



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

Monthly Meeting of the Town of Medina Board of Supervisors January 9, 2019 Town of Medina Hall/Garage

The meeting was called to order at 6:10 PM by Supervisor Zingshiem

Present were Supervisors Sue Zingshiem, John Hellenbrand, Phillip Braithwaite, Treasurer Lea Braithwaite and Clerk Tammy Jordan. Also, present were Patrolman Jim Hellenbrand, Sam Anderson, Diane Graff (The Courier), Julie Larson, Todd Butzow, Nick Brattlie, Andrew Schultz and Danielle Midleiff.

The Pledge of Allegiance was recited.

Meeting was posted Friday January 4, 2019 and an amended agenda posted Tuesday January 8, 2019 at the Town Hall/ Garage and on townofmedina.org.

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Hellenbrand to approve the minutes from October 24, 2018 and November 7, 2018 as presented, 2nd by Supervisor Braithwaite, Motion carried 3-0

Motion by Supervisor Braithwaite to approve minutes from November 12, 2018 and December 5, 2018 for the Public Hearing, Electors Meeting and Monthly Board Meeting, as presented, 2nd by Supervisor Zingshiem, Motion carried 3-0.

Monthly Operating Invoices and Summary Report: The operating invoices and transaction report were reviewed with a motion to approve as presented by Supervisor Braithwaite, 2nd by Supervisor Hellenbrand. Motion carried 3-0.

Clerk's Report: Clerk Jordan reported she updated the accounts for the 2019 budget, including the payroll, funded the capital accounts, caught up on the minutes, helped Treasurer Braithwaite with tax collection preparation, filed the Statement of Taxes, the Tax Levy Worksheet and completed all regular monthly tasks and duties.

Treasurer's Report: Treasurer Braithwaite presented the income report showing income of \$3,161.76 for December 2018, which included \$1,003.45 in Dumpsters collection. Braithwaite said the 1st Tax Collection date on December 28, 2018, went well. There was one tax check that was returned, but contact was made with the property owner and will be taken care of.



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

Highway Report: Patrolman Hellenbrand submitted a written report, that included: The ladder was ordered from Grainger and is in the garage now, a guardrail was taken out on W. Medina when it was hit by a car, bridge markers were put up where guardrail was, received 3 loads of Salt from Detroit Salt, fixed back room heater fan, made a pole saw holder for Ford Truck, received oil order from Perkin's Oil, put wings on IHC trucks, received signs ordered from Decker, picked up rocks from the ditch on E. Medina, graded shoulders on Sherman Ave, installed new fan in men's bathroom, put new back up light on 2006 IHC, cleaned and organized upstairs storage room, plowing, winging and salting roads, new lights added to upstairs storage room, Berlin Rd. flooded again and both Patrolmen will be attending a Safety Training in Waterloo, WI on January 21, 2019, pending the weather.

EMS-Fire Report: Supervisor Hellenbrand stated everything to report was done at the EMS/FD meeting that the Town Board attended in December 2018 and a new Fire Truck was approved for purchase.

Facility Needs Committee Report: NONE

Public Appearances: NONE

OLD BUSINESS:

Updates for Finalization of Fee Schedule:

A motion to approve the 2018 for 2019 Fee Schedule, adding a \$50 Administrative fee to the Driveways/Road Access Permit and to add a note to the * section, that would state; less administrative costs, was made by Supervisor Braithwaite, 2nd by Supervisor Zingshiem, motion carried 3-0.

Clerk Jordan reminded the Board of the Roadways Training on January 16, 2019 at 7 PM at the Cottage Grove Town Hall.

NEW BUSINESS:

Jackie Ward Rezone Refund:

The Planning Commission suggested refunding \$200 to Jackie Ward for the Rezone Fee she paid to the Town. A motion to approve the \$200 refund was made by Supervisor Hellenbrand, 2nd by Supervisor Zingshiem, motion carried 3-0.



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

Edgar Markwardt/Julie Larson Rezone/C.U.P. Application:

After hearing the Planning Commission had no issues with the application, Supervisor Zingshiem made a motion to approve, 2nd by Supervisor Braithwaite, motion carried 3-0. Clerk Jordan will file the Town Board Action Report with Dane County and send copies to the rezone applicants.

Brattlies Rezone/C.U.P. Application:

After hearing the Planning Commission had no issues with the application; that will include Town of Medina Animal Restrictions, a motion to approve was made by Supervisor Zingshiem, 2nd by Supervisor Hellenbrand, motion carried 3-0. Clerk Jordan will file the Town Board Action Report with Dane County and send copies to the rezone applicants.

Town of Medina Facebook Page:

After discussion, a motion to create a Town of Medina Facebook page, with Clerk Jordan as the Administrator was made by Supervisor Braithwaite, 2nd by Supervisor Zingshiem, motion passed 2-1, with Supervisor Hellenbrand a no.

Letters of Recommendation for the Clerk's Institute in Green Bay for Clerk Jordan:

Clerk Jordan asked the Board for Letters of Recommendation, to include with her application for a full scholarship, to attend The Clerk's Institute in Green Bay, in July 2019. The training is a 3-year program (1 week each year), to become a Certified Municipal Clerk.

Correspondence:

Clerk Jordan shared the following correspondence with the Board: A voicemail message from WE Energies to rezone parcels at Cherry Lane and Box Elder Road, an email from Frontier about installing a new fiber optic line and a letter for the new Dane County Fees Schedule.

Identify Items for Future Meeting:

Goals review from 2018 and new Goals for 2019.

Motion to adjourn by Supervisor Hellenbrand, 2nd by Supervisor Braithwaite, Motion carried 3-0, 7:28 PM.

Respectfully submitted by Clerk Tammy L. Jordan, January 15, 2019



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