion carried 5-0.

Action on Cell Phone Purchase/Plans: Jens Jorgensen, US Cellular, presented a quote for a Cell Phone Purchase/Plan and Deputy Clerk Jordan presented two more quotes from AT&T and Verizon, a motion was made by Chairman Weinberger to use the plan with US Cellular and to purchase 2 Smartphones, not to

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exceed \$100 per phone, purchase 2 cases for the Smartphones, not to exceed \$100 per case and to purchase a Router for internet at the Town Hall, all through US Cellular, 2nd 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

Discussion on Comprehensive Plan Survey: It was decided to discuss this at a later date.

NEW BUSINESS:

Action on R & A Kuhl Joint Rev. Living Trust Driveway Applications: Chairman Weinberger motioned tabling until July 23, 2018, pending more information, 2nd by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 5-0.

Action on CUP – Steve Nampel, Barrel Inn: Motion to Deny, due to lack of information and failure to appear at Planning Commission Meeting June 25, 2018 by Chairman Weinberger, 2nd by Supervisor Hellenbrand. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 5-0.

Action on Town of Medina Zoning Updates – Pam Andros: Several areas were discussed with Pam Andros and further review is needed. Clerk Jacobson will send a letter to the appropriate property owners in Deansville regarding their non-conforming zoning. Motion was made by Chairman Weinberger to table until July 23, 2018, 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.

Action on Resolution 2018-08 (Budget): Clerk Jacobson presented Resolution 2018-08 which transfers \$350.00 from the Contingency Fund to 51900 Other General Government. The additional funding is required due to higher costs for the Workers Compensation Insurance that resulted from the Audit of the 2017 Wages paid by the Town of Medina. Supervisor Hellenbrand motioned to pass Resolution 2018-08 as presented, 2nd 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 Audit thru June 30, 2018: Motion to accept Audit thru June 30, 2018 made by Chairman Weinberger, 2nd 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 Recycling Attendee Application: Motion to hire Mark Albrecht as a part-time Recycling Attendee at \$15/hour by supervisor Ward, 2nd by Supervisor Hellenbrand. **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 Resolution 2018-09 (Records Destruction): Motion to pass Resolution 2018-09, Destruction of Obsolete Records held by the Town of Medina as presented, by Supervisor Braithwaite, 2nd 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 Clerk Jacobson Resignation: Motion to accept Clerk Jacobson's Resignation, effective midnight July 17, 2018 by Chairman Weinberger, 2nd 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 Clerk Appointment: Motion to Appoint Tammy Jordan as Clerk effective July 18, 2018 by Supervisor Braithwaite, 2nd 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.

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; 10:40PM **Roll Call Vote:**, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand 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 Braithwaite to reconvene into open session; 11:30 PM **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, Supervisor Hellenbrand yes, Supervisor Ward yes, motion carried 5-0.

Action from Closed Session: Motion by Chairman Weinberger to contact construction consultants to arrange interviews for site selection and future building construction, 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.

OTHER BUSINESS:

Correspondence:

Notification on LRIP Project Approval and SMA Notification: An email was received July 4, 2018 informing the Town of Medina that the 2018-2019 LRIP New Biennium Project Request was approved and the signed State/Municipal Agreement (SMA) was attached.

Notification on Memorandum from CARPC: The Capital Area Regional Planning Commission offers support to communities in making vital decisions that strengthen the region. They offer a variety of services,

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including comprehensive planning assistance, as well as other services. They recently adopted a policy clarifying how CARPC responds to requests. A one-time request, at no cost, for services that can be provided relatively quickly (16 hours or less) is included in this policy.

Notification of Letter to Joyce Knapton from Dane County: Letter pertaining to density study for Anthony Laufenberg property, no remaining density units.

Identify Items for Future Meetings:

Delorme – Road Rating (August 1st meeting), WTA – Transportation Resolution, 2 meetings per month.

Adjournment: Motion to adjourn by Chairman Weinberger **Majority Vote:** Motion carried 5-0, adjourned 11:38 PM.

Respectfully submitted by Town Deputy Clerk Tammy Jordan

Approved July 23, 2018