



634 State Road 19 PO Box 37, Marshall, WI 53559  
[www.townofmedina.org](http://www.townofmedina.org)

## Monthly Meeting of the Town of Medina Board of Supervisors February 6, 2019 Town of Medina Hall/Garage

The meeting was called to order at 7 PM by Chairman Todd Weinberger

Present were Chairman Weinberger, Supervisors Sue Zingshiem, John Hellenbrand, Phillip Braithwaite, John Ward, Treasurer Lea Braithwaite and Clerk Tammy Jordan. Also, present were Patrolman Jim Hellenbrand, Marshall School Board Members John Lutz, Paul Wehking, Bob Chady, Dan Grady and Terry Bradshaw, Building Inspector Steve Rewey, Resident Sam Anderson and Cathy Kozlowicz (The Courier),

The Pledge of Allegiance was recited.

Meeting was posted Friday February 1, 2019 at the Town Hall/ Garage and on [townofmedina.org](http://townofmedina.org).

### ADMINISTRATIVE:

**Approval of Previous Minutes:** Motion by Supervisor Braithwaite to approve the minutes from January 9, 2019 as presented, 2<sup>nd</sup> by Supervisor Hellenbrand, Motion carried 5-0

**Approval of Monthly Vouchers and Transaction List:** Vouchers and transaction list were reviewed with a motion to approve as presented by Supervisor Zingshiem, 2<sup>nd</sup> by Supervisor Hellenbrand, **Roll Call Vote:** Supervisor's Braithwaite yes, Hellenbrand yes, Ward yes, Zingshiem yes, Chairman Weinberger yes, Motion carried 5-0.

**Clerk's Report:** Clerk Jordan submitted a written report for January 2019, which included Year end audits for WRS, Financial Audit with Treasurer Braithwaite, Completed and distributed 1099's and W2's for 2018 with Carol Valley's CPA office, Annual Tobacco Report, Amended Fee Schedule Resolution, Prepared 2018 Financial Statements. Jordan also prepared for the January Caucus, Updated accounts for the Budget, Transferred Funds into the Capital Accts, a new Facilities Account was added, had a preliminary interview call with a FEMA representative – Meeting scheduled for February 15, 2019, Created and setup the Town of Medina Facebook page, which she stated has 100 followers as of January 31, 2019.

**Treasurer's Report:** Treasurer Braithwaite presented the income report showing income of \$1,736,237.72 for January 2019, which included Tax Collections, Dog Licenses, Road Aid of \$26,649.29 and Dumpsters at \$1193.45.



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**Highway Report:** Patrolman Hellenbrand submitted a written report, that included closing Berlin Road for flooding, the road also had about 8 inches of ice on it, they scraped it off to open the road, picked up the John Deere Boom Mower, mowed a few days before the snow arrived, the factory representative came and went over everything on the new mower, got more salt in, fixed front flat tire on the John Deere Loader, furnace fan in bay quit working, put bushings in the plow, put front blade cutting edge on 2006 IHC, went to MSHA safety training – both Patrolmen passed, plowed snow and winged drifts back. Hellenbrand also reported residents are pushing snow out in the roadways.

**EMS-Fire Report:** Supervisor Hellenbrand had nothing new to report. The EMS just wanted to know when they will receive the Town's payment.

**Facility Needs Committee Report:** Chairman Weinberger reported, he spoke with Garth Merrick about properties.

**Public Appearances:** Steve Rewey spoke to the Board about changes that are coming in January 2020. Electrical inspections will be required for everything, Agricultural is exempt unless provider wants one, only 4 State Inspectors employed, Municipalities can opt out & have State do the inspections, the State contracts out, Rewey's company does Commercial and Farms, he stated he can have the inspections done, but we would need to update the Ordinance Building Code and Chapter 316 for what the State needs, he would like to revise the Permit Fees to per square footage to relate to surrounding areas. Clerk Jordan will gather the emails sent by Rewey about the fees and ordinance changes.

The Marshall School Board presented the Operating Referendum that will be on the ballot for the April 2, 2019 Election. The Referendum is for \$1,250,000 for 2019 through 2022.

**OLD BUSINESS:**

**Action on 2018 Clerk/Treasurer Audit Report and 2018 Financial Report:** Motion was made by Chairman Weinberger to Table both items, 2<sup>nd</sup> by Supervisor Ward, Motion carried 5-0

**Action on Tractor Financing vs. Paying from Account:** Motion to pay from Town of Medina Accounts and to not take out a loan was made by Supervisor Hellenbrand, 2<sup>nd</sup> by Supervisor Ward, Motion carried 5-0.



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**Discuss/Action on Guardrail Replacement on W. Medina:** Motion to pursue reimbursement from owner of vehicle for damages to guardrail on W Medina, with Clerk Jordan drafting the letter, was made by Chairman Weinberger, 2<sup>nd</sup> by Supervisor Braithwaite, motion carried 5-0.

**Discuss/Possible Action on Adopting by Resolution Dane County's New Chapter 10 Zoning Ordinance:** Motion to Table until after training meeting with Pam Andros, by Chairman Weinberger, 2<sup>nd</sup> by Supervisor Braithwaite, motion carried 5-0.

**Discuss/Action on setting date for Zoning Update Training w/Pam Andros:** Chairman Weinberger will contact Pam Andros and then Board will choose a date.

**Discuss Update on Gravel Donations:** Clerk Jordan reported that 3 farmers have donated a total of \$3500.00 to the Gravel Donation Fund.

**Discuss/Action on updating the Town's Insurance Inventory:** Clerk Jordan spoke with Rural Insurance to get the Town's equipment coverage to the correct replacement value and remove what we don't need.

**Discuss/Possible Action on Keller & Associates:** Chairman Weinberger spoke with Garth Merrick & Devin from Keller & Associates about moving forward with Keller. Clerk Jordan will issue and send the \$1500 fee to Keller & Associates.

**Discussion on Clerk Job Description:** Chairman Weinberger handed out samples of Job Descriptions and asked to Board to read before the next meeting.

#### **NEW BUSINESS:**

**Discuss/Possible Action on Setting dates for possible 2<sup>nd</sup> Monthly Meeting:** Next meeting is set for February 20, 2019 at 6pm

**Discuss/Possible Action on Changing Monthly Meeting Start Times:** Meeting times will be at 6pm starting in March.

**Action on Amending Resolution 2018-02 Fee Schedule:** Motion to Table until March meeting by Chairman Weinberger, 2<sup>nd</sup> by Supervisor Ward, motion carried 5-0.

**Discussion/Review of 2018 Town Board Goals:** Tabled until February 20, 2019 meeting.

**Discussion of New Town Board Goals for 2019:** Tabled until February 20, 2019 meeting.



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**Discuss/Action on Debt Collection Service:** Motion to use Stark Collection Service to collect delinquent personal property taxes and sign contract by Chairman Weinberger, 2<sup>nd</sup> by Supervisor Braithwaite, motion carried 5-0.

**Discuss Social Media Policy:** Clerk Jordan will research and present the Board with samples and discuss at the March 2019 meeting.

#### **OTHER BUSINESS**

**Correspondence:** Clerk Jordan shared that the bridge inspection was completed.

**Identify Items for Future Meetings:** Comprehensive Plan Update

**ADJOURNMENT:** Motion to adjourn by Chairman Weinberger at 9:32pm, 2<sup>nd</sup> by Supervisor Ward, motion carried 5-0.

**Respectfully submitted by Clerk Tammy Jordan, February 22, 2019**