



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

Monthly Meeting of the Town of Medina Board of Supervisors December 5, 2018 Town of Medina Hall/Garage

The meeting was called to order at 6:35 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, Mike Schlimgen, Kim Kohler, Barb Kohler, Sam Anderson, Bob Strasburg and Cathy Kozlowicz (The Courier).

The Pledge of Allegiance was recited.

Meeting was posted Thursday November 29, 2018 at the Town Hall/ Garage and on townofmedina.org.

Adoption of the 2019 Budget: A motion to adopt the 2019 budget, including moving \$30,000.00 from the General Fund to Other Financing Sources, was made by Supervisor Braithwaite, 2nd by Supervisor Hellenbrand, Motion carried 5-0.

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Hellenbrand to approve the minutes from September 19, 2018 as presented and October 3, 2018 as amended, 2nd by Chairman Weinberger, Motion carried 5-0.

Monthly Operating Invoices and Summary Report: The operating invoices and transaction report were reviewed with a motion to approve as presented by Supervisor Hellenbrand, 2nd by Supervisor Ward. Motion carried 5-0.

Clerk's Report: Clerk Jordan submitted a written report detailing forms filed, notices placed, election training, scheduling and the election, budget preparation, as well as, all monthly duties performed.

Treasurer's Report: Treasurer Braithwaite presented the income report showing income of \$26,335.96 for November 2018, which included \$23,567.87 in Shared Revenue from the WI DOR. Inserts for the tax bill were discussed, Clerk Jordan will get the inserts ready with any changes. Treasurer Braithwaite informed the Board that 2 Tax Collection dates were planned for the Town Hall on December 28, 2018 from 3 to 7 PM and January 26, 2019 from 9 AM to 1 PM.



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Highway Report: Patrolman Hellenbrand submitted a written report, that included: cleaning out floor drain in garage and pumped out by Dvorak Plumbing, cleared away damaged culvert on W Medina, shouldered new culvert on Box Elder Rd, worked on sign inventory, worked in shop cleaning, plowing and salting roads, ordered and received a load of sand, received complaints about manure and mud on Box Elder Rd, new cutting edge and salt spinner shortened on 2017 Ford, welded salter brackets on 2013 IHC, had a sales representative give a power washer demo at the town garage, replaced all door handles on buildings with new ones, picked up used office furniture for the town hall, took pictures of Maple Heights Rd and Tower Line Rd where building and driveways are being done.

EMS-Fire Report: Supervisor Hellenbrand reminded the Board of the December 18, 2018 meeting with the Fire Department, at the Public Safety Building, to discuss the purchase of the new fire truck. Monthly information from the EMS/FD/PSB is being sent to Clerk Jordan, who will email/place on the town website.

Facility Needs Committee Report: NONE

Public Appearances: NONE

OLD BUSINESS:

Pressure Washer for Town Garage: Chairman Weinberger explained about the Hotsy Pressure Washer demonstration conducted at the town garage with a price of \$4500 compared to a John Deere from Mid-State Equipment with a price of \$2850. A motion to purchase a power washer from Mid-State Equipment as quoted at \$2850 by Supervisor Zingshiem, 2nd by Supervisor Hellenbrand, Motion carried 5-0.

Motion to table Fee Schedule Updates until the January 2019 meeting by Chairman Weinberger, 2nd by Supervisor Hellenbrand, Motion carried 5-0.

No action taken on Alternative Claims Procedure Ordinance 09-20-2017.

Motion to purchase a platform ladder and step kit from Grainger at a price of \$1007.60 for the town garage by Supervisor Zingshiem, 2nd by Supervisor Hellenbrand, Motion carried 5-0.

No action taken on garage door opener for town garage.



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It was discussed and decided that the January 2019 meeting would be changed to January 9th at 6 PM, immediately following the town Caucus.

Clerk Jordan presented a resignation letter from Deputy Clerk, Ron Jacobson, effective December 7, 2018. The board thanked Ron for his service.

Clerk Jordan presented the 2019 Poll Worker list to the board. A motion to approve the list by Supervisor Hellenbrand, 2nd by Supervisor Zingshiem, Motion carried 5-0.

Clerk Jordan handed out and explained the Notification of Non-candidacy form to the upcoming elected officials that offices will be up in April 2019.

No action was taken on the dates for Zoning Training with Pam Andros from Dane County.

Motion by Chairman Weinberger to hold the Caucus for the Spring Election on Wednesday January 9, 2019 at 6 PM, 2nd by Supervisor Zingshiem, Motion carried 5-0.

Motion to approve a new Operator's License for an employee at the Barrell Inn by Supervisor Ward, 2nd by Chairman Weinberger, Motion carried 4-0, Supervisor Hellenbrand no.

No action taken on the Merrick Foundation Properties.

Motion by Chairman Weinberger to convene into Closed Session per Wisconsin Statute §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises, 2nd by Supervisor Hellenbrand, Motion carried 5-0, 8:15 PM.

Motion to Reconvene into Open Session per Wisconsin Statutes §19.85(2) by Chairman Weinberger, 2nd Supervisor Braithwaite, Motion carried 5-0, 9:06 PM.

No action taken from Closed Session.

OTHER BUSINESS

Correspondence: Clerk Jordan composed a thank you letter to Ron Jacobson for his donation of Microsoft shares to the town.

Discussed and reminded the board about the Road Use & Weigh Limit informational meeting on January 16, 2019 at 7 PM at the Cottage Grove Town Hall.



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Items identified for future meetings: Goals for 2019, Updating the Comprehensive Plan, Discuss and identify job duties for the appointed Clerk, Update Personnel Policy Manual to include the appointed Clerk position, Health Insurance, Possible 2 meeting per month, with one being a business meeting and the other a project meeting.

**Motion to adjourn by Supervisor Hellenbrand, 2nd by Supervisor Ward, Motion carried 5-0.
9:24 PM**

Respectfully submitted by Clerk Tammy Jordan, January 8, 2019