

MEETING MINUTES OF HULL TOWN BOARD,  
COUNTY OF PORTAGE, WI, HELD ON  
MONDAY APRIL 13, 2015

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

Present: Chairperson Holdridge, Supervisors David Pederson, Dave Wilz and Jan Way.

Excused:

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

Excused: Fire Chief Mark Kluck

2) Pledge of Allegiance

3) Minutes

Motion Supervisor Wilz, second Supervisor Way, **approve the minutes of the February 16, 2015 meeting as presented.** Motion carried.

4) Vouchers

Dave Wilz – pg 2 Fabco RD Shaft & Magnet - \$135.17  
P Kaminski – self leveler went out on grader

Fire Innovations – Identifiers \$306

Motion Supervisor Way, second Supervisor Wilz, **accept vouchers as presented and discussed.** Motion carried.

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

No citizens present regarding non-agenda items.

6) Topics, issues, opinions of Interest – Citizens, Hull Staff, Hull Elected or Appointed Officials

- Supervisors Pederson and Way attended the state budget listening session at UWSP and expressed concerns re: state budget information affecting Hull's budget.

- o Representative Nancy Vander Meer will have a listening session on April 20<sup>th</sup> from noon to 1:30 p.m. at the Portage County Annex

Chairperson Holdridge:

- The Stevens Point Plan Commission held a public hearing relating to a fuel leak at The Store gas station on Badger Ave, north of U.S. Highway 10 E. In the future Hull will be notified when the leak occurs.
  - o Supervisor Way – attended the meeting. The city needs an ordinance relating to The Store and gas leakage – Hull needs to be included in the ordinance.
- Met with Nick and Diane Somers re: the permit required for agriculture equipment
- Also discussed what Somers would do with their property off of Willow Springs Dr.
- Hull Board will hold an executive session later in the meeting relating to 527 Maple Bluff Road.
  - o Summons & Complaint served on Rebecca Bohne
  - o A part of the Summons & Complaint is Hull being allowed to inspect what is in the back yard of the house
- John's thoughts about what should go in the lobby – pictures of elected officials, history of Town of Hull, rights of citizens, responsibilities of citizens, core values of local government .
- Materials, removed from the meeting room being renovated, not sold by May 15 will be recycled or dumped.
- Reminder of Lance Trzebiatowski re: fence along Maple Bluff Road and plowing
- Letter from Mayor Wescott re: intergovernmental cooperation and looking at potential boundary agreements – feel the Plan Commission and Board would approve such agreements.
- Hull needs to deal with Hull's open area between the Municipal Building and the Fire Department (area with the ANR pipeline)
- Eight vendors have been identified to complete the Community Room. Architect Bill Yudchitz is to have the contracts ready for signing – board meeting will be held on April 20, 2015 at 4:30 p.m.

## 7) Reports - Hull Clerk Janet Wolle

Subject: Election – Visit from Government Accountability Board (G.A.B.)

On election day, Pa Maua of the G.A.B. visited Hull conducting an accessibility compliance survey.

I showed Ms. Maua where we normally vote and explained the reason we are not voting in the big room.

Comments by Ms. Maua:

- Concern about not having confidential voting where the AutoMark was located and also in the Conference Room. I indicated we would move the AutoMark - she was not going to make us move it as she could see we had limited area.
- Viewed parking with concern – this before we opened the gate to the yard waste area.
- Disabled sign ~~to~~ too low – I talked with Pete – sign currently in is not permanent.
- Measured table with AutoMark on – correct height.
- Exit door to the west not handicap assessable – I stated our Chief Inspector Heidi was there to assist with the door if needed.
- She noted the humidifier in the hall way and wondered about it – I explained and stated we could move it. She was looking at hallway width for wheelchair/walkers and stated we could leave it

- She noted the rugs down the hallway – concern about those with walkers/canes tripping – Heidi tapped rugs down.

Our road crew made the step from the west sidewalk as assessable as possible. Pete and I talked and this step should be lowered and ramped.

The outside door to the bay should be handicap assessable. I'm hoping that will be complete prior to the April 2016 election which is the Presidential Preference election.

I'm sure all clerks say this about their residents, but I have the BEST residents. They all followed instructions from the poll workers and the arrows I had up. Heidi commented we should have had yellow carpet (follow the Yellow Brick Road)!

Total voters 747 or 20.5% - the state projected average of 20%.

Strange incident – a person who was sent an absentee ballot for this election returned a fraudulent ballot – copy of voted ballot from November 2014 election. I talked with Shirley Simonis of PC and David Buerger of the GAB. According to David he has heard of people sending in ballots such as this around the state. I couldn't believe the whole thing. Should this happen again, we are changing procedures and will know who sent the fraudulent ballot in.

- Treasurer – report part of the packet
- Road Foreman
  - o Temporary weight limits coming off on April 20, 2015
  - o Exception – all roads west of I-39 will remain on longer
- Fire Chief
  - o Report by Asst Chief Fritsche – 9 calls in March
- EMS Administrator/President
  - o 23 calls in March
  - o EMS started use of computerized reporting in March
  - o PED (pediatric – under 12)

8) Bids on the spring sweeping of Hull roads  
Bids received 04-10-15

Fahrner Asphalt Sealers Plover, WI	\$7,975.00
Precision Sealcoating Inc. Princeton, WI	\$7,325.00
Serwe implement, LLC Brownsville, WI	\$6,790.00

Motion Supervisor Wilz, second Supervisor Way, **take the recommendation of Pete Kaminski to accept the street sweeping bid from Serwe Implement, LLC in the amount of \$6,790.00.** Motion carried.

9) Review of Hull yard waste site hours and operations following one week of restricted access

Current hours:

Monday 8 a.m. to noon

Thursday 11:30 a.m. to 3:30 p.m.

Saturday 9 a.m. to 2 p.m.

J Holdridge – have received correspondence from citizens regarding the hours.

Report by Dave Wilz:

- Number of citizens using drop off site by date:
  - o 4/02/15 – 73
  - o 4/04/15 – 103
  - o 4/06/15 – 24
  - o 4/09/15 – 16
  - o 4/11/15 – 85
  - o 4/13/15 - 34

335

- Suggestions/Ideas/Comments Received
  - o Keep site open at least one night until 7 p.m. (30)
  - o Get an electronic system (3)
  - o Open site earlier in spring (3)
  - o This is dumb, I'm very upset! (6)
  - o Thanks for monitoring. Please don't take it away. Saw lots of abuse! (50 plus)
  - o Leave it open like before. Increase my taxes (8)
  - o These hours/days will never work in the fall (6)
  - o Leave it like it was and just rely on cameras (4)
- Current Protocol
  - o We currently staff all hours that are open with personnel (too much time, volume and distraction for Barb and Janet)
  - o Users are greeted with a friendly helpful attitude and input is encouraged.
  - o Users are asked if they are from the Town of Hull and an ID is requested.
  - o Book of addresses is researched by street/road.
  - o Ask them to get tight to the piles.
  - o Non Hull residents are politely turned away.
  - o If a user is upset, we encourage them to provide suggestions in a respectful manner after they are done unloading.
- Dave's Thoughts and Observations
  - o Need to calculate a number of what it cost in hard and soft dollars for previous years.
  - o Calculate how our monitoring efforts will improve this figure.
  - o Investigate electronic access system.
  - o Open at least one day until 7 p.m.
  - o Recognize that the fall period is a whole different situation

- There were times on Saturdays when up to 8 vehicles were unloading at once. Had to direct traffic at times. Difficult with one way in and out during these times. Will get a lot worse in the fall.
- Pete K. states that he feels the overall compost dropped off so far is down significantly. Over 50%.
- We must continue to gather data. We have none from previous years.

Ken Wierzba who is currently staffing the yard waste site suggests:

- Monday hours stay the same
- Thursday hours 3 p.m. to 7 p.m.
- Saturday hours 11 a.m. to 6 p.m.
- Have 2 people staffing site during busy times
- Pete looking in to shelter
- People playing disk golf across the street some not happy they could not park on the lawn

Barb Brilowski – have to tweak the hours

- Need an exception list for those who need assistance with yard waste.

Dave Pederson – Hull promote home composting.

Wilz – need different plan for fall. It is difficult with only 1 way in and out.

Continued discussion re hours.

Motion Supervisor Pederson, second Supervisor Way, **establish new hours for the yard waste disposal site: Monday and Thursdays 2:30 p.m. to 7:30 p.m. and Saturday 10 a.m. to 5 p.m.** Motion carried.

#### 10) Planning and Zoning services to the Town of Hull

J Holdridge – voiced concern about not having planner available to assist with the Comprehensive Plan

Jeff Schuler, Director of Portage County Planning and Zoning present.

- All his planning staff left:
  - Ray Schmidt retired
  - Sarah Wallace gave a 30 day notice she was moving to Green Bay. The 30 day notice was required as Sarah was management.
  - Steve Kunst gave a 2 week notice he accepted a position at the Town of Rib Mountain. Two week notice is required by the county for employees who are not management.
  - Will go through 2 chapters of the Comprehensive Plan at the Plan Commission meeting on 4/14/15
  - Cross training of staff now
  - Have concerns as service providers

Thank you Jeff for attending the meeting.

## 11) Hull official meetings and press notification

A notice was received from the Stevens Point Journal indicating they are no longer publishing free government meeting notices. They will publish if we pay. At John's request I have talked with Attorney Lee Turonie of WTA. Attorney Turonie wrote an article in the February WTA Newsletter regarding notices.

- ‡ All towns and villages have the ability to choose whether to make legal notices by either publishing them in a newspaper or to physically post them in three locations within the jurisdiction. This is because towns and villages are not required to designate an official newspaper. (From Attorney Turonie item)
- ‡ The Portage County Gazette publishes meeting notices without a fee. For publication of meetings we need the agenda the Tuesday prior to the meeting so it can be sent to the Gazette on that day, or at the very latest early Wednesday morning.
- ‡ Hull posts in 3 locations: Hull front door, locations by St. Casimir Church and the corner of Maple Bluff and Golla Roads (behind the old Fleet Farm)
- ‡ The agenda is also on our website, however at this point in time the website does not count as notice.
- ‡ I also send the agenda to the Stevens Point City-Times. The City-Times is not considered a newspaper.
- ‡ There are specific statutes which mandate a particular method of notice. Examples as per Attorney Turonie's article:
  - Any town ordinance containing a forfeiture provision must have notice published in a newspaper
  - A town's proposed budget summary and public hearing be posted in three places (we have always posted and published)
  - Board of Review requires publication in a newspaper and posting in at least four different locations

We are well covered on meeting notices. Those required by law and the extra we do.

Motion Supervisor Wilz, second Supervisor Way, **post meeting notices in 3 places and send meeting notices to the Portage County Gazette.**

Motion carried.

## 12) Cell phone usage by Hull employees

J Holdridge – had a situation when a member of the Hull road crew was talking on a cell phone and went thru a Stop sign. Hull received a call from a resident about the incident.

Correspondence was sent to Chief Deputy Dan Kontos of the Portage County Sheriff's Department. Deputy Kontos replied that the drivers must "obey all laws".

### CELL PHONE POLICY TOWN OF HULL

The Town of Hull Board of Supervisors will determine Town of Hull cell phone needs, vendor and cell phone package, (charges, minutes utilized, etc.). Recommendations of various plans will be accepted from

staff and others. Cell phones purchased by the Town of Hull are primarily for Hull municipal staff use only. However, Hull cell phones and services may be used by Hull personnel for personal use with the understanding that the user will pay for any minutes used over the maximum allotted time per month. Generally the maximum total cell phone use minutes for Hull staff including the Hull Fire Department is 1,000 minutes per month. Currently, as of March, 2013 the usage has not exceeded 600 minutes per month. The current cell phone contractual arrangement includes the following:

1. Cell phone plan
  - a. Anytime minutes (1,000 maximum monthly shared plan)
  - b. Mobile to Mobile unlimited/monthly minutes shared plan
  - c. Anytime unlimited/monthly text messages shared plan
  - d. Free incoming picture/video messages, unlimited/monthly shared plan
  - e. Anytime picture/video messages, unlimited/month shared plan
2. Cost of current plan
  - \$129.00/month plus \$25.00 for one Android phone and \$25.00 for one Blackberry phone plus normal taxes and fees charged. The monthly charge is approximately \$210.00.

Clerk Wolle – below is the addition to the Hull Cell Phone Policy.

**It shall be the policy of the Hull Board of Supervisors that no Hull staff driving a Hull vehicle talk/text on the cell phone. Contact by the Hull central office staff to Hull road crew is via individual cell phones issued by the Town of Hull. Should Hull staff driving Hull vehicle(s) receive a cell phone call/text, they are to either pull over to the side of the road to take the call/text or let it rotate to their answering service. When they are driving the Hull vehicle(s), that vehicle must be stationary before they return the call/text.**

**It shall be the responsibility of the Hull Road Foreman to supervise and enforce this policy.**

**Any change in the current plan and/or this cell phone policy shall be approved by the Hull Board of Supervisors before implementation.**

Approved:

Town of Hull Board of Supervisors  
November 7, 2005

Revised:

Town of Hull Board of Supervisors  
March 4, 2013  
April 13, 2015

Motion Supervisor Wilz, second Supervisor Pederson, **add the additional new language and allow Barb Brilowski to change as needed.** Motion carried.

13) Employment of Joe Wierzba as fourth snow plow driver for 2015-16 winter season with wage adjustment

Motion Supervisor Wilz, second Supervisor Pederson, upon **recommendation of Pete Kaminski approve employment of Joe Wierzba as fourth snow plow driver for 2015-16 and the 2016-17 winter season(s) with wage adjustment to \$20.00 an hour.** Motion carried.

14) Board of Supervisors Policies, including date of adoption

Policy Name	Adoption Date	Revision Date	Other
Adopt-A-Road	4/16/2007		
Agendas & Minutes	5/4/2010		
Alcohol & Controlled Substance Testing Policy	12/4/1995		
Bill Paying Policy	10/9/2006		
Brush Pickup-Curbside Policy	3/4/2013		
Cell Phone Policy	11/7/2005	3/4/2013	
Credit Card Guidelines	3/2/2009		
Certified Survey Map (CSM) Policy	7/7/2008		
Hull Emergency Incident Commander Incident/Accident Investigation Report	5/4/2010 10/6/2014		
License - Operator (Bartender)	6/24/1996		App. not complete re law violations - app. denied - can apply in 6 months.
Neighborhood Conflict Resolution	2/28/2011		
Non-emergency Over Time Hours	6/19/2008		
Protocol for Plowing Hull Roads	11/2/2009	02/28/2013;01/13/2014	
Public Hearing Policy	6/13/2012		
Reserve Fund Usage Policy	3/5/2012		
Road Construction	5/4/2009		
Roadway Vegetation & Maintenance	1/6/2003	11/03/2003;07/07/2008;08/03/2009	Reimburse difference between city resident vs non-city
Swimming Pool Policy	10/8/2001		
Travel, Meals, Lodging Conferences/Seminars	8/15/2011		
Wood Salvage Policy	6/6/2006		

Motion Supervisor Wilz, second Supervisor Way, **accept the report prepared by Janet Wolle and utilize as a guide.** Motion carried.

15) Modification in shop/garage lighting and placement of cement block on west wall of garage



At the request of Chairperson Holdridge, Road Foreman Pete Kaminski looked in to getting prices on new light fixtures in the garage area. New fixtures are \$229.99 each and currently have a \$60 rebate per fixture.

P Kaminski – take the funds from road maint. & repair/parts & eqp. budget.

D Pederson – have LED lighting that will operate on less wattage?

Motion Supervisor Wilz, second Supervisor Pederson, **table action on the lighting until Pete gets additional info re: LED lights.** Motion carried.

Motion Supervisor Way, second Supervisor Pederson, **approve putting up 3 course of cement block behind the plow trucks, fill with cement to seal so salt cannot get to the metal walls in the garage behind the plows.** Motion carried.

16) Letter of commendation recognizing Daniel Schlutter President of the Village of Plover for his many years of elected leadership upon his recent retirement

Motion Supervisor Pederson, second Supervisor Wilz, **give authority to Chairperson Holdridge to get a letter out to Dan Schlutter, Village of Plover, upon his retirement from office.** Motion carried.

17) Operators license application for Sarah Inman, Larissa Raykowski, Megan Schultz, Regina Cyran, Charlene Cyran, Becky Myhre

Motion Supervisor Wilz, second Supervisor Way, **grant operator's license to Sarah Inman ending June 30, 2015 and for Larissa Raykowski, Megan Schultz, Regina Cyran, Charlene Cyran and Becky Myhre ending June 30, 2017.** Motion carried.

18) Application from Daniel P Firkus to operate James Firkus Auto Wrecking at 310 Casimir Road

Motion Supervisor Pederson, second Supervisor Way, **grant a license to Daniel P Firkus to operate James Firkus Auto Wrecking at 310 Casimir Road from July 1, 2015 ending June 30, 2016.** Motion carried.

19) Application from Joanne Tork to operate Recre Acres Mobile Home Park at 1540 Torun Road; Application from Robert Fitzgerald to operate Evergreen Village Manufactured Home Community at 1905 North Second Drive

Motion Supervisor Wilz, second Supervisor Pederson, **grant a license to Joanne Tork to operate Recre Acres Mobile Home Park at 1540 Torun Road and to Robert Fitzgerald to operate Evergreen Villa Manufactured Home Community at 1905 North Second Drive from July 1, 2015 ending June 30, 2016.** Motion carried.

20) Applications for Cigarette Retail License: Morey & Cote, LLC, Brenda Cote, officer for Morey's Bar, 3601 East Maria Drive; Con & Bob's Lakeside Bar, LLC, Conrad Cyran and Robert Cyran officers for Lakeside Bar, 736 Old Wausau Road

Motion Supervisor Wilz, second Supervisor Way, **grant cigarette licenses for sale behind the counter to Morey & Cote, LLC, Brenda Cote, officer for Morey's Bar, 3601 East Maria Drive; Con & Bob's Lakeside Bar, LLC, Conrad Cyran and Robert Cyran officers for Lakeside Bar, 736 Old Wausau Road from July 1, 2015 ending June 30, 2016.** Motion carried.

21) Applicants for Renewal Alcohol Beverage License: Morey & Cote LLC, Brenda Cote, Agent for Morey's Bar, 3601 E Maria Drive; Robert Cyran & Conrad Cyran for Lakeside Bar, 736 Old Wausau Road; John Koshnick for Jordan Bar & Grill LLC at 5696 State Highway 66;

Motion Supervisor Pederson, second Supervisor Wilz, **table action on renewal alcohol beverage licenses until the May 4<sup>th</sup> board meeting.** Motion carried.

Announcement by Chairperson Holdridge: The board will convene in Executive Session as allowed by 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 come involved. To be discussed 527 Maple Bluff Road.

The board will reconvene in Open Session as allowed by Wisconsin State Statute 19.85(2). Possible action regarding 527 Maple Bluff Road.

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

Holdridge – aye

Pederson – aye

Way – aye

Wilz – aye

Motion carried by roll call vote.

Present Attorney Bob Konkol and Hull citizen Rey Vega.

Trial date set for September 16, 2015 at 8:30 a.m.

Review and discussion re: memo of April 10<sup>th</sup> and Summons and Complaint served on Rebecca Bohne, owner of 527 Maple Bluff Road.

Motion Supervisor Pederson, second Supervisor Wilz, **reconvene in open session.**

Holdridge – aye

Pederson – aye

Way – aye

Wilz – aye

Motion carried by roll call vote.

Motion Supervisor Wilz, second Supervisor Way, **authorize Attorney Bob Konkol to continue progress on the case relating to 527 Maple Bluff Road, Rebecca Bohne owner. Work with Rey Vega and others in the fact finding mission.** Motion carried.

Adjournment: Motion Supervisor Wilz, second Supervisor Pederson, **adjourn the meeting**.  
Motion carried. Meeting adjourned at 7:57 p.m.

Janet Wolle

Janet Wolle, Clerk