

MINUTES OF THE TOWN OF HULL BOARD
MEETING, COUNTY OF PORTAGE, WISCONSIN
HELD ON MONDAY MARCH 4, 2013

- 1) Called to order by Chairperson John Holdridge at 5:30 p.m. at the Town Municipal Building, 4550 Wojcik Memorial Drive, Stevens Point WI 54482.

Present: Chairperson Holdridge, Supervisors Melvin Bembenek, David Pederson, Dave Wilz and LaVerne Syens.

Others present: Clerk Janet Wolle, Secretary/Deputy Clerk Barb Brilowski, Treasurer Jim Kruziki, Road Foreman Pete Kaminski, Fire Chief Mark Kluck.

Excused: EMS President/Administrator Mark Fritsche.

- 2) Pledge of Allegiance

- 3) Minutes

Motion Supervisor Wilz, second Supervisor Syens, approve the minutes of the February 11, 2013 board meeting. Motion carried unanimously.

- 4) Vouchers

D Pederson: Page 1 Cardmember Services – 1. FD UPS charge ship CO detector \$132.37

M Kluck – filter was plugged – cannot change, must send to company

2. Shoe Assemblies \$151.73 - P Kaminski – for the 1 ton & Boss plow

3. 3 pack tree - P Kaminski – air freshener for the trucks

Pg. 2 County Materials \$4,222.78 – P Kaminski – sand hauled in by Hull. The 76.98 ton shown is from 4 separate loads hauled in, etc.

Fire Safety U.S.A. Large Folding Steps \$165.00 – M Kluck – ladders to climb on to back of truck – ladders are attached to truck and slide out.

Pg. 3 Harter's Fox Valley Disposal 2 Yard Roll Off Garbage and 2 Yard for Recycling \$75.20

Barb Brilowski – several citizens residing on Wilshire Drive, due to people driving by and dumping garbage, have decided they want dumpsters instead of the carts. Hull is already paying the individual household charge, however they must pay for the dumpster(s). The \$75.20 is no longer to be on Hull's bill.

The Horton Group FD – Accident & Sickness Insurance - \$1,273.00 - M Kluck – for health related accidents & sickness.

Pg. 4 Oshkosh Fire & Police Eqp. – Eagle 160 Battery (2) \$306.00 – M Kluck – batteries for thermo imaging camera

Pg 5 Total Tool Supply – Zhydraulic Hydraulic Repair \$168 - P Kaminski – shop press hydraulic oil leaking

M Bembenek Pg 1. Anderson, O'Brien – Legal issue Firkus Rd \$72.50 – was this related to the Koziczkowski request to vacate a portion of town land? Yes

Motion Supervisor Pederson, second Supervisor Syens, approve vouchers as presented and discussed. Motion carried unanimously.

5) Citizens wishing to address the board non-agenda items

No citizens present regarding non-agenda items.

6) Topics, Issues, Opinions of Interest – Citizens, Hull Staff, Hull Elected or Appointed Officials
Chairperson Holdridge:

- Christmas Cards were sent to Plan and Park Commission members and Adopt-A-Hwy/Adopt-A Road participants.
- Call received from Noon-Lions Club who are having a Magic Show on March 23 \$7.00
- Upcoming meetings/events:
 - o Next Plan Commission meeting – April 23 (No meeting in March)
 - o Spring Election April 2
 - o Board meeting April 8
 - o Annual meeting April 9
 - o Board meeting May 6
 - o Plan Commission May 28
 - o Board meeting June 3

Treasurer Kruziki:

- o March 16 1st Annual Rabies Clinic to be held in Hull from 8 a.m. to 11 a.m.

Chairperson Holdridge:

- Health benefits item re reporting on W2s
- Articles in Portage County Gazette re gallons of water used
- Letter from Julie Lassa re local freight bridge improvements
- Check list for salt inspection received
- Letter from Jeff Schuler – Shoreland zoning postponed
- Annexation of land at corner of Highway 10 and Old Highway 18
- Wisconsin leads nation in elections
- More fleets turning to natural gas
- Note from Dave Wilz he and Jim Kruziki are working on the 5 year budget plan
- Wisconsin State Journal – No changes in State Aid to municipalities
- Local Transportation Fund workshop of March 20, 2013 – need to get funds for North Second Drive
- List of roads counts are needed – count needed on North Second – update count will be done after melting of snow/ice

7) Reports

- a. Clerk
- b. Treasurer
- c. Road Foreman
- d. Fire Chief EMS President/Administrator

8) Assessor contract for Jeremy Kurtzweil

J Holdridge corrections/additions to Assessor contract:

- Amount to be paid after Board of Review - \$5,000
- Contract will be from March 1 to December 31, 2013 and January 1 to December 31, 2014
- All Wisconsin Department of Revenue reports must be submitted on a timely basis. Reports to the WDOR include but are not limited to: the Municipal Assessment Report (MAR); Exempt Computer Report; Annual Assessment Report; all based on date set by the Wisconsin Department of Revenue. And, any other report required by the DOR.

Motion Supervisor Wilz, second Supervisor Syens, approve the contract for Assessor Jeremy Kurtzweil with changes mentioned. Motion carried unanimously.

- 9) Revised Building Inspector contract for Phil Deffenbaugh
J Holdridge and J Wolle met with Phil re assessor & building inspection
- Phil would like to continue with Building Inspection in Hull
 - Demeanor seemed as though relieved not to be doing assessing

J Wolle – talked with Phil this date. He requested the 48 hour contact be changed to 2 business days from contact date.

Motion Supervisor Wilz, second Supervisor Syens, approve the contract for Building Inspector Phil Deffenbaugh. Motion carried unanimously.

- 10) Proposed changes to spring brush pick-up

Mel, Pete and Dave W. suggest the proposed changes to “Spring Brush Pick Up”:

- ✓ Increase brush piles not to exceed: 12’ long x 12’ wide x 6’ high
- ✓ Notice in newsletter “Brush piles will be inspected prior to pick up. Brush piles exceeding these dimensions will be tagged by the Town of Hull, notifying the resident of the problem and will not be pickup up.”

J Holdridge – he, Janet and Barb will write a policy

An ordinance is needed to address continuous brush piles in road right-of-way after brush pick up.

D Wilz – a whole lot more going on if residents cannot keep pile within the 12’x12’x6’.

Motion Supervisor Pederson, second Supervisor Syens, approve the changes to brush pick-up going with 12’x12’x6’ pile. Motion carried unanimously.

- 11) Proposed changes to Employee Handbook

D Wilz worked on the Handbook and then started seeing issues how people can use benefits because of the following:

- 1) Benefits are good
- 2) Numbers games as Hull only has 4 road crew members

Necessary to look at how benefits are utilized and suggest the following:

- Holidays and Floating Holidays – No Changes Recommended
- Sick time (Currently 1 hours Increments) – No Changes Recommended
- **Comp Time (Currently 2 hour Increments) – Recommend 4 hour Increments**
- **Vacation** (Currently there is no time increment. It suggests that whole days might be used. Most vacation requests come in 8 hour blocks. There are times when 4 hour blocks are taken, primarily for Barb.) **Recommend language that suggests a minimum of 8 hour blocks with a minimum of 4 hour blocks when approved by supervisor because of work load issues, etc.).**
- **Leave Without Pay** (Currently there are no increments of time). **Recommend Leave Without Pay can only be used when other benefits have been exhausted.** “Leave Without Pay” is your last resort to get time off, not your first one.

D Wilz – concept was if approval given tonight, would set a time with employees and talk about the changes and once understood, would go back to Patti and have the Handbook revised.

Motion Supervisor Pederson, second Supervisor M Bembenek, approve the changes to the Employee Handbook as presented (listed above bold.) Motion carried unanimously.

D Wilz – the last deals with Janet not paying the same amount for health insurance as others, with the same benefit. The employee handbook says people that receive the benefit will participate in a cost sharing of a certain percentage (5%) and yet Janet doesn't pay anything towards her premium. We are inconsistent on that point.

History in memo written last week by D Wilz as to why Janet does not pay and suggested course to make it work out okay.

“On the email message with all the employee handbook suggestions, the last item speaks to Janet Wolle who is receiving the medical benefit through the Union plan. Currently Janet does not pay towards the cost of the premium while others contribute 5% of the premium in a cost sharing plan as stated in the employee handbook.

When we converted from the State Medical plan over to the Union Medical plan several years ago a savings was realized by the town and the participants with lower rates and some wage modification. The Union Plan was a great price/value in terms of cost and coverage. The union plan did have some coverage gaps compared to the State plan in terms of prescription drugs, co-pays and what types of treatments would be applied to the deductible, etc. This would not significantly affect most of our employees because their health needs at that point did not apply to these types of gaps. It was predicted that Janet however would lose some medical benefit by switching and her out of pocket cost would go up substantially compared to the old plan. History has proven that to be true.

During that time at a board meeting, I suggested that Janet not contribute to the cost of her plan as a way to help offset her additional costs that were anticipated by switching to the union Plan. The motion was passed and that leaves us where we are now. As I look back, though the intent was well meaning, we may have put ourselves in a “gray” area. Normal “Group Plan” laws stipulate that no employee can be treated differently in what they pay for “like” benefits. Janet is not an employee but she still receives a benefit through a “Group” plan. We need to clean this up as it relates to the handbook and our practices.

I ask you to consider the following solution. Have Janet contribute 5% (\$54.34/month) towards the premium cost as all the others do who participate in the benefit. Increase Janet's wage by the cost of the 5% of the insurance, plus also consider adding the social security and Medicare tax to this increase. With this, she will pay her Medicare and social security on the increase and what's left will be deducted for the cost of insurance. The only additional cost would be the social security and Medicare which would equate to approximately \$9.00 per month to the Town of Hull. (Employee and Employer Side) This is just a suggestion. I wanted everyone to be aware of what we voted on, the issue it is having with our handbook and employment practices, and a possible solution. I am open to further discussion on this matter.” Thanks – Dave

- 1) Janet should contribute the same as everybody else does
- 2) If want to consider her the same relief we voted in by the board 3 years ago we could use the second half of that – up charge, put in to payroll, deduct the social/Medicare tax and then what is left comes right out as a pass through.

J Holdridge – when we got in to this I thought one of the problems with this was that the single people were paying more – there was two then. Is that accurate?

D Wilz – certainly, it was different. We came out of a 2 tier system, a family plan and a single plan, into one plan, so they weren't apples to apples. And there were benefits that a lot of people gained because of those things, but this is how we treated that situation at the time.

J Holdridge – at least historically the married folks are getting a deal here, so to speak.

B Brilowski – that's true but when it was the State Plan it was opposite. It was to the advantage to the single people. Married people paid the same rate as family people and they paid a lot.

M Bembenek – it was that way with the city too.

B Brilowski – now it is different.

J Holdridge – now the single people are paying.

D Wilz – now you can have 9 kids, a spouse or a single

J Holdridge – it is still \$54.34 per month out of your pocket

D Wilz – it is what it is and so this was a way of trying to take the old system and make it work into the new system – gain the savings, gain the wage modifications and deal with the situation we knew we had with Janet and that's how we did it. In looking back I created a gray area and this is what I am suggesting and how we clean it up. There are two components to it 1. First one she needs to be deducted by the percentage as everybody else 2. And then do we want to consider continuing to offset her expense like we were before.

J Holdridge – so we would increase he salary per month by \$54 and out of that you would take social security and Medicare

D Wilz – we take \$54.34 and we divide by .9235, or whatever it is, and it will up charge to 57 or 58 bucks, that's the increase we give her and then she pays social security/Medicare and it comes out to about \$54.34 bucks and she pays her premium. She will not gain one penny of that.

M Bembenek – I want to bring one thing up too, I don't know if everyone remembers but Janet and Barb got the health insurance through the union, not being in the union, not paying union dues.

D Wilz – correct.

M Bembenek – so the four guys are paying union dues to get the health insurance and the two girls are not paying the union dues and they get the health insurance. The way I understand it, Pete and the other three guys have to stay in the union and pay union dues in order to keep the health insurance. Right?

J Wolle – yes for all of us to keep the health insurance through the union, that's correct.

Bembenek – say for example, you four are just sick of, say you don't want to be union anymore, then the insurance would have to come from someplace else. Then also Janet and Barb would be out even though they are not paying union dues now. What are your union dues?

P Kaminski – I pay about \$700 a year.

B Brilowski – the dues are based on wages. They are all different.

Bembenek – say five, six, seven hundred dollars each one is being saved each year without having to pay union dues - which is a good benefit.

Brilowski – they said I could join the union. I don't think you want to negotiate another contract.

D Wilz – I'm glad you bring that up because that certainly is real. But there's a lot of pieces like that too. And for everything you bring up I can come and say, when we took that package from them 3 years ago or whatever it was, and most of the wage modification because of the money that was saved, most of the wage modification happened to the union crew, not the other people.

Bembenek – I understand that.

D Wilz – they got treated, in fact they got treated so much that in most cases their dues were more than covered.

Bembenek – I'm just bringing that up on all scales so everyone knows where we are. And another thing is I'd say that is pretty (expletive) nice of the union to do that.

Wilz – it's a heck of a plan.

Bembenek – a lot of people cut down unions well there are two people here not paying union dues and they have a (expletive) of a good insurance policy.

Wilz – I hear you.

Holdridge – I think that Teamster Plan is fantastic.

Bembenek – the City Water Department has it now.

Holdridge – your point is now, if that union leaves there goes the health insurance.

Bembenek – that's right.

Wilz – if that union leaves two things will happen 1. The health insurance will probably triple in cost I'm guessing to the town and 2. We will have to increase what the employees are going to have to pay 40 or 50% - it would be disastrous.

Bembenek – I know.

Holdridge – Pete you're not on it though are you?

Kaminski – not yet John but I might be taking it this fall. My wife would like to retire.

Wilz – before writing this up I wanted to give some history as to how we got to where we were. We do want our employee handbook to say the same for everybody.

Syens – help me out here. Janet's salary is established by the Annual Meeting.

Holdridge – well it is established at, the Annual Meeting will determine what the salary for the next election is (2014). But I think there is a provision, or something, where the board can raise the salary of the clerk and maybe even the treasurer, that doesn't depend on the Annual Meeting, does it Janet?

J Wolle – that's how it used to be done and then John asked for the board to change it back to the people at the Annual meeting.

Syens – so it currently is the people at the Annual Meeting. Do we have any options where we can increase salaries without going to the Annual meeting?

Holdridge – well, do we really want to do that, these are elected officials and everybody is on the same level playing field at the Annual meeting. If you want to increase salaries, those there have to vote to increase it.

Pederson – what you are asking is this a salary increase that should be addressed at the Annual meeting?

Wilz – or is this corrective action so that we are not breaking the law.

Syens – I don't have anything against the suggestions, but if we vote on this can we say this was strictly Dave Wilz idea and that we didn't have any input on it.

Wilz – you guys voted on it.

Laughter, laughter, laughter.

Wolle – I was not at the meeting when the board acted on the health insurance for me. I learned about it afterwards from Barb.

Wilz – that's right, you weren't there.

Brilowski – John if you recall at some previous meeting your car allowance was brought up and the motion was made to make the \$50 car allowance as part of your salary but it couldn't be done until April.

Bembenek – Dave many years ago, where that \$50 came from is at one of the meetings and our Fire Chief Max Rutta made the motion and somebody else seconded it and said we should give our Chairperson Jerry Borski \$50 a month more for the use of his vehicle. At that time we did not have pickups and all this stuff we have now. Now you can jump in and you don't need your vehicle. Jerry drove his vehicle and used it constantly every day. That is where the \$50 came in, it wasn't extra on the salary, it was a separate issue.

Wilz – but the motion we made last year was really to adjust it, clean it up and make it part of John's salary so it didn't look like he was getting mileage plus a mileage allowance. It was to clean up the confusion. This is a little bit different in that we are treating an employee differently than other people in terms of the group plan.

Holdridge – what if we said we would just pay the health insurance? Why can't we pay 100% of Janet's health insurance?

Wilz – that's what we are doing now.

Holdridge – why can't we do that?

Wilz – then we have to change something in the employee handbook because right now we are not saying that.

Holdridge – she is elected, full-time and has been here an eternity (laughter) and maybe we say she is the exception to the staff. Jim doesn't get anything, he's elected to, and we (board) don't get anything.

Bembenek – did we do that or did the people here do that, say the clerk would get the insurance paid for?

Wilz – we did. We voted on it. The real issue John isn't employment or what classification Barb is vs. Janet. The real thing is we get a list from the union every month that shows the amount for that group plan and her name is on the group plan and regardless of position, even CEO's have to pay the same as the person on the bottom if they are all in the group plan. It has to show that way. In reality we know what happens to CEOs they just up the salary and give them a big bonus and they get rich. But we have a billing that shows her on a group plan

Holdridge – but it isn't a billing though because we don't charge her for it.

Wilz – we pay a bill to the union every month

Holdridge – but is Janet paying \$54 now?

Wilz – no, that is why it is going to spike. She is being treated differently than someone else on the group plan. It has nothing to do about her position here or what she does.

Holdridge – but what I'm saying is, she's on the group plan but she hasn't been paying the \$54.

Wilz – that's right.

Wolle – but my name is still on there.

Holdridge – her name is on there because she gets insurance coverage.

Wilz – now in employment practice people, if they are being deducted 5%, you don't get a choice. Everybody has to be equal. Pay the same amount for like benefits.

Pederson – it is a legal issue.

Holdridge – are we sure of our legalities on this issue?

Wilz – I can double check but I met with an insurance guy a couple of weeks ago on another issue and I brought this up and he goes, don't play games. I can check in to that again. I'm just saying we've got the issue and it's not clean. And we also have an employee handbook that says people under that privilege will pay 5% along with the fact we also wrote in there something about the town clerk as long as it remains a full-time position, they would have access to the same benefits as the other full-time. It was kind of stated twice in there but I can check in to it John. I just wanted you guy to know we have issues.

Syens – our Annual meeting is in April 9. Looking at a month and this whole issue could be addressed in a month's making a recommendation that we increase her salary by

Wilz – the only thing if we do this through the Annual meeting it won't take affect for 12 months.

Wolle – it won't take affect for 24 months.

Wilz – we haven't corrected the problem we just pushed it down the road. I will get some written documentation that explains what our situation is.

Holdridge – you will contact Formella?

Wilz – I can contact Brian. The reason we bring this up is because we are redoing the handbook and this was an error I created and we are trying to clean it up.

Motion Supervisor Bembenek, second Supervisor Syens, table this portion to the April 8 board meeting. Motion carried by unanimous vote.

12) Hull's cell phone policy and implementation

Hull's cell phone policy approved November 7, 2005 reads as follows:

"The Hull Town Board must approve the purchase of any cell phone purchased in the name of and for Town of Hull municipal use. The Board will determine the cell phone need, company and cell phone package: i.e. charger, minutes, etc, that will be utilized but will accept recommendations on various plans. Cell phones purchased by the Town of Hull are for Town of Hull municipal use only. With Town of Hull Board approval cell phone use may be approved for personal use with the understanding that the user will pay for one half the overall monthly cell phone costs. Should the user go over the allotted minutes he/she will pay for the overage fees. Payments will be made directly to the Town of Hull on a monthly basis."

J Holdridge – the problem is "With Town of Hull Board approval cell phone use may be approved for personal use with the understanding that the user will pay for one half the overall monthly cell phone cost."

- We have not been doing that
- We had discussions and what we said since you get a block of minutes and you are going to pay for that block of minutes, if you use half of the block, you are still paying for it so why shouldn't the employees be able to use the other half because we are paying for it anyway?
- There was never a charge to the employees – the policy in that respect has to change

D Pederson – wasn't there some discussion if they went over the allotted time they would have to pay?

J Holdridge – yes, they would have to pay.

Following is information provided by Barb Brilowski:

"Current cell phone plan includes:

- 1000 minute Family Plan (anytime minutes)
- Unlimited Mobile to Mobile
- Anytime/unlimited text messages
- Free incoming unlimited picture/video messaging
- Anytime picture & video messaging

The cost is \$129.99/month plus

- \$25.00 Android phone for Pete Kaminski
- \$25.00 Blackberry phone for Mark Kluck

This totals \$179.99 per month. This amount does not include the various fees added. We estimate the monthly invoice to run between \$200 and \$210 per month as long as we stay within the 1,000 outgoing minutes. To date, this has not been a problem."

Usage graphs part of original minutes.

Fire Department has approximately 40 pagers each at a cost of \$425.00.

D Wilz –“With Town of Hull Board approval cell phone use may be approved for personal use with the understanding that the user will pay for one half the overall monthly cell phone costs.” But we are not doing that.

M Kluck – it was approved by the board that department heads are supposed to be available 24/7, therefore payment did not have to be paid to the town.

D Wilz – and that was approved by the town board.

B Brilowski – yes they did. All changes were approved.

J Holdridge – you are not paying half are you Mark?

M Kluck – no.

J Wolle – not any more.

D Wilz – we can just modify that one line, take that one part out reference paying for half of bill. We will still make the decision on what people can have and what the plan is.

J Wolle – texting is now available for everybody.

J Kruziki – “Should the user go over the allotted minutes he/she will pay for the overage fees.” What if 3 users go over the allotted minutes, how do we determine how we split up that overage?

B Brilowski – who is the one who put them over the allotted minutes?

D Wilz – with 5 users, we have 1,000 minutes we are now in at 1,500 minutes, I would do each of the 5 at a percentage of the 1,500 in relationship of usage and all 5 would have to pay.

B Brilowski – U.S. Cellular said our highest usage was last August at 610 minutes, because all of the other things related to the plan are free.

Motion Supervisor Bembenek, second Supervisor Syens, change the cell phone policy to reflect the current uses. Motion carried unanimously.

13) Water Study implementation check list

Recommendations as follows:

- A. Use an intergovernmental approach in the future to determine water quality and quantity. As much as possible, utilize county and city monitoring wells to determine from regular testing water quality and quantity in Hull and contiguous areas. (John met with Joel Lemke City Water Director on March 7, 2013.)
- B. Contact selected residents in Hull’s southeast sector, soliciting interest in testing their private well every 15 months or a set timeframe. Hull may form a small advisory group regarding this sector. The testing cost may be subsidized partly by Hull in exchange for test results being made available to Hull. Confidentiality and use of data will be explained to participants before implementation. (900 parcels of which 690 tested).
- C. In the other 3 sectors (northwest, central, northeast), solicit volunteers for longer term testing of private wells, perhaps every 2 or 3 year, with results to be shared with Hull officials. Confidentiality will be clarified. (C on hold subject to completion of B.)

- D. Share information through Hull's newsletter, website, etc. with Hull residents about the possibility of nitrate and other contaminants in certain areas of Hull. Also share information on the health effects of contaminants, including safety levels and recommended corrective measures.
- E. Recommend authoritative sources or experts that residents can go to for advice on dealing with specific water contamination issues.
- F. Advise residents of the potential dangers of lawn chemicals/pesticides and their effect on drinking water quality.
- G. Explore the possible limiting of future subdivision lots to a minimum of two (or more?) acres per family to improve septic system dispersion.
- H. Correct the level of uranium in the drinking water at the Hull Municipal Building. (Pete)
- I. Create a central location in Hull government for data obtained through monitoring efforts, and assign that responsibility to a Hull staff member. (Patti collect.)
- J. Develop communications with individual householders surrounding Stevens Point Municipal Well #11 to share information and invite feedback on the status of their private household wells.
- K. Develop a system to measure the quantity of water in Hull.
- L. Explore the development of a Wellhead Protection Ordinance for the Town of Hull. (Make part of the Comprehensive Plan.)

Motion Supervisor Bembenek, second Supervisor Syens, accept the report. Motion carried unanimously.

14) Protocol for plowing Hull roads and salt policy

P Kaminski:

- ✓ Road crew plows snow when there is one (1) inch or more of snow
- ✓ Everyone has their own main routes of which are plowed first – then continue with regular routes.
- ✓ Calls this year due to the rain, snow, rain, snow and cold weather.
- ✓ One thing about sand/salt mixture it does not stay on glare ice.
- ✓ There were issues on North Second; with grader started chipping ice off
- ✓ Would like to use straight salt on main roads: Torun, Jordan, Wilshire, North Reserve (south end), Old Wausau, Casimir (up to church), Wojcik Memorial, Brilowski, Old Highway 18, Golla, North Second

J Holdridge – that is contingent upon your (Pete) judgment that we have a big problem.

D Pederson – you are not suggesting the use of pure salt every time.

Kaminski – no. On North Second Drive I would like to because we want blacktop out there at all times due to the volume of traffic.

D Pederson – has it been a traffic calming device though? They complain about the speed of vehicles. (laughter)

J Holdridge – you don't want to say a blanket do you Pete? You want to use it when you have conditions like we've had.

Kaminski – when there is ice. I would like to see it for every snow fall, just on North Second, due to the fact of the amount of traffic out there.

J Holdridge – after talking, some areas of North Second you have to use pure salt on, but you have to use with discretion because it can pollute your water supply, etc.

D Pederson – there are some corners on North Second and also intersections.

M Bembenek – a while back we had a discussion we were telling you (Pete) not to use just salt. Maybe we shouldn't have said it that way. If you could have had your own discretion on situations where you have to use salt, we might not have had some of these calls.

J Holdridge – there may be other areas where you have to salt. Use of salt should be in the policy. To me it would be an exception to use salt, but there are times Pete when you have to make a decision that salt has to be used.

D Pederson – I see where it is important for safety on corners and when you have real icy conditions, but I also have the feeling that when you live in the country there are certain things you give up.

Motion Supervisor Syens, second Supervisor Bembenek, use salt on main roads at discretion of Road Foreman. Motion carried unanimously.

15) Building update Hull Municipal remodeling

D Pederson:

- Couple of info sheets passed out
- Friday learned about program he could download off the internet, so created a couple of images
- Back of the sheet are the cost estimates and specifications – floor plan done with the program but couldn't get the rooms sized exactly the way wanted, but they are approximate
- The diagram is 40' instead of 30' going south
- Mel and David met last week and talked about some of the things they felt need to happen
- Came up with approximate cost figures if we go with 30' extension for the new construction part would be about \$178,500; if we go with 40' the cost would be \$238,000; if we add a second floor over the new office area that would be another \$60,800; the remodeling of the existing part about \$95,500; total with 30' and remodeling about \$273,000; adding 40' and the remodeling about \$333,500
- That is assuming Hull does site work on the grounds and the parking lot
- When the current building was built, Hull contracted for the basic building and then sublet the inside work; also sublet was the electrical work
- We could probably break it up somehow that way too; we could probably shop for different

J Holdridge – would you have one designer?

D Pederson – design/build of the building, yes.

- ✓ The interior as far as finishing the surfaces and putting in room partitions that and the electrical could be sublet

J Holdridge – is this cost figured by square footage?

D Pederson – yes. That is with the figures I had to work with, they might be a little more or less now.

J Holdridge – the 40' would go south?

M Bembenek – yes.

D Pederson – the idea being the east wall and the west wall of the new addition would be built so that it could be added on to if we needed to extend either way.

- ✓ Some of the things listed wanting to include in specifications

- Remodeling includes:
 - moving the men's restroom door
 - Adding changing tables in the restrooms
 - Bringing restrooms up to ADA code standards
 - Dry wall and paint the existing office and meeting room walls to match the addition
 - Tile the meeting room floor to match the new one
- New construction includes:
 - Construct the new office spaces, conference, storage, break and entry rooms
 - Second floor over the new construction of the office area will be primarily for document storage – 1 hour fire rated (Stockton has on their document room)
 - Figured the cost on the area, over the new office area over the entire area and that amounted to quite a few square feet – whether we need a room that large or not is something we need to consider

J Holdridge – how would we get to the upstairs?

Pederson – a stairway on the west part of the drawing.

- ✓ If we only go out 30' that means we compress some of that and probably would have to find another place for the stairway.

Bembenek – the water line we know there is a 6" casing looks as though the line is going out in to the maintenance storage room in the bay where there is a hot water tank and breakers to turn it on and off.

- This would work well for us as anything to do with water would be right here where the restrooms are and where the break room is
- We could go with the water line up and across so we don't have to worry about the cement slab

J Holdridge – on the front end would be the entry.

Pederson – it is just a suggested. When we ask for design build, I am sure they will come up with their own ideas, but it basically covers the number of offices we need, the conference room, some downstairs storage space. If we have the large area above, we may not need that big of space; it does include the break room and it does utilize the existing restrooms – updating them because that would add a great deal of cost if we put in new restrooms.

Holdridge – do we want to go out and solicit quotes? I don't think we have to bid this thing. I think we can make a judgment on who we want, much like we did with the assessor.

Pederson – I think we can do it like we did with the garbage, ask for proposals.

Holdridge – yes, request for proposals. I notice Dewey is doing something, they have already selected someone. They are going to do something with their building out there.

Bembenek – Rosholt started on their building.

Holdridge – is that the next step? This is a sound plan; I think you and Mel did a good job. It may well change, but it's out there and people can look at it.

Bembenek – you have to start somewhere.

Holdridge – maybe we write up some kind of proposal and then identify a list and get it to them, and have them come in and board selects somebody.

Pederson – depending on where they come in on cost, then we either add or subtract.

Bembenek – we still have our own choice. We can do what we want.

Holdridge – but we need someone who swings the hammer and is in this kind of stuff. Does that make sense? I think we have to push this along.

Syens – start the contacts.

B Brilowski – are you thinking about office sharing?

Pederson – notice the large area here, I could see utilizing this for dividers for some of that.

Holdridge – the Assessor is not going to be here one day a week – he may be here occasionally; the Building Inspector is probably going to be coming and going – it's not like Phil who is supposed to be here one (1) day a week and usually was here; Jim (Treasurer) is here about 12 hours a week; I assume we have to have a little bit of sharing particularly with the Building Inspector and the Assessor; then Patti and Marilyn, or whoever replaces Marilyn, set up something, the situation they currently have works – if both were there at the same time it might be a little cramped but you have staggered the times out.

Brilowski – I was referring to the number of people even with the treasurer, assessor and staff.

Bembenek – there are two (2) offices that we have; we have secretary, town clerk, conference, stairway, office, office – it doesn't say who is going in there. Across is the chairperson. Those two (2) offices are not really designated here for anybody.

Brilowski – I'm not saying who they are, but when you think about the position, within that position they still have stuff, records, etc. Let's not be out of room before we start.

Syens – when they come in to do the design build, you can present your needs to the designer and they will design a building, or a layout, for you. If you tell that individual we need five (5) offices within this space, they will design it. The final layout may be far different than this.

Brilowski – I was just wondering what they were putting there, that's all.

Syens – they will come back with what is the most economical, what's the best way to run your heat, run your electrical, if you are going to do in floor heating, if you are going to do forced air heating. They will ask you a lot of questions about what you want and then they will come back and design something for you and then give you the option to change your design, their design.

Holdridge – we have to key off of their experience.

Bembenek – not a whole (expletive) of a lot because they are expensive. We will use them when we have to.

Holdridge – we are not going to use an architect, that's for sure. But these are people who actually design.....

Bembenek – I know we will use them, but everybody has common sense. We will use them when we need to. I know where you are coming from so we get another idea on it but.

Holdridge – our road crew. How do you see them fitting in here David in terms of the building project?

Pederson - Crew could do following work:

- ✓ Site work, ground preparation, tree and shrub removal, blacktop removal, more sprinkler system.
- ✓ If we go another 10' they can cut that out of the blacktop.

Syens – can you have that all done by tomorrow afternoon☺!!

Bembenek – pretty much!! Maybe an evening☺

Pederson

- We have a pretty big community room if we go 40'

Syens – have you identified a list of possible contractors at this point?

Pederson – not at this point. We've got the contractors that did Pine Grove and some of the other towns. I have some brochures.

Holdridge – the assessor's, we checked with towns that had them and that proved to be pretty good recommendations.

- Dave P could put together a time line.
- Maybe we will have a plan for the Annual Meeting.

Pederson – do these costs work in to our budgetary plans?

D Wilz – I can tell you at a glance, if you look at our typical budget for the last couple 3, 4 years, it would suggest to you that we pay our bills at best. In fact in the last couple years, we have had a lot of deficit years, for a number of reasons, but we pay our bills. If we are going to add on cost, if this would be a loan let's say, I don't know that we have that kind of money in there where it is going to work. My gut tells me there is not extra money for anything.

Holdridge – you are saying with our balances now, our undesignated funds,

Wilz – I'm not talking about that. I'm talking about in terms of is there any extra money in our base budget

Holdridge – operational budget.

Wilz – operational budget. My gut says not at all. It will have to be treated by either a loan or an increase in tax to pay for that.

Holdridge – or a combination.

Wilz – or a combination and out of our reserve fund.

Bembenek – I thought that was kind of our idea was to go for a loan.

Holdridge – it might well be debt financing.

Wilz – I'm not saying it is or isn't, I was trying to answer David's question about how is this working in our budgetary. In our existing budget we are working with there is not really anything there that can help you with this. We have to either borrow money or take money from..

Bembenek – let's say we borrow \$500,000.

Wilz – we will have to increase the tax levy.

Bembenek – that is just life. John, if you don't want to increase the taxes, okay, and we can't do it any other way then what the (expletive) are we doing this for, just forget about it.

Holdridge – I never said that.

Bembenek – I thought you just did say that. That's life.

Holdridge – you can have debt financing but you want to make sure the payments that come annually....

Bembenek – Dave just said we might have to raise the taxes. That's what brought this up.

Syens – based on our current indebtedness, the money for, in the debt reduction \$500,000 would cost us roughly \$120,000 - \$125,000 a year and that is based on the current indebtedness. If the interest rates are lower now, it will be less than that. If they are higher it will be higher. I think we borrowed

Holdridge – but LaVerne I think you have to look at 2017 (last payment on the current debt). That is \$120,000 a year.

Syens – all I am saying is that \$500,000 indebtedness, based on the current interest rate would cost us about \$120,000 to \$125,000 based on that same contract

Pederson – we could then look at what it would cost per household, or parcel,

Holdridge – yes. I think financially we are set up pretty well.

Wilz – yes I would agree with that John and certainly \$335,000 or as high as a half a mill

Holdridge – you have to remember it is 15% of the property taxpayer's bill goes to the Town of Hull. I think you guys continue.

Syens – or we can do a combination, some excess funds and some borrowing. There are some options available at this point, but we should establish first, foremost, what is the cost going to be and then we can look at all of the variables.

Motion Supervisor Syens, second Supervisor Wilz, take building project to next step and come up with request for proposals. Motion carried unanimously.

Holdridge – who can write us a request for proposals?

Pederson – I can write up a draft of what we need in the proposal and then we will have to take it to the builders or design. It will be more of a description of what we want and they will come in with their, we will include some things we know we want included.

16) Deadline for Spring Newsletter – Topics

Holdridge – Barb has a deadline of March 25, 2015☺

Barb – that's for those who have a hard time getting the information in☺

Holdridge – is that going to give you plenty of time to get it in☺ It is REALLY March 25, **2013**.

Jim Kruziki – when buys tires, pays to leave tires at the service center where bought the new tires.
Why is Hull collecting people's tires?

P Kaminski – road crew is picking up tires outside of ditches.

Wilz – Weller's handling the tires in the Town of Sharon worked well as people trying to get tires out of fields.

Pederson – trying to get tires cleaned up in rural areas

Kaminski – small tires are actually cut so they can't be reused – people still bring here.

Wilz – maybe don't do anything for tire collection

Pederson – check and see if Weller will oversee the collection.

Motion Supervisor Bembenek, forget tire collection in Hull this year. Motion died for lack of a second.

Barb is to check with the City of Stevens Point and the Village of Plover to see if they do or how they do tire collection. She is also to talk with Pat Wanserski of the Town of Sharon about their pickup of tires.

Motion Supervisor Wilz, second Supervisor Syens, give Chairperson authority to make decision regarding tire collection in 2013. Motion carried unanimously.

17) Spring Clean-up dates

Branch pickup dates – requires 2 weeks, give or take.

Holdridge – what are your dates Pete for branch pickup?

Kaminski – I did not submit anything yet.

Wilz – didn't we used to always try to plan around the first week in May and then if we have an early spring then the people start calling like crazy. That is the problem.

Kaminski – last year I started picking up on April 23rd. I'm going to set it in stone now, always May 1st we will start the pickup.

Holdridge – we need something for the newsletter. Is the branch pickup done simultaneously or

Kaminski – that is what I am talking about. We will start picking up on May 1st.

Spring clean-up dates will have to be coordinated with Harter's Fox Valley Disposal. Dates suggested weeks of May 5th and May 12th. Barb will contact Harter's.

18) Annual Meeting in April 2013

- Lay out building plan at Annual Meeting

19) ISO rates in the Town of Hull and potential changes

Supervisor Syens talked with John of ISO.

- Current ISO rating in Hull 8 & 10
- Factor in distance from Fire Department
- Best rating for Volunteer Fire Department can get is a 1
- There are two F.D.'s in U.S. with a #1 rating
- Ratings go from 1 to 10 (1 the best – 10 no coverage)
- ISO will inspect the Fire Department. A qualifier is water supply and amount of capacity that can be pumped – must pump 200 gallons per minute for 20 minutes
- Requires 12 firemen at every structure fire
- Look at amount of equipment
 - Efficiency and proficiency of F.D. to use equipment
- Training requirements in rating – 2 hours per month
- Do rating once every 10 years unless significant reason provided to do more often
- Last rating was in 1994
- What effect on going to Metro system – ISO would go to Stevens Point FD and look at FD
- Look at water capacity can carry to scene
- Utilize hydrants for protection
 - Hydrants give water capacity
 - May not be enough to lower rating
- Bring ISO out to do evaluation
- Rural defined as 5 miles from the fire station
- Utilize Metro – has to be automatic response
- ISO Fire Protection _____ criteria for rate 8 – 9 & 10

Chairperson Holdridge requests Supervisor Syens write up the ISO information presented.

Pederson – might be able to reduce to 8B or 7?

Holdridge – do all insurance companies go by ISO rating?

Syens – No

Pederson – some use the zip code

Holdridge – look at Hull Fire Department and understand. Have information on PEG fee. Get ISO off table. Do investigation.

Motion Supervisor Wilz, second Supervisor Pederson, accept the report. Motion carried unanimously.

20) Future topics for monthly meetings

April:

- Building remodeling
- 5 year budget

May:

- Water analysis
- Fire Department review

June:

- Public Safety

Motion Supervisor Wilz, second Supervisor Syens, accept items for future monthly meeting.

Motion carried unanimously.

21) Adjournment: **Motion Supervisor Syens, second Supervisor Wilz, adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:15 p.m.**

Janet Wolle, Clerk