

Summary of Minutes of March 5, 2012 Town of Hull Board Meeting.

01) Call 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, Dave Pederson, Dave Wilz and LaVerne Syens.

Others present: Clerk Janet Wolle, Road Foreman Pete Kaminski, Fire Chief Mark Kluck, EMS President/Administrator Mark Fritsche.

02) Pledge of Allegiance

03) Minutes of February 6 and 15, 2012 board meetings

Motion D Wilz, second M Bembenek, approve minutes of February 6, 2012 board meeting  
Motion unanimously carried.

Motion L Syens, second M Bembenek, approve minutes of February 15, 2012 board meeting.  
Motion carried unanimously.

04) Vouchers

Motion M Bembenek, second D Pederson, approve vouchers as presented and discussed.  
Motion carried unanimously.

05) Citizens wishing to address the board non-agenda items. Agenda items are for discussion with possible action.

06) Announcements Chairperson and Supervisors

07) Highway 10 East Rehabilitation Proposal by Wisconsin Dept. of Transportation and citizen's petition for control devices at Badger Ave. and Highway 10 East – Recommendation from Hull Plan Commission (2-28-12)

Motion L Syens, second M Bembenek, accept the petitions from citizens relating to control devices at Badger Ave. and Highway 10 East. Motion carried unanimously.

08) Request of John Oberthaler to change zoning on his land at Firkus Road and N Reserve Drive from Conservancy to A-4 to develop residential lots and split a lot for residential purposes – recommendation from Hull Plan Commission (2-28-12)

Motion M Bembenek, second D Wilz, approve the rezoning request of John Oberthaler from Conservancy to A4 General Ag. Motion carried unanimously.

Motion D Wilz, second M Bembenek, approve the creation (lot split) of 8 acre lot by John Oberthaler. Motion carried unanimously.

09) April 2012 election at Hull Municipal Building – Implementation Plan

Motion M Bembenek, second D Pederson, approve the parking plan for Election Days.  
Motion carried unanimously.

10) Ordinance 15 mph speed limit section of Wojcik Memorial Dr and Willow Springs Dr in front of Hull Municipal Building on Election Days

Motion D Wilz, second L Syens, approve ordinance establishing 15 mph speed limit section of Wojcik Memorial Dr and Willow Springs Dr in front of Hull Municipal Building on Election Days.  
Motion carried unanimously.

11) Draft of Handbook for Hull Employees (6<sup>th</sup> Edition)

Motion M Bembenek, second D Pederson, tentative approval of the Handbook for Hull Employees with the understanding few things need to be tweaked. Chairperson will be involved. Handbook will be given out to staff. Motion carried unanimously.

12) Appointment of Robert Tabor as Hearing Officer for Hull's Grievance Policy

Motion L Syens, second M Bembenek, approve appointment of Robert Tabor as Hearing Officer for Hull's Grievance Policy at a rate of \$50.00 and hour. Motion carried unanimously.

13) Weather siren in northwest Hull – update

Motion M Bembenek, second D Wilz, approve the siren project with Pete Kaminski as project manager. Motion carried unanimously.

14) Financial Form CT from Jeff Kropp – Town's Accountant

Motion D Pederson, second L Syens, approve Financial Form CT prepared for the Town of Hull by Jeff Kropp. Motion carried unanimously.

15) Policy on Usage of Hull Reserve Funds

Motion L Syens, second D Wilz, approve the policy on usage of Hull Reserve funds.  
Motion carried unanimously.

16) Report on 2011 and 2012 budget reserve funds

Motion M Bembenek, second L Syens, accept the report. Motion carried unanimously.

17) Report of Solid Waste and Recyclable tonnage for 2011- annual cost per Hull households

Motion M Bembenek, second L Syens, accept the report. Motion carried unanimously.

18) Change of terms and dates for Hull elected officials – new state law

Motion L Syens, second M Bembenek, approve the ordinance to change terms and dates for Hull elected officials. Motion carried unanimously.

19) Spring Newsletter articles and date of publication

Motion M Bembenek, second D Wilz, articles for the Spring Newsletter are to be in no later than March 17, 2012. Motion carried unanimously.

20) Spring weight limit regulations of Hull Roads

Motion M Bembenek, second L Syens, approve temporary spring weight limits erected 3-5 and effective 3-6. Motion carried unanimously.

21) Ordinance No Parking 20 feet from Stop Signs

Motion M Bembenek, second L Syens, approve the ordinance requiring No Parking 20 feet from all Stop Signs in Town of Hull. Motion carried unanimously.

22) Ordinance No Parking Old Wausau Road from DuBay Avenue

Motion D Pederson, second M Bembenek, approve the No Parking Ordinance on Old Wausau Road from DuBay Avenue. Motion carried unanimously.

23) Adoption of Management Method of Expected Sign Life plan

Motion M Bembenek, second D Wilz, adopt Management Method of Expected Sign Life plan prepared by Road Foreman Pete Kaminski. Motion carried unanimously.

24) Uranium in Hull's drinking water

Motion M Bembenek, second D Wilz, have Pete Kaminski look in to. Motion carried unanimously.

25) Calendar update January through June 2012

Motion M Bembenek, second D Pederson, approve the calendar update January through June 2012. Motion carried unanimously.

26) Donation to SPASH Project Graduation

Motion M Bembenek, second L Syens, donate \$25.00 out of Roads Unclassified to SPASH Project Graduation. Motion carried unanimously.

27) Operator's License application for Jeffery Kokke

Motion M Bembenek, second L Syens, approve an Operator's License for Jeffery Kokke.  
Motion carried unanimously.

28) Reports

29) Adjournment: Motion D Wilz, second D Pederson, adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:50 p.m.

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MINUTES OF THE MEETING OF THE  
TOWN OF HULL BOARD, COUNTY OF PORTAGE  
WI, HELD ON MONDAY MARCH 5, 2012

01) Call 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, Dave Pederson, Dave Wilz and LaVerne Syens.

Others present: Clerk Janet Wolle, Road Foreman Pete Kaminski, Fire Chief Mark Kluck, EMS President/Administrator Mark Fritsche.

02) Pledge of Allegiance

03) Minutes of February 6 and 15, 2012 board meetings

Motion D Wilz, second M Bembenek, approve minutes of February 6, 2012 board meeting.

D Pederson – understood No Parking distance on DuBay Ave was 150' but the ordinance indicates 250' - were measurements taken?

P Kaminski did the measurements and 250' was needed to make sure the No Parking was just beyond the second driveway of Burants.

Motion unanimously carried.

Motion L Syens, second M Bembenek, approve minutes of February 15, 2012 board meeting.

J Holdridge – at the meeting action was taken by the board relating to staff salaries.  
Motion carried unanimously.

04) Vouchers

D Wilz:

Page 2 – Fire Safety U.S.A. – is the UTV Skid part of the new FD equipment? (\$4,900.00).

M Kluck – yes. The skid slides into the back area of the ATV to hold water and hose. It carries 70 gallons of water.

Page 4 – Portage County Highway Department (\$1,266.98)

P Kaminski – new auger needed for truck for sanding.

Page 5 - Scaffidi Motors – is this repair of Hull’s newest fire truck? (\$1,605.48)

M Kluck – it is repair for towing purposes. The Kenworth will tow the trailer.

D Pederson:

Page 1 – Accounting Workshop – has preparation of W-2s and 1099’s been farmed out in the past? (\$237.00)

J Wolle – yes.

Anderson, O’Brien – what were the legal fees about relating to settling property line disputes and for trees falling on adjoining properties? (\$290.00)

J Holdridge – this relates to trees that fall over, it is actually broader than that, it is even trees that fall in our right-of way and who is responsible. The short answer is it is somewhat unclear.

D Pederson – with trees falling on the right-of-way we can look at it as a town service for cleaning it up.

D Pederson - Was the trees and the property lines all the same issue?

J Holdridge – that is basically the same issue. These issues between landowners come up once every six months, boundary line issue or something.

D Pederson – would that not be the problem for the two landowners?

J Holdridge – yes this is what it should amount to.

Batteries Plus – 8 volt battery for FD laptop (\$107.90)

Becker Trailers – Finished Vinyl Ceiling in trailer (\$200.00)

Bendlin Fire Equip. Co – Extrication gloves – 10 pair (\$300.00) Are the gloves disposable?

M Kluck – this is the third and final item for extrication gloves budgeted for. The gloves are only disposed of if there are pathogens.

Page 2 GE Money Bank – FD Binoculars (\$54.99)

M Kluck – for viewing semis before approach vehicle

Page 3 – Jefferson Fire & Safety (\$1,008.48)

M Kluck – last of new replacement nozzles budgeted – to last 10 years

Page 4 – Oshkosh Fire & Police (\$780.00)

M Kluck – COD detector that needs to be calibrated each month – test gases – last full year

Page 6 – Stevens Point Parks – Bukolt Lodge Rental (\$265.00)

M Kluck - Reserved lodge for September 2012

Superior Chemical – (\$349.89)

P Kaminski – salt for walkway – purchased 5 50# boxes

Motion M Bembenek, second D Pederson, approve vouchers as presented and discussed.  
Motion carried unanimously.

05) Citizens wishing to address the board non-agenda items. Agenda items are for discussion with possible action.

No citizens present regarding non-agenda items.

06) Announcements Chairperson and Supervisors

Chairperson Holdridge:

- At Plan Commission meeting Sandy Curtis requested Hull be cooling station for a short term however Hull's air conditioning is not connected to the generator
- Judicial Government Forum at PC Business Council on March 16 at 7:30 a.m. (Tom Eagon and Michael McKenna)
- Cost to put in stop and go light with conduit is \$80,000 to \$90,000
- Mark Kluck noted about house number system – number to be on house and roadway – correspondence written to Mike McKenna
- Note from Rick Stadelman regarding passage of AB181 by the Senate and the Assembly giving towns standing to sue city and village trying to annex a non-contiguous area

07) Highway 10 East Rehabilitation Proposal by Wisconsin Dept. of Transportation and citizen's petition for control devices at Badger Ave. and Highway 10 East – Recommendation from Hull Plan Commission (2-28-12)

Present John Rechner and Bob Berg – both have talked with Mayor Halverson. Someone from the city works with DOT and will support stop lights at Badger and Highway 10 East.

- Jim Ford requested and has been given a copy of the petition and is pursuing getting signatures from professional and residential standpoint

J Holdridge – has drafted letter to the front project managers, one for the DOT and the engineering company.

B Berg – since the DOT put in the barrier on Highway 10 and when going in towards with the ice area, soccer fields and the building happening with duplexes, etc it is getting busier and busier and there are certain times of the day it is tough to get out on to Highway 10.

J Holdridge – for people operating a business on the north side of Highway 10 it is important for them to contact the Mayor.

Mark Kluck – injury accident at Badger/Highway 10 East intersection:  
Helicopter landed at intersection – car was split in half  
Bus hit the rear end of a car.  
These are just a couple of the incidents at that intersection

Motion L Syens, second M Bembenek, accept the petitions from citizens relating to control devices at Badger Ave. and Highway 10 East. Motion carried unanimously.

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Motion M Bembenek, second D Wilz, approve the rezoning request of John Oberthaler from Conservancy to A4 General Ag. Motion carried unanimously.

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09) April 2012 election at Hull Municipal Building – Implementation Plan

- a. Parking at Hull Municipal Building and Disc Golf Course  
There will be parking in the Municipal parking lot/the area by the compost/with temporary handicap parking signs on the bay garage door.  
Parking at the Disc Golf Course will be overflow parking
  - On Election Day the road crew will go out on to Willow Springs Drive
  - Pete will stripe the parking lot, secondary parking will be along the driveway and compost area; blocking before the fuels pumps will be done; overflow parking will be in the disc golf parking lot.

Motion M Bembenek, second D Pederson, approve the parking plan for Election Days. Motion carried unanimously.

- b. Exterior lighting at parking lots and building

J Wolle – Pete has taken care of the exterior lighting for the Hull municipal building and parking lot.

P Kaminski – day light savings time will be in effect for the upcoming elections – lighting not needed for disc golf parking lot.

c. Speed Limits on Wojcik Memorial Dr

d. Interior changes – voting booth and voter registration

J Wolle for the April 3<sup>rd</sup> election we will have registration in the garage bay with district tables and voting booths in the meeting room.

The office area will be blocked off with insulation board we currently have however we will purchase material to cover the board - drape over or tack to board

e. Personnel requirements – poll workers

For the April 3<sup>rd</sup> election due to the new election laws, the redistricting, new voting location, etc we will have:

2 Chief Inspectors of Election

3 poll workers will be at each table

2 assisting with crowd flow

2 registration officers

f. Other

Stripping of Parking Lot is necessary to prevent people parking in 3 rows in the parking lot – a sign indicating parking in identified areas only, or something like that, may be necessary – I have talked with Pete and he will assist me with that – he and the crew have been absolutely great in making signs for election day, finding a location for our election supplies, etc. etc.

10) Ordinance 15 mph speed limit section of Wojcik Memorial Dr and Willow Springs Dr in front of Hull Municipal Building on Election Days

Motion D Wilz, second L Syens, approve ordinance establishing 15 mph speed limit section of Wojcik Memorial Dr and Willow Springs Dr in front of Hull Municipal Building on Election Days.  
Motion carried unanimously.

11) Draft of Handbook for Hull Employees (6<sup>th</sup> Edition)

As per the table of contents the Handbook covers full time and part time employees; compensation; hours of work; call time; overtime; travel policy; holidays; sick leave & injury allowances; harassment policy; vacations; personal time off/leave of absence; funeral leave; insurance/retirement; jury duty; military service or national guard; separations – resignation – dismissal; employee discipline; grievances and appeals and nepotism.



Motion M Bembenek, second D Pederson, tentative approval of the Handbook for Hull Employees with the understanding few things need to be tweaked. Chairperson will be involved. Handbook will be given out to staff. Motion carried unanimously.

12) Appointment of Robert Tabor as Hearing Officer for Hull's Grievance Policy

Motion L Syens, second M Bembenek, approve appointment of Robert Tabor as Hearing Officer for Hull's Grievance Policy at a rate of \$50.00 and hour. Motion carried unanimously.

13) Weather siren in northwest Hull – update

- Coverage of northwest area in Hull (2 miles)
- WPS cost \$4,000 total electric charge
- Equipment should start to come in next week
- Pole, hardware and siren will be installed by Northway Communication
- Suggest siren be installed in Meadow Manor Park – public property owned by the Town of Hull

Motion M Bembenek, second D Wilz, approve the siren project with Pete Kaminski as project manager. Motion carried unanimously.

14) Financial Form CT from Jeff Kropp – Town's Accountant

- Form CT was completed by Jeff Kropp and submitted to Department of Revenue on February 12, 2012

Motion D Pederson, second L Syens, approve Financial Form CT prepared for the Town of Hull by Jeff Kropp. Motion carried unanimously.

15) Policy on Usage of Hull Reserve Funds

J Holdridge – getting word out have to operate town and may need to use some of reserve funds.

Motion L Syens, second D Wilz, approve the policy on usage of Hull Reserve funds. Motion carried unanimously.

16) Report on 2011 and 2012 budget reserve funds  
Jim Kruziki preparing quarterly budget reserve report

- Will track the contingency fund

Motion M Bembenek, second L Syens, accept the report. Motion carried unanimously.

17) Report of Solid Waste and Recyclable tonnage for 2011- annual cost per Hull households

- Each household pays \$129 to \$145 per year for garbage and recycling
- Renegotiate contract – the unknown is fuel surcharge

Motion M Bembenek, second L Syens, accept the report. Motion carried unanimously.

18) Change of terms and dates for Hull elected officials – new state law

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P Kaminski – a No Parking sign will not be posted at each stop sign.

Board – okay with that – if have problem area then will handle.

Motion M Bembenek, second L Syens, approve the ordinance requiring No Parking 20 feet from all Stop Signs in Town of Hull. Motion carried unanimously.

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28) Reports

- i. Clerk – No report
- ii. Treasurer
  - Monthly cash balance report including receipt items for Stevens Point annexation and Roundy's for lease of property on Dixon Street
  - Attended Town of Dewey rabies vaccination clinic
    - Talked with Humane Society personnel present – 1 more opening in March 2012.
    - Will plan for rabies vaccination clinic in March 2013 in Hull
- iii. Road Foreman
  - Asphalt Road Maintenance seminar in Green Bay March 20 – P Kaminski and M Bembenek to attend
  - Nick and Randy to attend Flagger seminar on April 5, 2012
  - Digger's Hotline at Holiday Inn on March 13, 2012 – will send entire crew
  - Sweeping bid out on March 14 & 19 – award bid at April 9, 2012 board meeting
- iv. Fire Chief
  - 2 calls in February
    - 1 CO run
    - February 29 power lines down on Highway 66
- v. EMS Administrator/President
  - 14 calls in February
  - 24 calls for the year
  - 2 EMRs took EMT testing and passed
  - Only 1 EMR remains, all the rest are EMTs

29) Adjournment: Motion D Wilz, second D Pederson, adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:50 p.m.

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Janet Wolle, Clerk