



634 State Road 19 PO Box 37, Marshall, WI 53559
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Monthly Meeting of the Town of Medina Board of Supervisors Wednesday September 11, 2019 Town of Medina Hall/Garage

The meeting was called to order at 6:01 PM by Chairman Todd Weinberger

Present were Chairman Todd Weinberger, Supervisors Sue Zingshiem, John Hellenbrand, Phillip Braithwaite, John Ward, Clerk Tammy Jordan and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Kim Kohler, Devin Flannigan (Keller & Assoc) and Cathy Kozlowicz (Courier).

Meeting was posted Friday September 6, 2019 at the Town Hall/ Garage, Marshall Library, Marshall Post Office, Medina Facebook page and on townofmedina.org.

ADMINISTRATIVE:

Correspondence: Clerk Jordan shared three emails from Will Behnke, Sheila and Jesse James and the Children's Safety Center; all opposing the potential use of ATV/UTV's on town roads. Other correspondence received: Population estimate of 1393, 2020 Bridge Aid was accepted and Wisconsin Election Commission; new voting machine needed at the Town.

Action on Approval of Minutes from July 24, 2019: Motion to Approve by Supervisor Hellenbrand, 2nd by Supervisor Ward, motion carried 5-0.

Action on Approval of Minutes from August 14, 2019: Motion to Approve by Chairman Weinberger, 2nd by Supervisor Hellenbrand, motion carried 5-0.

Action on Approval of Minutes from August 26, 2019: Motion to Approve by Supervisor Hellenbrand, 2nd by Chairman Weinberger, motion carried 5-0.

Clerk Report: Clerk Jordan submitted a written report, which included; Quarters 1 & 2 Audit with Treasurer completed, Town of Medina/MFD/DOT Grant Program Policy created, Dane County Underlying Debt Report filed, 2020 Bridge Aid Petition filed, Video Franchising Provider Report filed with DOR. Other items included; Attended the WMCA Annual Convention, Prepared Packets for the Comprehensive Plan Update Committee, Issued an Operator License for The Barrell Inn and contacted WE Energies about placing the 3 accounts, at the Missouri Road Property, under the Town's name.

Treasurer's Report: Treasurer Braithwaite reported August income of \$169,017.19, that included \$160,000.00 in Tax Settlements.



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Highway Report: Patrolman Hellenbrand submitted a written report, that included: Fill pot holes on Plantz Drive and Hellen Drive, Fix Sign on Box Elder Road that was hit by car, Mowing shop, Cemetery and Farm, Working at Farm, Cleaned up Scrap Metal, Cleaned out old hay and wood from future Salt Shed, cleaned Tires up, Cleaned out big Shed and laid gravel inside, Cleaned small shed out, Cleaning around outside of building, Mowed trees off on hill, filling big dumpster of Merrick's with Trash, Started Rebuilding Salt Shed; which may be done on Wednesday and went to pick up Culverts for the Driveway at the farm.

EMS-Fire Report: Supervisor Hellenbrand reported that they are looking for one full-time Employee to work as an EMT/Fire. The District meeting date should be decided by their next meeting.

Action on Vouchers: A motion was made to approve the Vouchers as presented; by Supervisor Hellenbrand, 2nd Chairman Weinberger, Roll Call Vote; motion carried 5-0.

OLD BUSINESS:

Discuss/Action on Keller & Associates w/Devin Flannigan: Devin Flannigan spoke to the Board about Long Term Planning and the Next Steps for the Missouri Road Property. Mr. Flannigan discussed Options for Land Usage. Including; Civil Township Land Uses. Chairman Weinberger stated; The Board would like to see at least 3 different site options for a potential new facility on the property; 1) Where the House sits now, 2) In the Middle portion of the Property and 3) To the South of the current Buildings. Mr. Flannigan stated he could have those options ready by January 2020; they will send options as they are completed. The Board also mentioned items they would need to discuss; such as, the Site Plans, Demolition Costs if needed, the Footprint and Expansion Acres. Community Block Grants were briefly mentioned as well.

Discuss/Action on 5536 Missouri Road Property (Current and Future): Chairman Weinberger informed the Board that the Salt Shed was almost finished and possibly under budget, Three Culverts were picked up for the Driveway, Digger's Hotline was contacted, Dunnheisen will start driveways next week, Buss Electric was supposed to stop this week. Lighting is still needed in the Salt Shed, Entrance, Recycling Area and in the Yard. Weinberger also stated; what needs to be done to start taking Salt Deliveries and where to store items, will be up to the Public Works Guys. Treasurer Braithwaite will ask the Marshall School District about the Tiny House, for a potential Recycling Shed.

Discuss/Action on Disposing of Equipment/Materials: Clerk Jordan shared that someone had inquired about purchasing one of the corn cribs at the Missouri Road Property. Chairman Weinberger suggested that the Town Insurance Company and the Town Attorney should be contacted; to ask about Liability of disassembling the corn crib. Clerk Jordan will contact both. Chairman Weinberger stated that any Town Property being disposed of or potentially sold, should



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be brought before the Board on an item by item basis and that the Board should have a Policy in place. Chairman Weinberger will have a policy created by the next meeting.

Action on Approving MFD-DOT/Town of Medina Grant Program Policy: A motion to approve as amended by Supervisor Ward, 2nd by Supervisor Hellenbrand, motion carried 5-0.

Discuss/Action on Building Permit Ordinance Amendment to include Electrical: Motion to Amend Building Permit Ordinance; Adopting Wisconsin Administration Code Chapter SPS 316, Identified as Electrical, by Chairman Weinberger, 2nd by Supervisor Hellenbrand, motion carried 5-0.

Discuss Pavement Ratings (PASER/WISLR): Chairman Weinberger informed the Board that the Deadline for the Programs are December 6, 2019. This will be discussed again at a future meeting.

Discuss/Action on Town Road Programs (LRIP/MLS): Chairman Weinberger spoke about the two Road Programs and the Deadlines. He asked the Board to start thinking about which Roads they would like to see identified for each Program. Weinberger stated, the MLS Program, is a one-time program and the selection is a competitive process; that may require some Grant Writing. Resident, Kim Kohler, will ask someone she knows about Grant Writing for the Town. The Board will have a separate meeting to work on the MLS Road Program Grant. All Board Members will Sign Up to watch the Webinars.

Discuss/Action on Administrative Organization: Chairman Weinberger suggested the Town come up with a simple system for Actions that have been taken by the Town Board. Weinberger will work with Clerk Jordan to create this system. No Action Taken.

Discuss WTA Conference October 13th -15th, 2019: Clerk Jordan distributed information about the Conference.

Discuss Town Tax Levy: Chairman Weinberger stated that the Levy Worksheet was just posted and will be discussed at a future meeting.

Discuss 2020 Budget: Chairman Weinberger went over preliminary numbers for the 2020 Budget. Weinberger also asked Patrolman Hellenbrand to come up with a List of Culverts that will need Replacing.

ADJOURNMENT: Motion to Adjourn at 9:58 PM by Supervisor Ward, 2nd by Supervisor Hellenbrand, motion carried 5-0.

Respectfully Submitted by: Tammy L Jordan, Town of Medina Clerk, October 8, 2019.



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