

MINUTES OF THE MEETING OF THE
HULL TOWN BOARD, COUNTY OF PORTAGE, WI
HELD ON MONDAY JANUARY 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, Jan Way and Rick Stautz.

Others present: Clerk Janet Wolle, Treasurer Jim Kruziki, and EMS Administrator Mark Fritsche.

Excused: Road Foreman Pete Kaminski and Fire Chief Mark Kluck

02) Pledge of Allegiance

03) Minutes – no minutes

04) Vouchers – Review and payment recommendation

David P – page 1 Cardmember Service

AED \$850

Mark F – Automatic _____ Defibrillator

Mule 02 Conversion Kit \$107.30

Mark F – an oxygen bottle sits in

Pg 5 Oshkosh Fire & Police Eq 30" long QS103 coat-50x27 \$857.00

Mark F – Turn our jacket (fire coat) When have new members need gear (or coats) to fit them.

Pg 8 Wisconsin Public Service – Street lighting 2 entries of \$540.28 each

Jim K – those bills were for two (2) separate months – one was paid at the beginning of the month the other at the end.

Vouchers reviewed by Rick Stautz:

The current bill paying system has built in checks and balances with Barb, Janet and Jim all reviewing the vouchers submitted for payment but I believe the board should review the bills and claims before they are paid. Especially those bills that are not regular monthly payroll, utility or contract bills.

I noticed on several bills where the town purchased parts and supplies for vehicles that a vehicle description was present and others had no description. I recommend that a vehicle number system be used and that this number be put on the bill prior to submitting it for payment. Each month the hours or miles for the equipment should be recorded and any repair or maintenance done during the month should be noted.

There were several bills from the fire department where the approving signature was taped on the bill. I believe the actual bill should be signed by the department head or supervisor. Office staff should not be responsible for cutting and taping signatures to bills.

Inconsistent info on time cards. It is recommended that an employee identify what he/she was working on that day and sign the time card. The supervisors should review the time card and initial before it is submitted for payroll. An employer is legally required to pay for time worked. The only proof of an employee's time worked is the time card.

J Holdridge – suggest direct questions to Pete.

Clerk Wolle to locate the bill paying policy for board review.

Motion Supervisor Stautz, second Supervisor Pederson, **approve the vouchers as reviewed, presented and discussed**. Motion carried.

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

- Barb Brilowski memo sent to all board members on December 21, 2016 includes: adding another cell phone/line due to having fourth full-time driver (Joe Wierzba)
- Joe, Nick and Bill will all need phones. Our two year contract was up on Dec. 17th so the timing is good. Bill's phone quit working a few weeks ago so we had the info on his phone transferred to a phone he had laying around so we could take advantage of the end of the contract. Nick says his phone works OK but not always dependable.
- Nick is requesting an I-phone. He feels because he does Pete's work sometimes he should be able to access the weather, take pictures when necessary, etc.
- Pete has a smart phone but would like to get an I-phone. His phone works fine but does have problems with downloading quickly. The I-phone seems to

be a better quality phone over the smart phone. Please note there is a cost difference between an I-phone 6 and 7 by \$100.00.

- Paying for the phones outright will save us money in the long run. When you purchase a phone for \$.01 you end up paying much more.
- Joe and Bill will need a new phone. Please advise on how to handle Nick and Pete.

J Holdridge – put on the February agenda

J Way

- Marcie Ferriter of the Town of Hull was given the Jefferson Award by Channel 9 for her work with the Mobil Pantry
- Water at the state level bill by Assembly Krug was given automatic approval for high capacity wells – bill died
- Bill is now back
- Next Groundwater Citizens Advisory Meeting is on January 19 at the Aging & Disability Resource Center. The County Board has to approve the plan to protect water

Holdridge

- Well #11 issues almost resolved
- On January 17, John Holdridge and Nathan Sandwick will make a presentation to the Portage County Board of Supervisors relating to Broadband
- The Amherst Phone Company received a Wisconsin Public Service Grant to provide broadband service to areas in Hull, Dewey and Sharon
- Working on goals & objectives
- The I-39 study area will have a meeting on January 19 (John, Pete & Dave Glodowski)
- Working on Personnel Policies – next meeting with Attorney Formella is on January 24
- The IRS mileage rate has decreased to 53.5¢ per mile for business miles driven
- Have talked with Mike Wiza and Michael Ostrowski of the City of Stevens Point re: inter-government cooperation. Stevens Point has nothing done chapter by chapter in their Comprehensive Plan
- Hull is getting inquiries from people wanting to detach from the City of Stevens Point and have property returned to the Town of Hull

Pederson

- Invite new State Senator to come to Hull Board meeting to explain how he sees the water issue

Wolle

- Spring Primary Election will be held on February 21 – only candidates are for the State Superintendent of Public Instruction (will combine all wards 1-8)
- Spring Election is on April 4 – offices on the ballot include: Justice of the Supreme Court, Court of Appeals Judge (District 4), State Superintendent of Public Instruction (two (2) candidates), Local offices being Chairperson, Supervisors two (2) open seats with two (2) candidates, Clerk and Treasurer; Stevens Point School Board (four (4) open seats – four (4) candidates)

06) Opinions of interest – citizens, Hull Staff, Hull Election Officials or Appointed Officials

No comments

07) US Cellular cell phone tower at Hull Municipal Building – review and update

Discussion:

- Where U.S. Cellular wants the cell tower on Hull property would go through wetlands
- Could the existing roadway to the pump house be used by U.S. Cellular for the tower
- Will have to deal with the Department of Natural Resources due to the wetlands
- Email from Dave Glodowski, Hull engineer provides a couple options for wetland issue:
 - o Conduct a wetland delineation in the spring to determine the wetland limits, get the limits approved by WDNR, and prepare a site plan that shows the wetland impacts. If wetlands are impacted by the proposed site project, an analysis to review avoidance options, or minimization options will be required. This is part of the permitting process and WDNR will not give a permit to fill wetlands if other options are available. Wetland delineation, alternative analysis, mitigation coordination, and permitting coordination could cost up to \$3,000 to \$5000.
 - o WDNR does have a wetland determination program, which for \$300 we can have a determination of yes or no to the existence of wetlands. Perhaps by using the existing driveway and avoiding the wetland looking area, we could stakeout the layout for the cell tower site, then have the WDNR do the determination in the spring. Hopefully, if we can

pick a good area and the determination is “no wetlands”, then no additional WDNR coordination will be required.

Motion Supervisor Wilz, second Supervisor Way, **approve the report**. Motion carried.

08) Resolution to Support Private/Public Partnerships for Equitable Ambulance Service in Portage County, Wisconsin

Discussion:

- The request from Mike Pagel for a resolution relating to equitable ambulance service in Portage County came out of the conflict between the Town of Grant and Portage County Ambulance
- Town of Grant is paying taxes in the amount of \$38,095 to Portage County without receiving ambulance service
- Town of Grant pays \$37,792 to UEMR for ambulance service used
- Service provided by Portage County not satisfactory to Town of Grant
- Town of Grant EMS is part of Portage County system
- Town of Grant gets ambulance from a private company that has an ambulance in Kellner
- Design a system that meets needs of all of Portage County

Motion Supervisor Stautz, second Supervisor Way, **support the resolution from Mike Pagel of PC Unit of WTA re: Equitable Ambulance Service in Portage County**. Motion carried.

09) Town of Hull monthly meeting date change to second Monday of the month

Stevens Point Plan Commission meetings are held on 1st Monday of the month. Stevens Point Common Council meetings are held on the 3rd Monday of the month.

Suggest Hull Board meetings be held on the 2nd Monday of the month enabling board attendance at city meets as topics arise relating to Hull.

Motion Supervisor Wilz, second Supervisor Way, **approve moving Hull Board meetings to the second Monday of the month**. Motion carried

10) Appointment of Barb Brilowski, Jim Kruziki, Janet Wolle and John Holdridge to task force - conference room updating for operational purposes. Report to Hull Board in February 2017

Identify what is needed to equip the conference room.

Motion Supervisor Pederson, second Supervisor Stautz, **approve appointment of Barb Brilowski, Jim Kruziki, Janet Wolle and John Holdridge to a task force re conference room updating for operational purposes with report to the Hull Board in February 2017.** Motion carried.

- 11) Adoption of contract between the Teamsters Union and the Town of Hull Board of Supervisors

Motion Supervisor Wilz, second Supervisor Pederson, **adopt the contract between the Teamsters Union and the Town of Hull Board of Supervisors for January 1 to December 31, 2017.** Motion carried.

- 12) Update, revision to the Administrative Executives Committee, Hull functions, service and monthly bill paying

Suggestions from Chairperson Holdridge:

- 1) The Hull Administrative Committee would be renamed the Hull Administrative Executive Committee to reflect an executive leadership role
- 2) Monthly Hull bills and vouchers would continue to be reviewed on a rotating basis among Hull board members. But that review would be in writing and available at the regular Hull Board meeting.
- 3) The Board of Supervisors would invite staff and others to make brief presentations at the regular Board meeting. This would provide more focus to particular topics that impact the Town but would not occur at every meeting. It may include non-Hull public governmental leaders including elected officials representing Hull in Madison (all government is local).
 - Examples:
 - one meeting have Mark Fritsche talk about EMS
 - Another meeting have new senator attend

Discussion:

- Notify via email, certain people around Hull with what is happening in Hull → these individuals can send that email to others
- Citizens are not going to know what board is doing if things are put in the newspaper
- Have board member Town of Hull email addresses on Hull website so citizens could go directly to the board members
- People want information in 30 characters or less
- Possibly Facebook or Tweeting is better than emailing
- Give citizens best information you can and let them decide
- Communicate the best we can to let citizens know what is going on

Motion Supervisor Wilz, second Supervisor Pederson, **approve agenda item 12 and give Chairperson Holdridge the latitude to come up with the schedule moving forward and assign people to the tasks at hand.** Motion carried.

13)2017 Calendar

Motion Supervisor Stautz, second Supervisor Way, **approve the 2017 town calendar with amendments of board meetings being on the 2nd Monday of the month.** Motion carried.

14)Application for License to serve fermented malt beverages and intoxicating liquors: Beatrice Tepp

Motion Supervisor Wilz, second Supervisor Stautz, **grant an operator's license (bartender's license) to Beatrice Tepp as per recommendation of J Wolle.** Motion carried.

15)Adjournment: Motion Supervisor Pederson, second Supervisor Wilz, **adjourn the meeting.** Motion carried. Meeting adjourned at 7:14 p.m.

Janet Wolle, Clerk