



634 State Road 19 PO Box 37, Marshall, WI 53559
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Monthly Meeting Minutes for September 5, 2018 for the Town of Medina Board of Supervisors

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 Tammy Jordan and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Sam Anderson, Lee & Justine Hellenbrand and Diane Graff (The Courier).

The Pledge of Allegiance was recited.

Meeting was posted Thursday August 30, 2018 at the Town Hall/ Garage and on townofmedina.org.

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Braithwaite to approve the minutes from the August 1, 2018 Monthly Board Meeting, 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.

Monthly Operating Invoices and Summary Report: The operating invoices and transaction report were reviewed with a motion to approve by Supervisor Ward, 2nd 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.

Clerk's Report: Clerk Jordan reported August 2018 activities, that included; Postings for the Zoning informational meeting, Open Book and Board of Review, the Partisan Primary Election on August 14, 2018, helping with Flood Control, attending New Clerk Training at the WMCA annual Conference, as well as, all other monthly Clerk duties.

Treasurer's Report: Treasurer Braithwaite presented the income report showing income of \$167,200.64 for August 2018. This included two Tax Settlement Payments from Dane County.

Highway Report: Patrolman Hellenbrand submitted a written report, that included, putting mower on, sharpened blades and greased, and mowing. Trimmed trees on Crestview Road. Grinding and Black-topping was completed on Crestview Road. Took care of trees on Cherry Lane and Box Elder Road, that were down from the storms. Closed Box Elder Road and Berlin Road for flooding. Flood control sand-bagging, returned sandbagger. Helped pack, remove and return Office Items from the Town Hall. Shouldered washouts, mowing at Garage and Cemetery, changed oil and greased loader and changed filter on Boom mower.



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EMS-Fire Report: Supervisor Hellenbrand presented the draft minutes from the last PSB/EMS meeting as well as the EMS Director's Report. Reported the Annual District Budget Meeting will be on October 10, 2018 at 7 pm.

Facility Needs Committee Report: None

Public Appearances: Lee and Justine Hellenbrand spoke to the Board, to start a dialog, about the future possibility of parceling their land into 4 to 5 individual parcels for development of single-family housing/farmettes. They explained that the back side of their property is a natural border with the Mauneshia River, which is a flood plain and not much available there for farm land. The Hellenbrand's believe this development would benefit the Town of Medina by adding approximately \$2 million to the tax base, which could help facilitate things the Town needs in the future. Chairman Weinberger stated, the Town is starting to look at the Town's Comprehensive Plan, which was last completed in 2008. Supervisor Zingshiem stated the Town would need to update the Land Use Plan. Supervisor Braithwaite stated that the Board would need to say "No" at the moment, but possibly in the future.

OLD BUSINESS:

Action on Kuhl Driveway Permits (2): A motion was made by Chairman Weinberger to Table, pending discussion with Andy Kuhl and his appearance at the September 19, 2018 Special Meeting of the Town Board, 2nd 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 Mad Dash Race Refund: A motion was made by Supervisor Ward, to refund the Mad Dash check, 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.

Establishment of Ordinance Enactment Schedule: It was discussed that a Public Hearing would need to be held to pass the Ordinances. September 19, 2018 was set as the due date for any changes the Board has. October 3, 2018 was the date set to finalize the Ordinances. The Ordinances include; Minimum Housing, Refuse Disposal and Recycling and Culverts and Driveways.

Discussion on 2019 TASC/Health Benefits: It was discussed that it costs \$6000/year for TASC, for each employee. State enrollment for Health insurance would be in October/November. Supervisor Hellenbrand stated the 2 full-time employees with the Marshall EMS each have a Health family plan through the State of WI, that costs \$42,369 total for both employees.



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NEW BUSINESS:

Action on Resolution 2018-11 (Disposition of Donated Securities): Motion to adopt and approve Resolution 2018-11 by Supervisor Hellenbrand, 2nd by Supervisor Braithwaite. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Braithwaite yes, motion carried 5-0.

Action on Clerk Pay Schedule: Motion was made by Chairman Weinberger to change the Clerk's Pay Schedule from Quarterly to Bi-Weekly, 2nd 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 on Old Office Equipment Disposal (Voting Machine, Printer & Refrigerator): After discussion, Clerk Jordan will dispose/donate the Old Office Equipment at her discretion.

Discussion/Action on Office Furniture: Motion was made, for Clerk Jordan to purchase an Office Desk and Chair within the Clerk Budget, 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.

Discussion/Action on 295 Maple Heights Road Ditch Complaint: Based on the modifications made to the grade of the property, by the property owner, the Town's position is; the issue was created by the Property Owner. Any modification to re-direct drainage, is the responsibility of the Property Owner. Motion was made, to Deny Town Correction to 295 Maple Heights Road Drainage Ditch at/within the Town Right of Way, by Chairman Weinberger, 2nd by Supervisor Ward. **Roll Call Vote:** Supervisor Braithwaite yes, Supervisor Hellenbrand abstain, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 4-0.

Discussion on Emergency Planning: Supervisor Ward was thanked for the taking the lead roll during the flooding and flood control that took place at the Town Hall on August 17, 2018. It was discussed that the Town arrange a meeting with the Marshall EMS and Marshall Fire Department to discuss Emergency Planning for future emergencies. Also discussed, was creating an Emergency Phone Number Tree, which would include: Phone numbers for all Town Board Members, Patrolmen, Town and Village Heads, EMS, Fire, Dane County Emergency Management and any other numbers needed in case of any type of Emergency.



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OTHER BUSINESS:

Correspondence:

Supervisor Ward stated; he received complaints from Town Residents on Lochnivars Lane, that the road is falling apart, which is getting on their shoes and being tracked into their homes.

Identify Items for Future Meetings:

Rademacher's – Oak Park Road

GEC Consultants

Keller Consultants

Adjournment: Motion to adjourn by Supervisor Hellenbrand, 2nd by Supervisor Ward. **Majority Vote:** Motion carried 5-0, adjourned 10:06 PM.

Respectfully submitted by Town Clerk Tammy Jordan

DRAFT