



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

**Monthly Meeting of the Town of Medina Board of Supervisors  
Wednesday December 11, 2019 Town of Medina Hall/Garage**

The meeting was called to order at 6:00 PM by Supervisor John Ward

The Pledge of Allegiance was recited.

Town Board Meeting Posted December 5, 2019; townofmedina.org, Town Hall/Garage, The Barrell Inn and The Dock. Amended December 6, 2019 and Amended December 8, 2019

Present were Supervisors Sue Zingshiem, John Hellenbrand, Phillip Braithwaite, John Ward, Clerk Tammy Jordan and Treasurer Lea Braithwaite. Chairman Todd Weinberger was absent. Also present were Patrolman Jim Hellenbrand, Greg Sheil, Steven Schulz, Jim Lowrey and Ron Jacobson.

**PUBLIC APPEARANCES:** Greg Sheil, Steven Schulz and Jim Lowrey spoke to the Board about the possibility of selling the Bailey Farms property to the Town of Medina. They would like to keep the property within the Township. They also suggested a possible swap of parcels with the Town.

Ron Jacobson spoke to the Board about the potential for constructing a driveway and possible new home on his 55 acre parcel on Box Elder Road.

**Correspondence:** Letter from Rodell Reamer resigning from the Planning Commission; effective immediately. Received a request from a Town Resident; for the Town to clean up and remove trees on Tower Line Road, that were cut by residents and WE Energies last summer. Clerk Jordan reported the Election Sub-Grant was received.

**Action on Approval of Minutes:** October 16, 2019 EMS/MFD/PSB District Meeting, October 16, 2019 Special Board Meeting, October 22, 2019 Budget Workshop/Meeting, October 30, 2019 Special Board Meeting, November 13, 2019 Public Hearing, November 13, Elector Meeting, November 13, 2019 Monthly Board Meeting, November 19, 2019 Special Emergency Meeting and November 25, 2019 Special MLS Road Program Meeting; Motion to Approve All minutes presented, as presented by Supervisor Zingshiem, 2<sup>nd</sup> by Supervisor Hellenbrand, ROLL CALL VOTE; motion carried 4-0, Chairman Weinberger Absent.

**Clerk Report:** A written report for October and November 2019 was submitted by Clerk Jordan

**Treasurer's Report:** Treasurer Braithwaite reported November 2019 income of \$31,893.95, that included \$23,239.94 for Shared Revenue.



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**Highway Report:** Patrolman Hellenbrand submitted a written report for the month of November 2019.

**EMS-Fire Report:** A set of written reports were emailed to the Town Board.

**Action on Vouchers:** A motion was made to approve the Vouchers as presented; by Supervisor Hellenbrand, 2<sup>nd</sup> Supervisor Braithwaite, Roll Call Vote; motion carried 4-0; Chairman Weinberger was absent.

#### **OLD BUSINESS:**

**MLS Update:** Clerk Jordan reported the applications and attachments were emailed.

**Action on IT Service/Computer System for Clerk:** A motion made to contract with Kerber Rose for the Bronze IT Plan and a laptop; by Supervisor Braithwaite, 2<sup>nd</sup> by Supervisor Hellenbrand; motion carried 4-0; Chairman Weinberger absent.

**Action on Accounting Software for Clerk:** Motion made to contract with Town Hall Software for a 3 year period for Accounting Software; by Supervisor Braithwaite, 2<sup>nd</sup> by Supervisor Zingshiem; motion carried 4-0; Chairman Weinberger Absent.

#### **NEW BUSINESS:**

**Discuss Tax Collection Progress & Processes:** Treasurer Braithwaite reported Tax bills were sent on December 7, 2019; return address is the Town PO Box.

**Discuss/Possible Action on Approving MAEMS Bookkeeper to also do Bookkeeping for MFD:** Motion to move forward with having the EMS Bookkeeper do bookwork for the MFD, for all Public Funds; by Supervisor Braithwaite, 2<sup>nd</sup> by Supervisor Hellenbrand; motion carried 4-0; Chairman Weinberger absent.

**Discuss/Possible Action on Amending Building Permit Ordinance:** Motion to Table, by Supervisor Ward, 2<sup>nd</sup> by Supervisor Braithwaite; motion carried 4-0; Chairman Weinberger absent.

**Action on Fee Schedule Updates:** Treasurer Braithwaite read the current Fee Schedule. Motion to Amend Fee Schedule as presented; by Supervisor Braithwaite, 2<sup>nd</sup> by Supervisor Hellenbrand; motion carried 4-0; Chairman Weinberger absent.

**Discuss/Possible Action on Approving Alcohol Operator's License:** Motion to approve Alcohol Operator's License for Whisper's Roadhouse; by Supervisor Zingshiem, 2<sup>nd</sup> by Supervisor Hellenbrand; motion carried 4-0; Chairman Weinberger absent.



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**Action to Approve Poll Worker List for 2020:** Motion to Approve Poll Worker List as presented; by Supervisor Hellenbrand, 2<sup>nd</sup> by Supervisor Zingshiem; motion carried 4-0; Chairman Weinberger absent.

**Action on Notification of Non-Candidacy for 2020 Board Supervisor Seats:** No Action Taken,

**Action on Scheduling Date for Caucus for Spring Election:** Motion to hold Town Caucus on January 8, 2020 at 6:00 PM; by Supervisor Braithwaite, 2<sup>nd</sup> by Supervisor Hellenbrand; motion carried 4-0; Chairman Weinberger absent.

**Discuss/Possible Action on Changing 2020 Board Meeting Dates and Times:** Motion to hold Monthly Town Board Meetings on the 2<sup>nd</sup> Wednesday of each month at 6:00 PM; for the year of 2020; by Supervisor Braithwaite, 2<sup>nd</sup> by Supervisor Hellenbrand; motion carried 4-0; Chairman Weinberger absent.

**Discuss Progress on Comprehensive Plan Update Committee:** Supervisor Braithwaite informed the Board that the Survey Deadline has been extended to February 15, 2020. The next meeting for the Committee will be Monday January 27, 2020 at 6:00 PM.

**Discuss/Action on Sale of Concrete Feed Bunkers:** Motion to sell 7 Concrete Feed Bunkers for Best Offer and listed for 1 week; by Supervisor Hellenbrand, 2<sup>nd</sup> by Supervisor Ward; motion carried 4-0; Chairman Weinberger absent.

Motion to Adjourn at 9:00 PM; by Supervisor Hellenbrand, 2<sup>nd</sup> by Supervisor Ward; motion carried 4-0; Chairman Weinberger absent.

Respectfully Submitted by: Tammy L Jordan, Town of Medina Clerk, January 7, 2020