

MINUTES OF HULL BOARD MEETING
COUNTY OF PORTAGE, WI HELD ON
MONDAY OCTOBER 9, 2017

- 01) 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: Chair Holdridge, Supervisors David Pederson, Dave Wilz and Rick Stautz.

Excused: Supervisor Jan Way.

Others present: Clerk Janet Wolle, Treasurer Jim Kruziki, Road Foreman Pete Kaminski, Fire Chief Ken Sadogierski, EMS Administrator/Assist. Fire Chief Mark Fritsche.

- 02) Pledge of Allegiance

- 03) Minutes: September 11, 2017 Board Meeting

Motion Supervisor Pederson, second Supervisor Stautz, **approve the minutes of the September 11, 2017 meeting.** Motion carried by voice vote.

Addenda – Minutes of September 27, 2017 Board Meeting

Motion Supervisor Wilz, second Supervisor Pederson, **approve the minutes of the September 27, 2017 meeting.** Motion carried by voice vote.

- 04) Vouchers

Following review of the voucher list motion Supervisor Wilz, second Supervisor Pederson, **authorize payment of vouchers presented.** Motion carried by voice vote. Attachment A

Motion Supervisor Wilz, second Supervisor Stautz, **accept the report provided by Barb of vouchers previously paid.** Motion carried by voice vote.

- 05) Public Comments. Agenda items are for discussion with possible action. Non-agenda items may be raised under Opinions of Interest (Item 6 below)

No public comments.

06) Opinions of Interest – citizens, Hull staff, Hull elected officials or appointed officials

Holdridge:

- SPASH on October 24 at 6:30 p.m. public hearing regarding the tentative agreement between Hull & Stevens Point (Well #11)
- October 17 10 a.m. – budget meeting
- Water questionnaire received from Jen McNelly, Water Resource Specialist with Portage County Planning & Zoning Department
- Letter sent to Mike Pagel with suggestions for Portage County Unit Wisconsin Towns Association agendas
- Correspondence received from Mayor Mike Wiza responding to letter re: Torun Road
- U.S. Cellular started work today on the cell tower
- Governor Walker pushed strongly for broadband in January

Sadogierski:

- Introduction of Brian Werely who is taking over as Fire Department mechanic for Ken Sadogierski
 - Brian has been on the department for 3 ½ years and has been assisting Ken with FD mechanic duties
 - Person to assist Brian could not make it to tonight's meeting
- Kyle Sadogierski, who is taking over the FD secretary position from Ken, also could not attend tonight's meeting
- 2% Dues audit went well

Kruziki:

- ✓ Meeting of treasurer and clerks will take place with the Portage County Treasurer on Tuesday October 17 at 5 p.m. at the PC Annex

07) YMCA request to conduct 2017 FrostBite Road race and walk on December 2, 2017

Present from the YMCA – Michael Prince

- Traffic control in certain areas by Stevens Point Police and Portage County Sheriff's Departments

Discussion:

- ❖ Runners do not have authority to block people from their driveways

- ❖ Michael will pick up a copy of the city form for use of roads and send to Barb at Town of Hull

Wilz:

-What is done if a race is scheduled and we have snow?

Kaminski – will toot horn. Runners have always moved.

M Prince – will ban ear phones

Wilz – want to keep everybody safe.

Motion Supervisor Pederson, **approve the use of Hull roads for YMCA 42nd Annual FrostBite Road race and walk to be held on December 2, 2017.**

Motion seconded by Supervisor Stautz. Motion carried by voice vote.

08) Proposed Request for Proposals (RFP) for engineering services for North Second Drive (TRIP-D project)

Chair Holdridge and Supervisor Stautz met to discuss the Request for Proposals (RFPs) for engineering services re: North Second Drive project.

Stautz:

Phase 1 – Consultant will schedule, attend and facilitate a scoping meeting with the Town and residents of the area served by North Second Drive. Survey work will be completed in the spring of 2018. Design plans (at approximately 30%) will be prepared for review, along with preliminary cost estimates for the construction and right-of-way. This phase is to be completed by June 30, 2018.

Phase 2 – consultant will attend a final public informational meeting. Complete design plans, including right-of-way platting will be presented. Consultant will be responsible for obtaining all required environmental permitting. This phase is to be completed by November 30, 2018.

Phase 3 – Consultant will prepare bidding documents, advertise the project and advise the Town on the award of the project. Following the award Consultant will provide the Town with construction staking, contract oversight, project inspection and contract closure.

October 1, 2019 anticipated completion date.

Bid out in December 2018 or January 2019 (before state gets bids out).

Motion Supervisor Wilz, **approve the RFPs presented by Rick Stautz re: North Second Drive**. Motion seconded by Supervisor Pederson. Motion carried by voice vote. Abstain – Supervisor Stautz.

09) Hull policy on agendas and minutes – revision

Stautz:

- On agenda items, can anybody suggest an agenda item?

Holdridge:

- Yes, anybody can ask, but the Chair to decide what goes on the agenda.

Stautz:

- What is the process if an item is not put on the agenda?

Pederson:

- ❖ Petition other board members if Chair won't put item on the agenda.

Holdridge to Wolle – has there been anything recently that did not go on the agenda?

Wolle – yes, John Lawlis regarding Torun Road.

Motion Supervisor Wilz, **approve the revised policy on agendas and minutes**. Seconded by Supervisor Pederson. Motion carried by voice vote. Attachment B

10) Appointment of Hull representative to local roads improvement committee for 2018-2019

Memo from Chair Holdridge – “Nathan Check, Portage County’s Highway Commissioner shortly will convene a Local Road Improvement Committee to identify TRIP projects for 2018 and 2019. I would like to appoint Rick Stautz to represent the Town of Hull on that committee. Rick is familiar with the TRIP program and has the background to represent the Town of Hull well. Also I want to appoint as secondary representative, Mr. Pete Kaminski, Hull road crew foreman.”

Motion Supervisor Wilz, **appoint Rick Stautz as Hull representative to the Portage County Local Roads Improvement Committee for 2018-2019 with Pete Kaminski as secondary representative.** Motion seconded by Supervisor Pederson. Motion carried by voice vote.

11) Speed limit analysis on Torun Road

- Speed analysis was done on the new portion of Torun Road between Fairview Drive and Jordan Road
- 33% of the people were speeding on Torun Road
- Speed limit on new portion of Torun Road same as before reconstruction

Motion Supervisor Wilz, **accept the** report. Motion seconded by Supervisor Pederson. Motion carried by voice vote.

12) Request from General Teamster Union Local 662 to continue and open labor negotiation on new contract with Town of Hull (Date 9-28-17)

- Letter received from General Teamsters Union Local 662 to open labor negotiations on new contract with Town of Hull
- Contact Mitch Perkl of the Teamsters to communicate the town has in the proposed budget 1.84% increase in union wages as per the Consumer Price Index (CPI)

Motion Supervisor Wilz, **accept the correspondence from the Teamsters Union re: open negotiations on new contract.** Motion seconded by Supervisor Pederson. Motion carried by voice vote.

13) Re-installation of US flag – Pete at Hull Municipal Building

Kaminski – to run power from old well for dusk to dawn light on the US flag will cost \$600.00.

- Remove crab apple tree for pole placement

Motion Supervisor Wilz, **give Pete Kaminski permission to remove the tree and replace the flag pole.** Motion seconded by Supervisor Stautz. Motion carried by voice vote.

Stautz – when well is abandoned must be done per DNR regulations.

- 14) Removal of dead trees from right-of-way on Old Wausau Road via contract with Zblewski Brothers

Memo from Pete Kaminski – “There are approximately fifty (50) trees on Old Wausau Road in the right-of-way and are dead. They are located just north of the cemetery. Some trees reach into the power lines. I obtained an estimate from Zblewski Brothers.”

Holdridge – develop plan to look at major roads and start attacking dead trees.

Motion Supervisor Wilz, **approve the removal of fifty (50) dead trees from the right-of-way on Old Wausau Road via contract with Zblewski Brothers in the amount of \$2,000.** Motion seconded by Supervisor Pederson. Motion carried by voice vote.

- 15) Resolution Transfer of funds in 2017 budget

Motion Supervisor Pederson, second Supervisor Stautz, **approve Resolution to transfer of funds in the 2017 budget to line items accounts/from line item accounts ensuring there are funds in the account to pay bills.**

Motion carried by voice vote.

Attachment C

- 16) Resolution – Eliminate the Requirement of the third signature on checks

Wolle – to ensure checks are signed by all required individuals the board can select one of the following:

- 1) Town board approval of eliminating the third signature (chairperson)
- 2) Chairperson always being available to sign checks
- 3) Town board approval, in place of the chairperson, having a town board supervisor sign checks – the supervisor would be required to be available when checks are issued

Clerk Wolle suggestion, for now and future years, eliminate the third signature. The clerk and the treasurer are allowed by law to have deputies who can take over their signature responsibility should either one of them not be in the office. Barb Brilowski is the deputy clerk and Bill Jenkins is the deputy treasurer.

Motion Supervisor Pederson, second Supervisor Stautz, **approve the resolution eliminating the third signature (Chairpersons) on checks.** Motion carried by voice vote. Attachment D

17) Three new computers

- Purchase of three computers in 2017, one for the clerk's office (in the 2017 budget), one for clerical office, one for road foreman's office. Cost \$3,172.50 for three computers. Transfer of funds will be required for two of the computer's.

18) Software upgrade for all computers

- Upgrade of existing PC's to office 365 in the amount of \$1,274.00. Jim Kruziki the software upgrade did not include the program. Found the upgrade to Office 365 will be an additional \$400 per computer (\$2,000.00).

19) New Server

- Purchase of a new server in the amount of \$5,394.36. To upgrade our current server would cost as much as a new server.

20) Cleaning of carpets plus tile and grout in the lobby and restrooms

- Cleaning of carpets and cleaning/sealing of tile and grout in the lobby & restrooms. \$702 cost for carpets and \$607.50 for tile and grout. Total \$1,309.50. Funds are available in Building Maintenance budget.

Motion Supervisor Wilz, **approve purchase from PSOL of all computer/server equipment as outlined in agenda items 17-19 and accept the additional \$2,000 for software program. Total cost \$11,840.86. Also authorize the cleaning by Carpet Pro of carpets, tile and grout as per agenda item 20 total cost of \$1,309.50.** Motion seconded by Supervisor Stautz. Motion carried by voice vote.

21) **2017 Fall Newsletter**

- Suggest fall newsletter include but not limited to:

- o Refuse/recycle info
- o Snow plowing
- o Fire Department

- Items must be in to Barb by October 16, 2017

- Newsletter to the printer by October 23.

Motion Supervisor Stautz, **approve the fall** newsletter. Motion seconded by Supervisor Wilz. Motion carried by voice vote.

22) Operator's license application(s) – bartender: Hayden Fredricksen, Amanda Mallek, Marie Glodowski, April Voit

Motion Supervisor Wilz, second Supervisor Pederson, **grant operator's licenses as per recommendation of Clerk Wolle to Hayden Fredriksen, Marie Glodowski and April Voit. Deny an operator's license to Amanda Mallek due to non reporting of UDI on application.** Motion carried by voice vote.

23) Adjournment: Motion Supervisor Pederson, second Supervisor Wilz, **adjourn the meeting** Motion carried. Meeting adjourned at 7:05 p.m.

Janet Wolle, Clerk

Attachment A Vouchers 10/09/17

Vendor	Amount	Purpose	Credit Card
Portage County Unit - WTA	\$40.00	2017-18 Dues	
		FD - Spam and Virus Filtering for hullfd.org	
PSOL	\$400.00	domain.	
Riesterer & Schnell Inc	\$53.20	RD - Filters for John Deere	X
Big Iron Equipment, Inc	\$281.12	RD- Steel to build tool box on '98 Ford	X
Humphrey	\$16.89	RD - Oil filters for pickups	X
Service Motor Company	\$6.79	Park - Parts for Kabota Lawn Mower	X
Sherwin-Williams	\$159.74	Park - Paint for parks shed	X
Fleet Farm	\$34.99	RD - Hearing Protector	X
	\$17.00	RD - Batteries	
	\$15.96	RD - Hooks	
	\$6.99	Parks - Paint	
	\$27.40	RD - Trimmer parts	
	\$8.98	RD - Grease gun coupler	
	\$17.90	RD - Cut-off blade	
	\$8.69	Gen Bldg - toilet cleaner & Febreze Fresh	
	\$31.60	RD - Line	
	\$39.96	RD - Trash bags	
	\$95.98	RD - Chain fasteners	
	\$17.97	Parks - Merry-go-rounds	X
Swiderski Equipment Inc	\$703.56	RD- New Holland tractor hydraulic leaking oil	X
Radisson Hotel &	\$164.00	FD - Reservation Nick Proulx attnd conference	X

Conference Center Green Bay		Education - Fire Inspector Training	
NAPA	\$18.72	RD - Paint for tool box on '98 Ford	X
Complete Office of WI	\$50.07	Gen. Adm.-Paper 11x17, File Exp A-Z, Markerw/erasr	X
LaCrosse Premium Water	\$12.00	Contract Supplies - Drinking Water	
Superior Chemical Corp	\$390.55	Salt for sidewalks	
Phil Deffenbaugh	\$1,455.65	Building inspections	
Rich Somers	\$100.00	Refund following final bldg insp- 5528 Prairie Dr	
Heartland Custom Homes Wisconsin Towns Association	\$100.00	Refund following final bldg insp-586 Birch Point Dr	
	\$165.00	Supervisor Attendance at WTA Convention	\$106.55
			shipping for
Serwe Implement Muni Sales	\$435.76	RD - New Holland Tractor drive shaft for hydraulic pump	\$329.21 part Weight of part?
Stevens Point Water Dept	\$40.98	Quarterly Water bill for the Fire Department.	
Harter's Fox Valley Disposal	\$11,772.93	Refuse collection	
	\$4,552.20	Recycle collection	
Casper's Truck Equipment	\$166.76	RD - 2002 & 2014 V Box Bearings	
AT&T	\$179.68	Muni Bldg/Garage Telephone	
	\$121.36	FD Telephone	
Anderson/O'Brien Law Firm	\$680.00	Legal - 527 Maple Bluff Rd	
EO Johnson	\$159.04	Billable copies 8,834	
Riiser Energy	\$812.01	307 gallons diesel fuel	
Frank's Hardware	\$23.66	Scrapper for ice & screws	X
Stuczynski Trucking	\$103.56	Material for Torun Rd	
	\$300.00	Rental for 1 week - self-propelled roller	
U.S. Cellular	\$406.39	Phones for RD and FD	
Minnesota Life Insurance Co	\$140.20	Life insurance premium - RD and Gen. Adm.	
PSOL	\$490.00	FD - Computer service	
	\$147.00	Gen. Adm. - Computer service	
	<hr/>		
	\$24,972.24		

Approved by the Hull Town Board October 9, 2017

Attachment B

HULL TOWN POLICY ON AGENDAS AND MINUTES POLICY # 2017-1009

It shall be the policy of the Hull Town Board in the development of agendas, agenda material and recording of minutes that:

1) Purpose

The purpose of this policy is to ensure the Hull Town Board, commissions and committees engaged in establishing important public policy have necessary information in a timely manner for review and study prior to decision making.

2) Agendas

Agenda items and supporting material shall be provided to the chairperson of the Town Board, commission and committee in a timely manner.

For Town Board meetings that normally meet the second Monday of the month, agenda topics and supporting documents shall be provided to the chairperson by 11:00am of the Tuesday before the Monday meeting date.

For official meetings of commissions, committees and at times Town Board meetings, the agenda and documents shall be available by 11:00am on day noted below before the meeting.

<u>Documents</u>	<u>Meeting Day</u>	<u>Agenda/Agenda</u>
		<u>Due to the Chairperson by</u> <u>11:00am on the previous:</u>
	Monday	Tuesday
	Tuesday	Wednesday
	Wednesday	Thursday
	Thursday	Friday
	Friday	Monday

No agenda items will be accepted after the above time frame except for extraordinary circumstances. The chairperson of the Town Board, commission and committee shall determine the agenda for the meeting. This of course will often be done in consultation with the Town Clerk and other board/commission/committee members, Hull staff and citizens of the Town of Hull.

3) Minutes

The official minutes of the board meetings, commissions and committees shall be completed no later than three weeks from the date of the meeting. Minutes are the official record of what occurred at a public meeting and have standing in law. Generally, minutes are not official until approved and completed in written form by the respective board, commission and committee at their succeeding meeting. They are retained and over time often come into play as decisions by boards, commissions and committees are re-examined and reviewed. Any exception to this policy shall be discussed with the chairperson of the respective public body.

The above policies are meant to improve decision making and increase the efficiency and effectiveness of Town of Hull operations in serving citizens.

Approved by the Hull Town Board

Date: _____

John W. Holdridge, Chairperson

Janet Wolle, Clerk

Attachment C
Transfer of Funds 10/09/17

NOW THEREFORE, be it resolved that transfer of funds be made to the following accounts

		Time Period	1-1-17 Budget
Leg. Adm. - Wisconsin Towns Assoc. - Dues	\$30.00	March	\$1,000.00
Gen. Adm. - Financial Software	\$64.00	March	\$1,500.00
Fin. Adm. - Assessment Computer Software	\$55.54	January	\$800.00
Gen. Bldg & Plant - Computer/Cell Support - all	\$1,302.37	February	\$0.00
Web-Site Expense All	\$42.00	February	\$0.00
Gen. Bldg & Plant - Computer/Cell Support - all	\$550.00	August	\$0.00
Other Gen. Govt. - Engineering & Surveying	\$3,924.94	April	\$3,000.00
Pinewood Road - Engineering	\$52.50	May	\$0.00
Driftwood Drive - Engineering	\$52.50	May	\$0.00
Other Gen. Govt. - Highway Insurance	\$346.25	July	\$27,000.00
Emergency Serv/Supplies	\$3.34	June	\$0.00
FD - Supplies	\$182.93	June	\$1,000.00
FD - Supplies	\$15.75	August	
FD - I.S.O. Payment	\$36.70	June	\$0.00
FD - Unclassified	\$22.09	August	\$1,000.00
First Responders - EMT Education/Training	\$326.23	July	\$800.00
RD - OT Part Time	\$138.06	February	\$0.00
RD - Cell Phones	\$202.68	July	\$1,750.00

RD - Cell Phones	\$210.92	August	
Sanitation - Spring Cleanup	\$4,019.55	June	\$6,750.00
Public Health Services - Hull Water Study	\$2,041.25	June	\$6,340.00
Capital Outlay - NW Hull & Casimir Bridge	\$17,488.03	July	\$23,000.00
Debt Service - Building Int. (PC Bank) 2015	\$2.99	March	\$17,068.00
Other Gen. Govt. - Highway Insurance	\$69.00	September	
FD - Unclassified	\$447.70	To Year End	\$1,000.00
RD - Cell Phones	\$1,002.44	To Year End	
Parks - Equipment & Maintenance	\$800.00	To Year End	\$2,500.00
FD - Internet/Cable TV	\$200.80	To Year End	\$1,600.00
RD - Bulk Salt	\$2,984.26	To Year End	\$27,000.00
Gen. Adm. - Education/Training	\$60.00	To Year End	\$250.00
Gen. Bldg. & Plant -Computer/Cell Support - all	\$636.25	To Year End	
Inspections - Building Inspection Fees	\$2,000.00	To Year End	\$5,440.00
Sanitation - Refuse Pickup (Curbside)	\$1,027.82	To Year End	\$139,853.00
Sanitation - PC Transfer Station Charge	\$3,115.53	To Year End	\$75,600.00
Sanitation - Yard Waste Attendant	\$200.00	To Year End	\$6,572.00
Sanitation - FICA Expense	\$12.40	To Year End	\$407.00
Sanitation - Medicare Expense	\$2.90	To Year End	\$95.00
Leg. Adm. - Wisconsin Towns Assoc. - Dues	\$40.00	October	
FD - Computer Services	\$34.00	October	\$1,000.00
Parks - Equipment & Maintenance	\$100.00	October	
	\$43,843.72		

FURTHERMORE, be it resolved that the transfers be made from the following accounts:

Legislative - Spec. Assessment Interest to WTA Dues	\$30.00
General Administration - Election Board to Financial Software	\$64.00
Financial Administration - Unclassified to Assessment Computer Software	\$55.54
General Contingency to Gen. Bldg. & Plant Computer/Cell Support - all	\$1,302.37
General Contingency to Gen. Bldg. & Plant - Web-Site Expense - all	\$42.00
General Contingency to Gen. Bldg. & Plant Computer/Cell Support - all	\$550.00
Other General Government - Other Insurance to Highway Insurance	\$346.25
General Contingency to Other General Government - Emergency Serv/Supplies	\$3.34
General Contingency to Other General Government - Engineering & Survey - Pinewood Dr	\$52.50
General Contingency to Other General Government - Engineering & Survey - Driftwood Dr	\$52.50
General Contingency to Other General Government - Engineering	\$3,924.94
FD - Equipment New & Replacement to Supplies	\$182.93

FD - Equipment New & Replacement to I.S.O. Payment	\$36.70
FD - Contracted Supplies to Supplies	\$15.75
FD - Contracted Supplies to Unclassified	\$22.09
General Contingency to First Responders - EMT Education/Training	\$326.23
RD - Sweeping Roads & Roller Rental to OT Part Time Roads	\$138.06
RD - Seal Coat/Treatment to Capital Outlay NW Hull & Casimir Bridge	\$17,488.03
General Contingency to Sanitation - Spring Cleanup	\$4,019.55
RD - Tar to Cell Phones	\$202.68
RD - Tree Removal to Cell Phones	\$210.92
General Contingency to Public Health Services - Hull Water Study	\$2,041.25
Debt Service - Principal to Debt Building Interest (PC Bank) 2015	\$2.99
Other General Government - Other Insurance to Highway Insurance	\$69.00
FD - FireFighter Appreciation to Unclassified	\$447.70
RD - Sweeping Roads & roller Rental to Cell Phones	\$1,002.44
Parks - Sign the Town to Equipment & Maintenance	\$800.00
FD - Mileage to Internet/Cable TV	\$200.80
RD - Striping Roads to Bulk Salt	\$2,984.26
General Administration - Election Board to Education/Training	\$60.00
General Contingency to General Building - Computer/Cell Support - all	\$636.25
General Contingency to Inspections - Building Inspection Fees	\$2,000.00
General Contingency to Sanitation - Refuse Pickup (Curbside)	\$1,027.82
General Contingency to Sanitation - PC Transfer Station Charge	\$3,115.53
General Contingency to Sanitation - Yard Waste Attendant	\$200.00
General Contingency to Sanitation - FICA Expense	\$12.40
General Contingency to Sanitation - Medicare Expense	\$2.90
Legislative - Spec. Assessment Interest to WTA Dues	\$40.00
FD - Clothing to Computer Services	\$34.00
Parks - Playground Equipment to Equipment & Maintenance	\$100.00
	<u>\$43,843.72</u>

Dated this 9th day of October, 2017

Attest: Janet Wolle, Clerk
Chairperson

John Holdridge,

Attachment D
Resolution

Resolution Not Requiring the Town Chairpersons Signature on Checks

WHEREAS, pursuant to Wisconsin Statute 66.0607(3), if approved by the governing body, a third signature is not required on drafts, order checks and transfer orders, and

WHEREAS, as required by Wisconsin Statute 66.0607(3) a certified copy of the adopted resolution shall be filed with each public depository concerned,

BE IT RESOLVED, the Town of Hull Board of Supervisors, County of Portage, Wisconsin, hereby adopts the resolution not requiring the signature of the town chairperson on all drafts or order checks and transfer orders.

BE IT FURTHER RESOLVED, the Town of Hull Clerk is hereby directed to send a certified copy of the resolution to each public depository with Town of Hull funds.

Adopted by the Town of Hull Board of Supervisors this 9th day of October, 2017.

John Holdridge, Chairperson

David Pederson, Supervisor

David Wilz, Supervisor

Janet Way, Supervisor

Rick Stautz, Supervisor

Attest:_____
Janet Wolle, Clerk