

MINUTES OF THE HULL TOWN BOARD,
COUNTY OF PORTAGE, WI MEETING HELD
MONDAY FEBRUARY 12, 2018

- 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 Jan Way.

Excused: Supervisor Rick Stautz.

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

- 02) Pledge of Allegiance

- 03) Minutes - November 16, December 11, December 27, 2017 and January 8, 2018

Motion Supervisor Pederson, second Supervisor Way, **approve minutes of the December 11, 2017 board meeting**. Motion carried by voice vote.

- 04) Vouchers

Motion Supervisor Wilz, second Supervisor Pederson, **approve for payment vouchers presented**. Motion carried by voice vote.

- 05) Public Comments. Agenda items are for discussion with possible action. Those in attendance who would like to talk to an agenda item, please indicate that now. Non-agenda items may be raised under Opinions of Interest (Item 7 below)

No Public Comments

- 06) Report of public issues facing Town of Hull - Hull Chairperson and Hull Town Clerk

Holdridge:

- Ben Hartwell of Gorham ME emailed about Hull's vehicle weight limit
- January 30th public hearing excellent (regarding Kyle Kluck proposed subdivision)
- Will meet with state representatives re: Badger Avenue & Highway 10 E
- Water sub-committee meeting this Thursday
- Will have closed session relating to 420 Maple Bluff Rd

Wolle:

- January 23 – 15 absentee ballots for the Spring Primary were mailed
 - o 4 to Arizona; 2 to Florida
 - o Others local
- To date total of 31 absentee ballot processed
- February 14 – Electronic test on election equipment to be done
- 7 election board members to work on February 20 along with 1 registration officer
- Election board schedule has been compiled for 2018 (not everyone has been called to date)

- January 24 Marathon County Highway Department thawed out culverts on Brilowski Rd by the private road (PC Hwy Dept. equipment broken – new on order). Hull’s road crew had to chop and use chain saw to get through the ice on the down side prior to thawing. Unreal the amount of ice on the PC Park side preventing the flow of water (pictures passed around)
- Discussion with potential buyer of lots in Jordan Village subdivision off of Highway 66 and Brilowski Rd – encourage making 4 lots in to 2 (each being about an acre in size) – new CSM came in 2-12-18. Two (2) lots 1 acre and .96 acres in size. Will be on the March 20, 2018 Plan Commission agenda.
- New server installed along with the three new computers – have had some issues since migration to the new server (especially on Barb’s computer)
- An individual owning property (40 acres) off of Old Highway 18 called about being landlocked. The 40’s in this area were all given to children by Carl and Elizabeth Mocadlo. I am thinking they did not give thought to landlocked land. The property owner was hoping to get connected to land she was told was owned by the Town of Hull. The land she is talking about is on the south end of 1st Addition to Woodland Acres and Deerwood Park (referred to as Jefferson Street). My research shows the Town does not own this land.

Supervisor Pederson:

- Resolve culvert drainage problem on Brilowski?
- Window of time to put an ordinance in place re: mining in Marathon County (Plover River runs thru Hull) – the mining will contaminate Hull wells and city Well #11

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

No opinions of interest.

08) North Second Drive TRID contract with Jewell Associates Engineers

Scott Whitsett of Jewell Associates present:

- Contract includes time line
- Next week will start survey project
- Soil borings
- Design
- Preliminary Plan
- Public informational meeting
- Bid out end of December 2018
- Construction begin May 2019 with completion by August 2019

Motion Supervisor Pederson, second Supervisor Way, **approve the contract with Jewell Associates Engineers for North Second Drive TRID project.**

Motion carried by voice vote.

- 09) Referral from Hull Plan Commission - Mendyke rezoning on Stanley Street from C3 Commercial to C4 Highway Commercial

Concern/suggestion voiced:

- Access to driveways – the driveway (parking lot) comes out almost to the stop sign (concern)
- Have monitoring wells in that area – in the wellhead protection area

Tracy Pelky of Portage County Planning and Zoning:

- C4 Highway Commercial zoning allows auto sales

Supervisor Wilz – is there standard review by the DNR

Pelky – not by the DNR as the county ordinance mirrors closely to the city wellhead ordinance.

Motion Supervisor Way, second Supervisor Wilz, **approve the recommendation from the Hull Plan Commission to rezone property on Stanley Street owned by Jim and Krista Mendyke from C3 Commercial to C4 Highway Commercial. Monitor well to be installed.**

Motion carried by voice vote.

- 10) Referral from Hull Plan Commission - Bob Rutta land use designation and zoning change on Willow Springs Dr

2.5 acres of land buildable

Motion Supervisor Wilz, second Supervisor Pederson, **adjust the boundary line of the Natural Areas Protected land use of the Town of Hull Comprehensive Plan on parcel numbers 020-24-0815-08.02 and 020-24-0815-08.03.** Motion carried by voice vote.

Motion Supervisor Wilz, second Supervisor Way, **approve the rezoning of above parcels from Conservancy District to A4 General Agricultural District.** Motion carried by voice vote.

The boundary adjustment was delineated by the Army Corp of Engineers and followed up by the surveyor.

- 11) Referral from Hull Plan Commission - the Milanowski cul-de-sac proposal off of Woodview Drive

Pete Kaminski stated the cul-de-sac is standard and looks good.

Motion Supervisor Wilz, second Supervisor Pederson, **approve the recommendation of the Hull Plan Commission for the cul-de-sac along Woodview Drive.** Motion carried by voice vote.

- 12) Rezoning of land owned by Kyle Kluck – land abutting Torun Road (S11, T24N, R8E) from A4 (Agriculture) to R2~~3~~ (Residential)

Discussions:

- Kyle Kluck agrees to the R2 zoning – makes his land consistent to surrounding areas

Pederson:

- ✓ Received email from Bill DeVita re virus pass through septic systems – look at type of septic being put in
- ✓ Regulations and over-site not keeping up with science and technology

Holdridge:

- ✚ Pharmaceutical – not sure all info was read by Bill DeVita

Wilz:

- Understood what Joel Lemke and Mike Ostrowski did relating to sewer and water – great time to talk about but does not give a lot of time.
- Start conversation with the city for the future

Way:

- Stevens Point okay with having to make 70 some lots
- All people are concerned with annexation down the road
- Have to have discussions

Motion Supervisor Way, second Supervisor Wilz, **approve the rezoning of land owned by Kyle Kluck from A4 (Agriculture) to R2 (Residential) parcels 020-24-0811-11, 11.02, 11-12 and 11-12.02.** Motion carried by voice vote.

- 13) Referral from Hull Plan Commission - public hearing of 1-30-18 subdivision approval for Kyle Kluck (land abutting Torun Rd in Section ~~44~~ 11, T24N, R8E)

Preliminary plat

Tracy Pelky of Portage County Planning & Zoning

- County wants Larry's Drive and Sunny Crest Drive extended to the new road
- Also a path easement to the park on Sunny Crest Drive

Holdridge – Hull is not in favor of extending roads.

Wilz: Hull wants the path natural

- Petition from citizens not wanting roads going through

Motion Supervisor Pederson, second Supervisor Way, **refer to the Portage County Planning & Zoning Committee the following outlaying positions relating to the proposed Kluck subdivision: 1) Development of Storm Water Management Plan must be completed 2) Reserve an easement to the park; 3) Not in favor of through roads; 4) Not in support of installing municipal sewer and water.** Motion carried by voice vote.

- 14) Investment change of Hull funds – Jim Kruziki, Treasurer

Jim Kruziki, Hull Treasurer recommends investing some of Hull funds at Investor's Community Bank – they have loan rates for governments only.

Motion Supervisor Pederson, second Supervisor Wilz, **take Jim's recommendation to approve investment of Hull funds at Investor's Community Bank at an interest rate of 1.45%**

- This rate for funds \$250,000 +
- River Cities get .5%
- Chase get .18%

Motion carried by voice vote.

15) Internal Travel Reimbursement Policy

Pederson:

- The policy presented follows statutory law
- Make local mileage retro-active to January 1, 2017

Motion Supervisor Pederson, second Supervisor Way, **approve the Internal Travel Reimbursement Policy and to include it in Hull's handbook.** Motion carried by voice vote.

Holdridge: Request a motion on the update of Out of Town Travel

Motion Supervisor Pederson, second Supervisor Wilz, **approve the Out of Town Travel Policy.** Motion carried by voice vote.

16) Engagement letter with Accounting Workshop, SC for preparation of Hull' 2017 state financial report form CT – Jeff Kropp, Accountant

Copies of Hull's completed form CT handed out to board members and Hull Treasurer.

Motion Supervisor Wilz, second Supervisor Pederson, **approve the engagement letter with Jeff Kropp of Accounting Workshop for preparation of Hull's 2017 state financial report form CT.** Motion carried by voice vote.

17) Increase IRS standard mileage rate for 2018 (\$.535 to \$.545)

Wilz – does not have to be approved. Was done at an annual meeting.

18) Hull Administrative/Executive Committee schedule to 1-15-19

Motion Supervisor Way, second Supervisor Pederson, **accept the Administrative/Executive Committee scheduled to 1-15-19 as presented by Chair Holdridge.** Motion carried by voice vote.

19) Portage County Inspection of local bridges under the Wisconsin Department of Transportation Structure Inspection Program

Cost for Portage County Highway Department to inspect Hull's bridges is \$600.00 a year.

Motion Supervisor Wilz, second Supervisor Pederson, **approve the PC Highway Department Bridge Inspection agreement.** Motion carried by voice vote.

20) Discussion - Hull Board critique of conditions and accommodation for citizen participation at 1-30-18 Kluck subdivision public hearing

- Reaction to acoustics and presentations
- Should know the room capacity
- Pipe sound into lobby and bay if have a big meeting
- Use microphones

21) Administrative structure and personnel to complete a plan for equipping/remodeling of Hull's Meeting/Community Room and entrance lobby to Hull Municipal Building

Discussion

- Available for Hull citizens to use
- Look at parking
- Look at lighting

Announcement by Chairperson Holdridge:

The Hull Town Board will convene in closed session as allowed per Wisconsin State Statute 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. To be discussed Scott and Dayna Van Order Notice of Excessive Tax Claim (420 Maple Bluff Rd)

The board will reconvene in open session as allowed by Wisconsin State Statute 19.85 (2) for possible action on Scott and Dayna Van Order Notice of Excessive Tax Claim (420 Maple Bluff Rd)

— Motion Supervisor Pederson, second Supervisor Way, **to convene in closed session.**

Vote:

Holdridge – Aye

Pederson – Aye

Way – Aye

Wilz - Aye

Motion carried by roll call vote.

Attorney Robert Konkol present.

Hull assessor Jeremy Kurtzweil present.

Discussed excessive tax claim of Scott and Dayna Van Order 420 Maple Bluff Rd.

Motion Supervisor Pederson, second Supervisor Wilz, **reconvene in open session as per Wisconsin State 19.85(2) for possible action on Scott and Dayna Van Order Notice of Excessive Tax Claim (420 Maple Bluff Road.**

Vote:

Holdridge – Aye

Pederson – Aye
 Way – Aye
 Wilz - Aye

Motion carried by roll call vote.

22) Adjournment: Motion Supervisor Pederson, second Supervisor Wilz, **adjourn the meeting.**
 Motion carried by voice vote. Meeting adjourned at 8:02 p.m.

Janet Wolle, Clerk

Vouchers approved

AMENDED Vendor	Amount	Purpose	Credit Card
Accounting Workshop, SC	\$337.00	Fin Adm - Accountant - Yr End Fed Report, W2s, 1099 forms & 1097 transmittal, Imputed interest	
Backwoods Bar & Grill of PC	\$133.00	FD-Fire fighter Appreciation - Room rental, Coffee and soda	
Bob's Catering	\$624.80	FD-Fire fighter Appreciation - 40 dinners	
Cartridge World	\$98.56	Gen. Adm - Supplies (toner for color printer)	
Compass Minerals	\$7,491.48	RD - Bulk Salt	
Deffenbaugh, Phil	\$2,201.28	Inspection - Building Inspector Inspections 2017 & 2018	
Fleet Farm	\$16.89	RD - mailbox and address numbers	X
	\$6.38	RD-Office supplies	
Frank's Hardware Co Inc	\$31.49	RD-Building Maint-lockset Pete's office door	X
	\$12.95	RD-Unclassified - 1 lock	
	\$2.45	RD-unclassified - sales tax charges	
Frank's Hardware Co Inc	\$41.77	RD-Parts&Eqp- 3/4' Fip Ball valve; Tractor	X
		Tractor tire gage; serv gage	
Harter's Fox Valley Disposal	\$12,137.34	Refuse Collection	
	\$212.90	Refuse - transfer fee load taken to Marathon Co (PC transfer station closed)	
	\$4,701.12	Recycle Collection	
Lacrosse Premium Water	\$12.00	Gen. Bldg - contract supply - water	
Menards	\$13.23	RD-Parts&Eqp- 5.16" flat washer 82 PC, Chip brush 3", Chip brush 2" 5/16-18 hex	X

		nut 96 PC	
	\$161.53	RD-Mtrl&Maint-Maxbond ext paint; 1/2" plywood (7 sheets)	
	\$24.33	Gen. Bldg. - supplies: 60" iron shower rod;	
		3 PK kleenex facial; Lysol disinfectent	
MMG Employer Solutions Stevens Point	\$91.00	RD - Medical related screening	
NCFCA	\$35.00	FD - Membership Dues - Fire Chief	
Portage County Solid Waste/ Finance Dept	\$6,491.44	Portage County Transfer Fee	
Portage County Treasurers Office	\$13,600.96	Public Health Services - Portage County Animal Control	
PSOL	\$420.00	Gen. Bldg - Computer Support All On-site/offsite scheduled backup solution - 1 year term	
Riiser Energy	\$819.76	RD - Diesel fuel 277.6 gal 70/30 blend	
Riiser Energy	\$973.32	RD - Diesel fuel 329.6 gal 70/30 blend	
Riiser Energy	\$685.98	RD - Reg NL 249.9 gal	
Staples	\$36.97	FD - Supplies - Small cube spls (2); Toner	X
V&H Inc Trucks	\$109.89	RD - Repair & Maint - 97 Ford plow truck wiper motor	
V&H Inc Trucks	\$183.37	RD-Parts&Eqp/Repair&Maint-Element, air filter; oil filter, fuel filter, package air filter, lube filter, filter AS filter	
V&H Inc Trucks	\$235.75	RD-Parts&Eqp/Repair&Maint-2015 Western Star- element, fuel water separator; Fltr Insrtkt, Oil Fltr kit, Element-air filter ultraweb	
Wimme Sand & Gravel Inc	\$1,020.01	RD - Material - 291.42 tons mound sand	
Worzellas Point Supply LLC	\$76.07	FD-Supplies Towels and Dispenser	
Batteries Plus	\$27.80	Gen. Bldg-Supplies- Batteries for EXIT	
Complete Office of WI	\$60.14	Gen. Adm-Supplies: staples, hilghter Cups-water cooler; Note stick-it; Folders	X
Fastenal	\$51.45	RD-Parts&Eqp; bolt & nuts washers for Western Star	X
Fleet Farm	\$5.11	RD-Parts&Eqp; Pipe fitting, power bits	X
Johnson's Septic	\$130.00	Gen. Bldg-Septic Service	
PSOL	\$24.50	FD-Computer Service-Domain renewed for 2018	
Riiser Engergy	\$1,223.60	RD- Diesel Fuel 419.90 Gal blend	

Roland Machinery Co	\$3,770.00	RD - Material & Maint - Plow blades	X
V&H Inc Trucks	\$101.81	RD-Parts&Eqp for 02 Sterling - clamp, package air filter, filter sep, filter	
	\$58,434.43		

Approved by the Hull Town Board
Monday February 12, 2018

Janet Wolle, Clerk

2018 – 02-12A

Local Travel and Reimbursement Policy

Statement of Purpose: This policy establishes a procedure to reimburse Town of Hull personnel (all recipients of W2 statements; employees, elected and appointed officials) for local mileage and meals incurred while conducting Town business.

Application: This policy applies to all *personnel* requesting reimbursement for local travel with private vehicles and meal expenses incurred in performing their duties and responsibilities away from the Town of Hall.

Procedure: Hull *personnel* must submit a standardized travel form that identifies dates, times, destinations and purpose to receive reimbursement. Reimbursement for meals purchased to attend local meetings over the lunch hour must have receipts and be within current meal rates. All requests must be submitted to the Town Clerk for approval. Local travel reimbursement will be paid quarterly.

Mileage:

- Hull *personnel* will be reimbursed for all mileage incurred with their personal vehicle while performing official Town business and attending local meetings away from the Town Hall.
- Hull *personnel* will not be reimbursed for mileage incurred to attend scheduled Board or Committee meetings.
- Hull *personnel* will not be reimbursed for mileage incurred driving to or from the Town Hall for work.
- Hull *personnel* will be reimbursed for local mileage based on the shortest route between destinations.
- Federal Government mileage rates will be used for reimbursement.

2018-02-12B

TRAVEL, MEALS, LODGING,

CONFERENCES / SEMINARS POLICY

- A. **STATEMENT OF PURPOSE:** The objective of this policy is to regulate the management and reimbursement of Town of Hull travel expenses by employees, volunteer firemen, public officials (defined as members of the Hull Board of Supervisors, boards, commissions/or committees) and other elected officials, collectively known as *Hull Personnel* (anyone receiving a W2 from Hull is a Hull employee).
- B. **STATEMENT OF POLICY AND PROCEDURES:** *Hull Personnel* as defined above shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties within the reimbursement guidelines provided herein. Attendance shall be limited to those conferences, conventions, meetings, and seminars which are expected to contribute to the improvement of Town of Hull operations. Travel shall be undertaken by the most practical and economical means available. Whenever Hull owned vehicles are available, they should be utilized. Pre-approval of the appropriate supervisor or the Board of Supervisors in instances where the Town Board is the direct supervisor, shall be required regarding conferences held outside of Portage County.
- C. **REIMBURSEMENT:** Eligible Hull Personnel are required to submit a standardized travel form that identifies dates, times and destinations in order to receive reimbursement for travel expenses. Individuals must also remit copies of the conference brochure when appropriate. Upon proper approval, the Town of Hull shall reimburse documented expenses. All requests for reimbursement require the submission of receipts, with the exception for meals and mileage.
- No person shall receive any compensation or reimbursement under this section for performing any duties for which compensation or reimbursement is made by any other party.
- D. **APPROVAL PROCESS:** All travel and reimbursement shall be considered for approval by the person's supervisor, Town Clerk and/or Hull Board of Supervisors.
- Requests for travel reimbursement must be filed with the Town Secretary within 30 days of the end of the event.
- All travel expenditures must not exceed approved line item annual budget for travel.
- At the discretion of the Hull Board of Supervisors, Hull personnel may be required to attend certain seminars/meetings.
- E. **REGISTRATION:** Conference or event registration for Hull personnel must be made and prepaid by the Town Secretary/Deputy Clerk whenever possible. Registration fees at conferences, conventions, meetings and seminars are fully reimbursable if not prepaid by Hull.
- F. **LODGING:** Reasonable lodging accommodations and applicable taxes are reimbursable. Hotel accommodations must be made by the Town Secretary/Deputy Clerk with a Town Credit Card. By making the reservation with a Credit Card, the reservation is guaranteed.
- G. **MILEAGE:** Eligible Hull personnel who are required to use their personal vehicles to conduct Town business, shall be reimbursed at the IRS standard business mileage rate. This rate shall be reviewed semi-annually on January 1 and July 1 and shall remain in effect until a change is made. Car pooling is advised whenever possible.

If IRS standard business mileage rate increases prior to January 1 or July 1, the Town shall increase the rate accordingly retroactive to the date increased. However, if the IRS standard business mileage rate decreases prior to the index date, the rate will be decreased with the IRS effective date for the rate change.

- H. MEALS: Eligible *Hull Personnel* who are required to travel for Town purposes, shall be reimbursed for meals. No expenditures for alcoholic beverages will be reimbursed by the Town of Hull. Receipts for meals are not required as long as the guidelines below are followed:

<u>In State</u>		<u>Out of State</u>	
		<u>(Incl. Milwaukee, Chicago, Mpls./St. Paul)</u>	
Breakfast	\$ 7.00	Breakfast	\$ 9.00
Lunch	\$ 9.00	Lunch	\$ 10.00
Dinner	\$ 17.00	Dinner	\$ 20.00

The above maximum amount includes tax and tip.

When an individual is entitled to reimbursement for two or more consecutive meals in one day, the amount expended for any particular meal is left to the discretion of the individual, but the total reimbursement shall not exceed the total of the eligible individual meal rates for the consecutive meals in a day.

If the travel is to attend a conference, the daily allowance will be reduced by the amount of a meal included in the conference cost. For example, if conference fees pay for lunch, then the total amount of \$9.00 or \$10.00 for lunch will be excluded from the daily allowance.

Reimbursement for meals will be allowed only on the following conditions:

1. Breakfast, provided the employee leaves home before 7:00 a.m. (Hull road crew leave before 6:00 a.m.);
2. Lunch, provided the employee leaves his/her work or home location before 10:30 a.m. and returns after 2:30 p.m.; and
3. Dinner, provided the employee returns from travel after 7:00 p.m. or departs his/her home or work locations for overnight travel before 6:00 p.m.

Per IRS guidelines, meals for non-overnight stay are considered taxable income and will be reimbursed through the payroll system after the expense was incurred. If an **ORIGINAL RECEIPT** is submitted, then the reimbursement will be made on a non-taxable basis and the employee will be reimbursed through the normal claims process.

- I. EVALUATION OF CONFERENCE/SEMINAR: Hull personnel shall submit an evaluation of the event they attended and file the report with the Town Clerk within five (5) days of conference/seminar end. A one-page evaluation form will be provided.
- J. TRAVELING WITH SPOUSE: When not traveling in a Hull owned vehicle, there is no objection to Hull Personnel and spouse traveling together while on official Hull business. No expenses for travel by the spouse will be reimbursable. An exception may be made for special circumstances (i.e. handicapped conditions, etc.) With respect to the cost of lodging, the amount reimbursable will be equal to the single room rate. The hotel/motel clerk must be asked to write the single room rate on the receipt.

Hull employees will use vacation time if additional days are taken beyond the specific meeting dates and travel time.

Exception to this policy may be made by the Hull Board of Supervisors. All reimbursement for travel is reviewed by the Town Clerk for approval and sent on to the Hull Board of Supervisors for approval of payment.

4550 Wojcik Memorial Dr.
Stevens Point, WI 54482
715-344-8280
E-mail: townofhull@tn.hull.wi.gov

TO: Hull Board of Supervisors
FROM: John Holdridge
DATE: 1-4-18
RE: Hull Administrative/Executive Committee schedule to 1-15-19

Below, the schedule of service for Hull Supervisors to serve on the Administrative/Executive Committee is outlined to January 2019. The Administrative/Executive Committee serves an interim executive leadership function between regular Hull Board meetings. It consists of the Hull Chairperson, Hull Town Clerk and one Hull Board member. Hull Board member serves a rotating 3 month term. Please see schedule below:

Hull Administrative Executive Committee Service

NAME:	DATES:
Jan Way	1-16-18 to 4-15-18
New member of Hull Board of Supervisors	4-16-18 to 7-15-18
Dave Pederson	7-16-18 to 10-15-18
Dave Wilz	10-16-18 to 1-15-19

Please call with any questions or concerns.

JH/pa/1/28/17/misc.