

MINUTES OF TOWN OF HULL BOARD MEETING  
COUNTY OF PORTAGE, WI MONDAY SEPTEMBER 9, 2013

1. Call to order by Chairperson John Holdridge at 5:30 p.m. at the Hull Municipal Building, 4550 Wojcik Memorial Dr., Stevens Point WI 54482.

Present: Chairperson Holdridge, Supervisor Melvin Bembenek, Dave Wilz and LaVerne Syens.

Excused: Supervisor David Pederson

Others present: Clerk Janet Wolle, Road Foreman Pete Kaminski, Firefighter Nick Proulx<

Others excused: Treasurer Jim Kruziki, Fire Chief Mark Kluck and EMS President/Administrator Mark Fritsche.

2. Pledge of Allegiance
3. Minutes August 5, 2013

J Holdridge: Page 4 second paragraph

We are not now coming back with a 15 year amortization at 3.2%.

Motion Supervisor Bembenek, second Supervisor Wilz, approve the minutes of the August 5, 2013 as corrected. Motion carried unanimously.

4. Vouchers

D Wilz: Page 3

Michael Savage – hydroblast sand out of culverts – how is work coming?

P Kaminski - officially done.

Pg 4 Precision Sealcoating – street sweeping numerous roads \$2,270

Looked good – very impressed

L Syens – Pgs 3 & 4

Items relating to building project, will money be transferred in to Hull's account when get loan from Portage County Bank?

J Wolle – yes.

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

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

Rey Vega, 110 Maple Bluff Road was in attendance and presented petitions relating to 527 Maple Bluff Road.

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

Ray Orlikowski, 5336 Golla Road

- Problem with speeding on Golla
- Trees blocking 25 mph sign
- Children playing sign gone

Board:

- Will talk with Dennis Ladlow City of Stevens Point re: speed signs
- Will talk with Dan Kontos of PC Sheriff's Department re: speeding

Announcements:

Chairperson Holdridge

- Bids for the building project are due at noon on Thursday September 19
- Board will meet Monday September 23 at 5:30 p.m. to award bids
- Mailing re: water testing going out next week
- Portage County P&Z in-service re: Plan Commission September 26 at 6 p.m.
- PEG fees – LaVerne Syens and John Holdridge me with Attorney Bob Konkol
- Draft of 'Proposal for a Study of Nitrate Levels in private Wells in the SE Quadrant of Hull – by Rober Enright jr and David Chunyu
- Correspondence re Casimir interchange sign property listed by Bill Bayba – sign will be pulled
- News item in Stevens Point Journal – a prosecutor is investigating an ethics controversy allegations a county supervisor in western Wisconsin (Trempealeau County) used his office to advance his own business interests in the region's booming silica sand industry
- Item on news re: Wausau FD thinking they had put out a house fire caused by lightning reignited and home destroyed

6. Reports:

- a. Clerk – Received a plaque from the Wisconsin Municipal Clerks Association for 25+ years of dedicated service as a Municipal Clerk
- b. Treasurer – No Report
- c. Road Foreman
  - o All bridge (culvert) work complete
  - o Put caulk on Old Wausau Road culverts

- Will complete paperwork for PC Highway Department – all work complete, everything open and able to flow
  - d. Fire Chief – Not present  
Nick Proulx – Open House at FD Wednesday September 11 from 6 p.m. to 8 p.m.
  - e. EMS President/Administrator – Not present
7. Update Building Project – Bill Yudchitz, Architect
- Bill Yudchitz:
- September 10 at 10 a.m. walk through with contractors
  - Working with Dave Medin on trying to solidify how the bidding for the pump chamber and hazardous waste tank – will have to get notice re: time bids due and time for opening
  - Need to get exterior plumber so Dave can then start the process of going to the DNR and exterior plumbing people at the state level
  - No matter what happens now, the fact we have hazardous waste going in to septic, the holding tank will have to be done
  - When septic awarded, that contractor will be advised they are now under the general contractor for the project
  - Friday September 13 – addendum will tell general contractors they are bidding the exterior plumbing and they have to accept the low bidder – butting under their bond just like other contractors would be
  - Thinking about the timetable when bidding now, the architects and engineers really have to read the specs and make really sure we are all on the same page
  - There are tons of emailing, scanning. We have 4 days to really make sure every page links to the other pages, etc
  - Bids will be opened publically, analyzed and brought back to the board
  - Plan, elevations, things like that should be looked at at least by the board at little bit within the next couple of days and report to Janet be the person to put the comments together
  - Specification book is 702 pages long
    - The first part of the book are all the legal things for the municipality: wages, how to bid, multiple trades, etc
    - Next comes the project work, where it is and general conditions, supplementary general conditions – important to us as because those are the ones that are specific to our job.
    - Back part talks about things like how you pour your concrete; how you paint your walls, etc., etc. Some of this you will have to at this point trust us. It is more like we looked at plans, site-plans, those types of things. Things you can actually decipher.
    - A lot of this is really technical – things that are meant to get a good job and have everything done right

8. Town of Hull in-kind work on Construction/Renovation of Hull Municipal Building  
As per Section 01 1000 Summary of Work

1.6 WORK BY OWNER

A. Exterior Work Done by owner: (Put together by Bill Yudchitz)

1. Town of Hull Municipal Building sign: Remove
2. Drop Box: Remove and reinstall
3. Large Boulders: Remove and reinstall as needed
4. Shrubs: Remove and dispose of
5. Spruce by Restrooms: Cut and dispose of
6. Landscape Edge/Gravel in edging: Remove and dispose of
7. Mulch: Remove and dispose of
8. Memorial Plaque: Remove and reinstall
9. Netting: Remove and dispose of
10. Stone Walkway: Remove and dispose of
11. Handicapped Sign: Remove and reinstall
12. Transplanting trees
13. Stump: Remove and dispose of
14. Pine needles: Cleanup
15. Lawn Irrigation Sprinklers, if any, at both corners, west side, and by little walk: Remove and reinstall
16. Snow Fencing: Provide to protect Maple tree to remain, and remove

B. Interior Work Done by Owner: (Put together by Jim Gerisch)

1. Systems Furniture Workstations (complete with wall cubbies, etc.): Remove, store, and reinstall
2. Loose furniture, fixtures and equipment such as , but not limited to, tables, chairs, television and stand, coat tree, office equipment (e.g. postage meter, copier, fax machine, calculators, etc.): Remove, store and reinstall
3. File cabinets: Remove, store and reinstall
4. Lay-in acoustical panels: Remove and store for possible sale
5. Window coverings: Remove and dispose of, UNO
6. Fire extinguishers (complete with brackets): Remove, store and reinstall
7. Metal toilet partitions and grab bars: Remove and dispose of
8. Vanity cabinets: Remove and dispose of
9. Sinks, toilets, and urinal: Remove, dispose of or store for possible reuse
10. A/V screen: Remove, store, reinstall
11. Marker board; Remove, store, reinstall
12. Wall-hung coat rack in vestibule: Remove, store, reinstall
13. Display stands, bulletin board, pamphlet stand in vestibule: Remove and dispose of

John Holdridge – (to citizens present and not aware of Hull's building plans) the Town of Hull will be adding 3,200 square feet addition to the front of the building for the offices. The current office/meeting area will be gutted and will become the meeting room, voting, training room and sort of a community room. That will be the second stage of

the project. The outside building, new addition, will hopefully be done around mid-December or so.

B Yudchitz – if everything goes good we talked about using the week between Christmas and New Year to try and make the move.

J Holdridge – it would then take a couple of months to complete the renovation?

B Yudchitz – maybe 45 days. If the contractors are really revved up we could this done in 30 days.

J Holdridge – our problem with the current meeting room is have a limit of 37 people or so, so if we have an issue we have to hold the meeting at SPASH. With the renovation we can seat 117 people.

J Wolle – septic is going to fall under the General Contractor; one of the things mentioned by Dave Medin mentioned once the weather starts to get cold, they need to put hay or straw over a certain which he will locate. Does that need to become part of the exterior work?

J Holdridge – who is going to do that is the question.

B Yudchitz – I would think that the contractor would do that – will talk with Dave Medin tomorrow. The question is will this be done before the ground freezes or not-I'm assuming it will probably be done before it freezes.

J Holdridge - Dave Medin has a real concern about heavy trucks driving over any new septic.

B Yudchitz – I don't see us having to go over there.

J Wolle – Dave Medin was very concerned to us and indicated he thought that (septic) would probably be the very last thing we would do.

B Yudchitz – general contractor will put together a schedule and a schedule of his sub-contractors to get a feel about how the project will come together.

J Holdridge – when you start work on the addition, the current front entry way will be closed.

B Yudchitz – correct.

J Holdridge – there will be an entry way put in first on the east side of the building. We need access to this building.

B Yudchitz - The contractor will do sidewalks.

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

Further discussion:

LaVerne Syens, how will the cost of a generator (complete hearing and cooling) fit in to Hull's budget of \$600,000? Would it be advantageous at the time of construction to wire the generator from the electrical box out to wherever the planned location of the generator might be?

B Yudchitz – see the generator will be outside. Have a number for the generator.

J Holdridge – wiring should be part of the plan.

B Yudchitz - natural gas generator with plastic cover (dog house) and get numbers to run conduits.

#### 9. Radio tower by Hull Municipal Building

Bill Yudchitz – could move the radio tower, not that big of deal

- Moving radio tower could be a minor cost

Nick Proulx – Hull is able to get radio communication just by catching off the building. Radio tower not connected.

J Holdridge – if the radio tower were hooked up you would use it, right?

N Proulx – the radio tower is just for the road crew/office radios/base station. Let us know if you want to take the radio tower down. We will come and take it down – would put it next to FD hose tower being able to put FD antenna 15 more feet up in to the air.

P Kaminski - My radios in my trucks are not updated. Can use handheld radio to call base but that is all at this point. We now use cell phones.

N Proulx – correct put the FD still uses the town channel at the FD. The only bad thing about cell phone coverage is we have intense storms, there was barely any cell phone coverage because radio towers went down.

Internet connection:

- Will call Jay Schrank on September 10 re: the internet tower
- Read site plan, the tower is FiberNet issue, NOT Town of Hull
- Have looked over plans and realize their anchorage system is pretty inadequate
- The cables are not tight

#### 10. Security at Hull Municipal Building – North East Pennsylvania shooting

J Holdridge – sent an article shooting happened in a town hall out in Pennsylvania.  
What we have done here now:

- ‡ Done some on the glass
- ‡ Have automatic locking on the office door

B Yudchitz – we can't put bullet proof glass around the entire building.

J Holdridge – what we are doing is probably reasonable.

B Yudchitz – we also have cameras.

J Wolle – we have cameras inside but feel there should be some outside. If we go to additional cameras outside, we will need a bigger system.

Motion Supervisor Wilz, second Supervisor Bembenek, accept reports items 10. Motion carried unanimously.

11. Application from Marcella Salvinski to move a mobile home in to Hull to replace existing mobile home at 1511 North Second Drive (Knotty Pines)

J Holdridge – a letter was sent to Dan Kontos, Chief Deputy Portage County Sheriff's Department to inquire why, according to the Salvinski application, they (Sheriff's Dept) are not interested in reviewing the moving route. They have been in the past.

Motion Supervisor Bembenek, second Supervisor Syens, conditionally approve application of Marcella Salvinski to move mobile home in to Hull to replace existing mobile home at 1511 North Second Drive (Knotty Pines). The condition is hearing from Chief Deputy Dan Kontos of the Portage County Sheriff's Department. Motion carried unanimously.

12. Amendment to Employee Handbook – Vacations

Mel Bembenek – totally against having a part-time driver to replace full-time road crew member if on vacation during the winter snow season.

- Taxpayers has to pay for part-time person coming in as well as the full-time person on vacation

J Holdridge – would not let 2 people go on vacation at the same time.

M Bembenek – the four road crew know they are needed – totally against part-time

Dave Wilz – with what Mel just said, what is your opinion Pete?

P Kaminski – leave as is – make it a non-option.

D Wilz – part of me says somebody should be able to take vacation when the want, however the board needs to know plowing is being done in a safe manner.

LaVerne Syens – Hull has unique situation when coming to plowing snow. We cannot just put anybody in to plow.

M Bembenek – no vacations during the snow plow season

- Use part-time workers for any emergency (not including vacation)

D Wilz – if have part-time drivers would Randy be allowed to come back in to request vacation time?

J Holdridge – would he have to share in cost?

- Look at need for relief drivers 360 days a year

Motion Supervisor Bembenek, second Supervisor Wilz, table Amendment to Employee Handbook – Vacations to October 7, 2013 meeting. Motion carried unanimously.

### 13. Update Bill Paying policy

Motion Supervisor Wilz, second Supervisor Syens, refer to Budget/Finance Group and bring up to date. Motion carried unanimously.

### 14. Snowplow contracts 2013-14

- Language good in contract

- Base cost is \$200 a season

- Age limit 65

- If citizen pays for the driveway will be plowed

- Relating to mailboxes, add sentence to contract to contact Hull if mailbox is hit by Hull plow

Pete Kaminski - \$200 base cost is an inexpensive cost for plowing a winter season.

Motion Supervisor Wilz, second Supervisor Syens, refer to Budget/Finance Group along with questions raised by P Kaminski. Motion carried unanimously.

### **Addendum** - Revised Job Description for Part-Time Snow Plow Person

Joe Wierzba wage - \$15.04 an hour

Motion Supervisor Wilz, second Supervisor Syens, refer back to Pete Kaminski, John Holdridge and Janet Wolle. Motion carried unanimously.

### 15. Adjournment: Motion Supervisor Syens, second Supervisor Wilz, adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:05 p.m.



Janet Wolle, Clerk