

MINUTES OF TOWN OF HULL BOARD MEETING

January 25, 2022

4550 Wojcik Memorial Dr

Stevens Point, WI 54482

1. Call to order

- By Chairperson, Dave Wilz
- Present Supervisors: Jan Way, John Koshnick, Mark Fritsche, Robin Lipski
- Clerk-Judy Holley
- Administrative Assistant-Kim Hetzer

2. Pledge**3. Minutes**

- Motion to approve January 4th Minutes by John Koshnick, 2nd by Jan Way
- Question Agenda item 3 Handbook, #5 Motion- very confusing, research needed
- Motion to NOT approve per Dave Wilz, 2nd by
- Motion carried by voice vote
- Motion to approve January 11th Minutes by Mark Fritsche, 2nd by Jan Way
- These Board minutes were from after Plan Commission
- ~~Motion approved by voice vote~~

4. Vouchers

- Question on #2- Central States, bill due from 2021 for Kim Hetzer
- Question on #6-Toner purchased from Kim Office Administrative assistant from a phone call from Co.

B. Brilowski stated it was a scam and TOH has a contract, new Asst was not aware of contract

This bill was paid, Clerk and Treasurer signed checks

Clerk explained many of these bills are monthly bills paid every month
Due dates need to be followed

D. Wilz states Board needs to approve before bills are paid, we have a
policy, Policy will be reviewed

Clerk asked that discussion continue with Treasurer present

Taxes were paid to the County-these are TIME sensitive

D. Wilz states this State Statute

Clerk explains how the bills are being paid

- Question on #7
- Motion to approve vouchers with exception of #6 and #7 by Dave Wilz,
2nd by John Koshnick
- Motion carried by voice vote

5. No public comment

6. Announcements

D. Wilz-Door stop issues, Ken/FD is going to research this issue

J. Way-WTA February 12 Meeting, attendance of Board members, BOR

Training Due February 2, 2022

Information on Drop boxes and use discussed, Boxes may be used

For February Election, Clerk explains info from Wisconsin Elections

Commission, Our Drop box is secured with a key, and is in our

Security camera view

Clerk Holley- states 3rd set of minutes are on your desks (Jan 10, 2022),

Finished but not on Agenda for approval (Agenda item #12

7. Robert Bowen gift

- \$500.00 donation to the TOH in John Holdridge and Barb Brilowksi's
name, Ask Bob what he wants this used for? Recognition plaques?

- Personal information wasn't redacted from Check, recommend destruction of copies by Office staff
- Motion to accept report and follow up with Bob on use of money by John Koshnick, 2nd by Jan Way
- Motion carried by voice vote

8. ETF Reconciliation

- Full-Time employees are eligible for ETF retirement
- A year end Reconciliation is done
- An issue with credible service was addressed concerning minimum hours documented, Improperly recorded in past years
- Past hours will be reviewed, hours are not recorded monthly, only certain hours are used for credible service
- Correction was made with State for employee
- Other employees may be affected
- Clerk states that she is uncomfortable with past issues and accountability, Wants Board support on these past mistakes, She does not do payroll or hour calculations, this information was given to Clerk at year end
- Chairperson D. Wilz is confident that monthly dollar amounts were correct, mistake was made but eligible hours can be corrected
- The Clerk has to balance for Year End Reconciliation with dollar amounts sent monthly
- Motion to accept report by Mark Fritsche, 2nd by Robin Lipski
- Motion carried by voice vote

9. Parcel #020240822-10.06

- Inaccurate taxes were charged on parcel
- Portage county is involved with correction
- Steps need to be taken to correct issue
- Question on who is liable?

- Motion by Jan Way to authorize a letter to be written to Chris at Portage County, 2nd by John Koshnick
- Motion carried by voice vote

10. Ordinance for Election-split shifts for Election Inspectors

- Explanation of Ordinance needed, WI Statute is involved
- Wisconsin Election commission was called, waiting for information
- Suggestion no times be stated and explain need for coverage
- Needs to be approved before February Election
- Motion to table this Agenda item til information is gathered by next meeting with flexibility by Robin Lipski, 2nd by Jan Way
- Motion carried by voice vote

11. Building Inspector update

- Series of E-mails from Plover, no answers or decision made
- Our Building Inspector has not been given doc approval to return to work, has called numerous times, no action has been taken from TOH
- Ryan from City has offered Building Inspection services by City to TOH
- Certification is needed to be a Building Inspector
- Who does Building Inspections for other Towns?
- We have no back-up, Plover assisted us!
- We have up to 16 builds a year
- TOH was missing 2 Inspections in process, Plover corrected issues for TOH
- Office staff was doing Inspector's paper and computer work
- A contract is needed with TOH requirements
- Can we hire our own Inspector to replace current on our Budget? On a per build basis?
- We need an Inspector now and we need a Back-up, Spring is coming
- Approval was given to Dave at a prior meeting

- Motion by Dave Wilz to involve Barb Brilowski in Building Inspector process, 2nd by Jan Way with understanding that is a contract and can be changed
- Motion carried by voice vote

Question by Robin Lipski concerning Oath document and need of Oaths for Elections and Deputizing of staff.

- Cassie Taylor and Madge Bishop will be Deputy for Elections
- Kim Hetzer is not yet trained
- Process is explained

12. Handbook revisions-Jan Way

- #5, #9 and #10
- **#5 Hours of work**
 - Explanation of benefits in area from Skyward, Plover, City, Portage County concerning breaks-Department heads control
 - Jan-Flexibility is needed
 - Can we combine break with lunch break?
 - Robin states breaks can't be scheduled, flexibility needed Breaks, differs from Office staff to Road crew, approve what we have? Approval needed for exceptions
 - Jan states paragraph be changed with approval of supervisor
 - D. Wilz-Is issue paid lunches?
 - Unpaid breaks? vs Unpaid lunches?
 - Can we combine our paid breaks as our lunch?
 - D. Wilz -No breaks are required by law
 - Clerk-Office staff does not get lunches taken a lot of days
 - R. Lipski-Road crew operation is different than Office staff operation
- Motion to table Agenda item #5 by Dave Wilz, 2nd by Mark Fritsche
- Motion carried by voice vote
- **#9 Sick Leave**

- Sick leave needs to be defined, Definition is needed for family Members
- FMLA can be used
- D. Wilz-Policy needs to reflect today's world and needs to be defined and specific
- Child 's age definition
- Board approval be used to determine eligibility of leave
- Ask all staff opinions of leave definition
- There are always going to be exceptions, Board approval solves that
- Is Board approval not fair? Need to be specific
- Should TOH use PTO instead?
- Road crew should be included, they have accumulated sick time and should be part of discussion
- Approval is needed for Unpaid leave-are there limits
- Motion to table by Dave Wilz, 2nd by Robin Lipski
- Motion carried by voice vote
- #10 suggested change per Road crew but not Board but #10 was not discussed

Small break

13. Motion to go into Closed session by Jan Way, 2nd by John Koshnick at

11:14

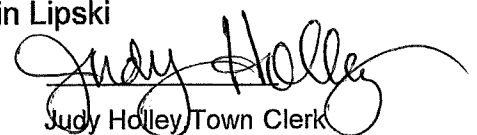
- Motion carried by Aye votes by Roll Call

14. Motion to reconvene Open session by Jan Way, 2nd by Robin Lipski

- Motion approved by Aye votes by Roll call

15. Adjournment

- Motion to adjourn by John Koshnick, 2nd by Robin Lipski
- Motion carried by voice


Judy Holley, Town Clerk