

MINUTES OF HULL BOARD MEETING,
COUNTY OF PORTAGE, WI. HELD ON
MONDAY NOVEMBER 12, 2018

01) Call to order by Chairperson Holdridge at 4:00 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 John Koshnick.

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

02) Pledge of Allegiance

03) Minutes

Motion Supervisor Pederson, **approve minutes of the October 8, 2018 board meeting.** Second by Supervisor Way. Motion carried by voice vote.

04) Vouchers

Motion Supervisor Way, **approve for payment vouchers presented.** Second by Supervisor Pederson. 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)

Chair Holdridge:

- The Hull Plan Commission meeting will take up a revised plan of the proposed Kyle Kluck subdivision

Tom Barden – there are strobe lights on tower of North Second Drive lights up pink. The Michigan/Wisconsin Pipe Line went to the federal government to get rid of the light which is owned by the county and maintained by the Pipe Line.

Holdridge:

- Road Maintenance Committee is made up of seven (7) citizens and two (2) elected officials. Will have a late December meeting.

Jerry Wojtalewicz – have a problem getting garbage picked up at farm as no one lives there.

Barbara Brilowski – Hull pays for garbage and recycling every week. With the percentage of time at the farm you are not eligible for weekly garbage pickup.

Holdridge – will take a look at and see

06) Report of public issues facing Town of Hull:

a. Hull Chairperson

No reports

b. Hull Board Supervisors

No reports

c. Hull Clerk

I learned via phone call from Central States Electric this afternoon, power will be off Friday November 16 beginning at 9:30 a.m. for installation of the generator. Power will be off for 4 to 6 hours.

Representatives from the generator supplier will be here to provide training on November 19 or 20. Training should be provided to more than Pete. Nick will be off work. Bill will be here but we don't know Joe's schedule. Barb has questions about the operation as well.

Election went well
88% of registered voters

Wis. Stat. §7.08(6) is the state embodiment of §301(a)(5) of the Help America Vote Act (HAVA). Wis. Stat. §7.08(6) requires the Wisconsin Elections Commission (WEC) to audit each voting system that is used in this state following each General Election.

WEC staff randomly selected one hundred eighty-three (183) reporting units from across Wisconsin which will be subject to a voting system audit. In Portage County two (2) reporting units in Stevens Point and one (1) reporting unit in Hull were selected.

Hull will manually audit wards 6-8 for the following:

- Governor/Lt Governor
- State Assembly Representative
- Representative in Congress
- State Senate – **not on November 2018 ballot**
- Sheriff (as an alternate to State Senate only where there are no State Senate on the ballot)

07) Opinions of Interest – citizens, Hull elected and appointed officials

No opinions of interest.

08)North Second Drive reconstruction plan and wetlands mitigation – Scott Whitsett, Jewell

Bid documents will be available at the December 10, 2018 meeting.

Scott Whitsett:

- 1) If beam guard is replaced, there will be over 10,000 square foot threshold for wetlands at a cost of \$70,000/per acre to mitigate
- 2) People not running in to beam guard
- 3) Permit required for upgrading
- 4) If do everything the cost for doing replacement would be \$35,000 to \$45,000 plus \$20,000 for the guard and ditching, mitigation and additional cost for the surveyor
- 5) If leave the beam guard in-tact, there would be no mitigation
- 6) The application for the North Second Drive project did not include having the beam guard replaced

D Wilz – if we do not deal with now, we will have to replace in 5 to 10 years and deal with wetlands.

D Pederson – make more sense to look at replacing beam guard and bridge at the same time.

Brett Boehnlein – bridge safe due to width?

Scott Whitsett – History of problems is not known.

Holdridge – Portage County Highway Department examines the bridge.

Pete Kaminski – Portage County looks for cracks. Will check on safety of bridge.

Whitsett:

- Bid documents are complete
- All utilities will have lines moved before project is bid out
- If bid out in January open in February
- If bid out in December open in January

Board member – wait until school gets out to start project.

Whitsett – the more restrictions, the higher the costs.

D Wilz – is there anything out of ordinary?

Whitsett – No. The pipe is not restricting flow of water.

Board – bid project out as is. Bid documents ready for December 10. Open bids in January 2019.

Whitsett – construction be finished within 3 to 4 months

- Hope to have completed by the time school starts

09) Building Inspector Contract with Phil Deffenbaugh

Holdridge:

- Citizens should know all inspections on their home have been made
- Phil must get paperwork in quarterly or lose 10% of building inspector fee
- Phil will be evaluated within the next 3 or 4 months
- Now have solid contract

Barb Brilowski – banks are interested in seeing a certificate of occupancy.

Motion Supervisor Pederson, **approve the Building Inspector contract with Phil Deffenbaugh as revised.** Second by Supervisor Koshnick. Motion carried by voice vote.

10) Pok-A-Snoz Snowmobile Club 2018-2019 club trail

LeRoy Pukrop member of the club was present:

- Existing trail no change
- New trail is from Backwoods Bar & Grill on North Second Drive to Lake Side Bar on Old Wausau Road

D Wilz – will have to go across bridge for 6/10 of a mile

Pukrop:

- Will put up signage 25 mph or less
- Would use one side of road (in ditch)

P Kaminski – have to have place to store snow.

D Wilz – no problem with new trail, at this point in time however, board may have to react if there are safety issues and public concerns.

Pat Schmoll – opening trail on North Second, how much wear and tare will there be on property? Make sure trail is marked along North Second.

P Kaminski – no problem in the past.

Motion Supervisor Koshnick, **approve the existing the Pok-A-Snoz Snowmobile Club trail and the new snowmobile route for 2018-2019 winter.** Second by Supervisor Pederson. Motion carried by voice vote.

Existing Snowmobile routes in Hull:

- 1) Prairie Drive east to west to cross North Star Drive
- 2) Hay Meadow Lane $\frac{3}{4}$ of a mile
- 3) North Reserve Drive south of hay Meadow bridge to just north of bridge 1/8 mile total
- 4) Evergreen Drive running east and west. Trail comes out of Bill Schultz property going west to corner of Ed Pozniak property
- 5) Willow Springs from pipe line running north across Jordan Road. Going north $\frac{1}{4}$ mile to Pok-A-Snoz trail

New Snowmobile routes in Hull:

To Backwoods Bar and Grill

½ mile along Evergreen to North Second Dr

1 and 1/8 mile along North Second to Backwoods Bar & Grill

To Lake Side Bar

½ mile along Evergreen to North Second

8/10 of a mile along North Second

6/10 of a mile across over pass to private property

11) Discussion re: designating some town roads as atv, utv trails – per Pok-A-Snoz

Leroy Pukrop – the Town of Dewey has started atv, utv trails

- Pok-A-Snoz club is having discussion about becoming an atv, utv club also
- Make atv/snowmobile club trails
- Some municipalities have ordinances

Holdridge – hot topic on urban roads. Suggest this item be tabled.

Motion Supervisor Pederson, **table discussion until more information is received on atv/utv trails**. Second by Supervisor Way. Motion carried by voice vote.

12) Policy – Protocol for Plowing Hull Roads

Holdridge – met with gentleman from Plover Heights Subdivision

Barb Brilowski – totally disagree with homeowners having to call within 3 days of mailbox going down. Have to look at each mailbox differently.

Pederson – did have discussion on this issue. Typically, the driver knows if they have hit a mail box.

P Kaminski – will fix mailbox within 10 to 12 hours.

D Pederson – need to revisit and bring back to board meeting.

Motion Supervisor Pederson, **table for further discussion by Ordinance/Policy Group**. Second by Supervisor Holdridge. Motion carried by voice vote.

13) Consideration of loan resolution for borrowing short-term promissory note in the amount of \$246,000

Treasurer Kruziki presented 2018 loan proposals to cover the following:

- \$82,000 Fire Department equipment (air tanks and masks)
- \$52,000 Replace Fire Department roof
- \$68,000 Initial Engineer work for North Second Drive project
- \$34,000 New generator for municipal building
- \$10,000 New salt shed roof

Financial

Interest

Other

Estimated total

<u>Institution</u>	<u>Loan</u>	<u>Rate</u>	<u>Costs</u>	<u>Paid by 3/31/19</u>
Investors Bank	\$246,000	5.25%		\$250,305
Portage County Bank	\$246,000	2.95%	\$250	\$248,636
River Cities Bank	\$246,000	3.75%	\$250	\$249,282
BCPL	\$246,000	4.25%		\$249,437

This would be a 90-day loan.

Motion Supervisor Wilz, **approve \$246,000 90-day loan (rate of 2.95%) with Portage County Bank.** Second by Supervisor Way. Motion carried by voice vote.

14) Salaries for Elected Clerk and Elected Treasurer

I was inaccurate in stating to Supervisor Wilz and Chair Holdridge that the salaries for elected clerk and treasurer had to be set prior to nomination papers having been taken out. Compensation must be set prior to the time for filing nomination papers for the office. You can set an increase to be set in the first year of the 2019-2020 term; in the second year of the 2019-2020 term; or in both years.

At the Annual Meeting in 2014 motion by Mark Fritsche, 1) treat clerk and treasurer same as other employees; 2) give authority back to the board for their salaries

Mike Marslender added, and gets done by November budget meeting.

At the Annual Meeting in 2016 motion by Matt Meis, continue with the board setting salaries of the elected clerk and the elected treasurer positions.

Motion Supervisor Holdridge, **table until the November 28, 2018 board meeting.** Second by Supervisor Way. Motion carried by voice vote.

15) Operator's license application from William Hill

Motion Supervisor Wilz, **as per recommendation of Clerk Wolle, grant an operator's license to William Hill.** Second by Supervisor Pederson. Motion carried by voice vote.

16) Ordinance 2018-1008, Hull Road Maintenance, Reconstruction, Safety Committee (The Road Committee) (r)- added 11-08-18

Clerk Wolle – this ordinance was initially approved on September 10, 2018. It was not published as I noticed some inconsistencies and made recommendations to Chair Holdridge for revisions at the October 8 meeting. In October this ordinance was approved and published at a cost of \$102.00. The Chair has now made some proposed revisions to the ordinance.

My point in mentioning this, when ordinances (and policies) are drafted there needs to be a better time frame for approval by the board. My suggestion is 1st presentation at a board meeting. Only action is for review by the Board of Supervisors, Clerk and staff between the initial meeting and the 2nd meeting. After presentation at the 2nd meeting, the ordinance will be reviewed for final presentation at the 3rd board meeting after which

time, if approved, the ordinance will be published. It is too costly for publication again and again. Is this time frame necessary for all ordinances/policies? Possibly not. But it is wise action. Simply approving ordinances/policies received from the Ordinance/Policy Group or The Road Committee is not the answer. The entire board and staff need to become more involved in the ordinance/policy process.

How is The Road Committee to implement and monitor the Hull Weight Limit Ordinance?

Motion Supervisor Pederson, **table decision on revisions to the Hull Road Maintenance, Reconstruction, Safety Committee ordinance**. Second by Supervisor Wilz. Motion carried by voice vote.

17) Status Report – Hull Policy Development (r) – added 11-08-18
Clerk Wolle – information in the Status Report is not correct.

18) Brush Pickup Policy (r)– added 11-08-18

19) Adopt-a-Road Policy (r)– added 11-08-18

20) Disposal of Materials and Small Equipment Policy (r)– added 11-08-18
Clerk Wolle - handed out the policy she wrote to include information from the Fire Chief

21) Disposal of Wood Policy (r) – added 11-08-18
Clerk Wolle - What was the minor verbiage?

Motion Chairperson Holdridge, **table items 17 thru 21**. Second by Supervisor Pederson. Motion carried by voice vote.

22) Adjournment: Motion Supervisor Wilz, **adjourn the meeting**. Second by Supervisor Pederson. Motion carried by voice vote. Meeting adjourned at 5:52 p.m.

Janet Wolle, Clerk

Vouchers

Vendor	Amount	Purpose	Credit Card
Advance Auto Parts	\$60.35	FD-Bldg Maint:Home; hand cleaner; spark plug; Antifreeze	
Advance Auto Parts	\$41.99	FD-Bldg Maint:Reg NS	
Beaver of Wisconsin Inc	\$15.00	RD-Mtrl&Maint: 1 gallon BB	X
Complete Office of Wisconsin	\$17.84	Gen Adm-Supplies:Gel pens	X
Complete Office of Wisconsin	\$87.64	Gen Adm-Supplies:Desk cleaner spray; Laminated wall calendar	X
County Material	\$812.00	RD-Bldg Maint: Concrete for generator pad and sidewalk	
Dolce Digital Imaging	\$1,733.64	Leg Adm-Newsletter:newsletter;collating, mail erge & Tab; postage	

EO Johnson	\$87.50	Gen Adm-Office Eqp Maint: New copier contract (covers 11/29/18 to 2/27/19)	
Fabick CAT	\$8,087.93	RD-Maint&Repair/Parts&Eqp: Loader radiator and brake repair	
Fleet Farm	\$37.67	RD-Maint&Repair/Parts&Eqp: Batteries; hydraulic coupler; gloves; go start fluid; bulk hardware	X
Fleet Farm	\$5.18	RD-Bldg Maint: toilet cleaner; cups	X
Fleet Farm	\$24.34	RD-Mtrl&Maint: Lath; paint; gloves	
Fleet Farm	\$25.69	Gen Adm-Election supply: reading lights & batteries for ballot booths	X
Fleet Pride Truck & Trailer	\$169.18	RD-Maint&Rpr/Parts&Eqp: batteries for 2002 Sterling plow truck	X
Frank's Hardware Co	\$15.79	FD-Bldg Maint: 1/8 NPT Mini Gage	X
Granger Inc	\$2,505.57	RD-Unclassified: 30 gal Flammable cabinet; 30 gal Aerosol cabinet; Paints & inks cabinet	X
Great Lakes Testing Inc	\$400.00	FD-Fire Protection Eqp-2% Dues: Linear foot ground ladder-per NFPA	
Harter's Fox Valley Disposal	\$4,701.12	Recycle collection pickup	
	\$12,099.84	Refuse collection pickup	
Heartland Homes	\$200.00	Bldg Insp - Reimbursement penalty fee	
Istate Truck, Inc	\$129.51	RD-Maint&Rpr/Parts&Eqp: Package, air filter;Element air filter; filter; oil filter - 02 Sterling plow truck	
Istate Truck, Inc	\$549.06	RD-Maint&Rpr/Parts&Eqp: shoe & lining kit; core; brake drum; oil seal; gasket-axle shaft - 97 plow truck	
J&D Tube Benders Inc	\$95.21	RD-Maint&Rpr/Parts&Eqp: 3/8 SS tube - Western Star	X
Jay-Mar Inc	\$690.00	Parks-Landscaping: Lawn Fertilizer	X
LaCross Premium Water	\$12.00	Gen Bldg-Contract supply; Water	
LaCross Premium Water	\$12.00	Gen Bldg-Contract supply; Water	
Mobile Small Engine Repair	\$80.05	FD-Eqp Rpr&Maint: Air filter; valve cover gasket; labor	
Network Solutions	\$283.42	Gen Bldg- web-site expense (all): Renewal domain - TWONOFHULL.US	X
Portage County Highway Dept	\$780.52	RD-Mat&Maint: 2018 Bridge Inspections	
Portage County Solid Waste Dept	\$7,335.20	PC Transfer Station Charge	
PC Finance Dept			
Rent-A-Flash	\$410.00	RD-Post, Signs & Supplies: St Name Sign (Ann Dr); Spec sign (Watch for snowplow); Driveable delineator/culvert w/anchor; Wood staff 6'/with hardware	

Staples	\$107.18	Gen Adm-Supplies: 3-hole punched copy paper	X
	\$40.19	RD-Unclassified: Wiper Mat 60" x 36"	
Stevens Point City Times & BG	\$280.80	Leg Adm-Ad: Proposed 2019 budget	
	\$46.80	Gen Adm-Election Ad: Public Test of Election Eqp	
Trig's	\$127.75	Gen Adm - Food for election	X
Trig's	\$66.18	Gen Adm - Food for election	X
UW-Madison	\$170.00	RD-Education: Highway safety course	X
Wimme Sand & Gravel Inc	\$317.21	RD-Material: 1 1/2 rounds-16.6 tons; Mound sand - 14.87 tons	
Wood Street Rental Center Inc	\$80.00	Gen Adm-Election unclassified-Light for outside (rental of light)	X
Kalpinski, James	\$178.35	Gen Adm-Elec unclassified: Election parking attendant	
Warner, James	\$178.50	Gen Adm-Elect unclassified: election parking attendant	
Heidi O'Brien	\$221.08	Chief Inspector of Election 18.5 hrs (11-6-18)	
Cathy Zywicki	\$175.18	Election Board 1 hr 10-31-18 (test) 18.25 hrs (11-6-18)	
Lorna Szachnit	\$175.18	Election Board 1 hr 10-31-18 (test) 18.25 hrs (11-6-18)	
Diane Beaversdorf	\$166.08	Election board 18.25 hrs 11-6-18	
Lorraine Bretl	\$166.08	Election board 18.25 hrs 11-6-18	
Dan Dieterich	\$166.08	Election board 18.25 hrs 11-6-18	
Terry Hackett	\$166.08	Election board 18.25 hrs 11-6-18	
Karen Hannon	\$166.08	Election board 18.25 hrs 11-6-18	
Tim Hannon	\$166.08	Greeter/election board 18.25 hrs 11-6-18	
Megan O'Brien	\$166.08	Election board 18.25 hrs 11-6-18	
Susan Vandre	\$166.08	Election board 18.25 hrs 11-6-18	
Dawn Zimbauer	\$166.08	Election board 18.25 hrs 11-6-18	
Trudy Pederson	\$163.80	Registration/election board 18 hrs 11-6-18	
Madge Bishop	\$163.80	Registration/election board 18 hrs 11-6-18	

TOWN OF HULL BUILDING INSPECTOR POSITION

I. Forward - Rational for Hull Building Inspections:

The reason Hull has a Building Inspector is to meet the requirements of Wisconsin's Uniform Dwelling Code (UDC) and to ensure every **residential** building constructed in Hull meets the highest level of quality and standards that can be obtained to guarantee every Hull citizen a safe and healthy place to live.

II. Background – Building Inspector's History in Hull:

The Town of Hull first employed a Building Inspector in June, 1980 as a result of Hull's population exceeding 5,000 and thereby requiring the adoption of the State of Wisconsin Uniform Dwelling Code. This contract is for a period beginning on January 1, 2018 and ending on June 30, 2022 (4 ½ years). The contract is between the Town of Hull and Mr. Phillip Deffenbaugh, a certified and licensed Wisconsin Building Inspector.

III. Inspection protocol/Building Inspection Process

- A. Effective January 2, 2018 the first step in the building inspection process requires the applicant (contractor, owner) to electronically submit the "Wisconsin Uniform Building Permit Application" on line through the Wisconsin Department of Safety and Professional Services (DSPS) website. The DSPS system allows the building inspector access to review the application. (Permit information is automatically provided to the DSPS).
1. The applicant (contractor or owner) files the permit request "electronically" directly to the municipality through the DSPS system. In other words, the applicant selects the location of the project, which would be the Town of Hull-Portage County and fills out the WI Uniform Building Permit application.
 2. The applicant makes an appointment with the Building Inspector to review the application (to be held at the Town of Hull).
 3. The applicant and the Building Inspector meet at the Town of Hull. The Building Inspector reviews the building request within the DSPS system. The Building Inspector reviews the plans submitted which leads to the Building Inspector assigning the appropriate fee to be paid to the Town of Hull in full.
 4. Once #2 and #3 have been completed, the time clock begins and the Building Inspector has until the following month to submit the final/complete application.

For example, any applications submitted in the month of May should be submitted to the state by June 15th with a grace period to the end of the month.

If the Building Inspector fails to enter the permit by the end of the “appropriate” month after the permit was issued, a refund of the amount paid for the building permit minus the state seal shall be given. (For additional information, refer to Act 211-Wis. Stats. 101.63(7).

- B. In the Town of Hull, the building inspection process begins with a meeting between the Building Inspector and the builder **held at the Town of Hull Municipal Building**. The purpose of the meeting is for the Building Inspector to review and analyze the building construction plan, determine building inspection fee and complete Owner/Contractor Affidavit (Attachment 1).
- C. Following the plan review and discussion there are five (5) distinct inspections held on-site as the building is under construction (photographs – not recognized as a legal inspection).
1. Footing & Foundation
 2. Electrical – **New Construction (Not a UDC Inspection but required by the State of WI: not subject to the two business day time limit. For Electrical Service Panel, an e-mail of WPS affidavit will be sent to Hull office.)**
 3. Rough-In
 4. Energy
 5. Final (The “Final” inspection is the last inspection and if approved by the Building Inspector leads to the “Certificate of Occupancy” being issued.
- D. Each of these inspections follows a standard protocol under the Uniform Dwelling Code. That protocol consists of the following orderly steps:
1. The builder contacts the Town of Hull to request an inspection be held. All calls for inspections need to be made to Town of Hull Deputy Clerk/Clerk and not to the Building Inspector.
 2. The Town of Hull official documents the request for the inspection and notifies the Building Inspector of the inspection request.
 3. The Building Inspector has two business days after notification to complete a Footing/Foundation, Electrical service, Rough-in and/or Energy inspection. When a Final inspection is requested, the Building Inspector has five (5) days to complete the inspection after notification.
 4. The Building Inspector completes the Building Inspection Worksheet (Appendix A) for each inspection detailing the time and date. These

worksheets are filed at the Hull Municipal Building within two (2) business days of the inspection (a drop box is available for inspection submittal if the office is closed or e-mailing completed worksheet). **For Electrical service panel, and e-mail of WPS affidavit will be sent to Hull office**. The key part of this process is the Building Inspector documents the inspection and the records are held at the Hull Municipal Building for review by Hull officials and for possible audit by the State of Wisconsin.

E. Missed Inspections: The purpose of building inspections under the Uniform Dwelling Code (UDC) is to ensure the newly constructed residential buildings meet the standards of the State of Wisconsin's building codes and ensures that new housing is safe and livable for purchaser, occupant and/or owner of the residential property.

It is the sole responsibility of the person(s) obtaining the building permit to schedule the inspections with designated Hull staff.

Options for Missed Inspections:

If an inspection is not arranged with Hull staff and not carried out by Hull Building Inspector, the following options apply:

1. The contractor/subcontractor can take apart/remove whatever is hindering the inspection from being completed. The inspection then can be done.
2. Sign and date the Missed Inspection Affidavit indicating the missed inspection meets all state codes. **(A letter indicating the missed inspection (Attachment 3) along with the Missed Inspection Affidavit will be sent to the Contractor/Owner)**. The affidavit will be maintained in the property file at the Town of Hull (see Attachment #2).

Consequences of Missing an Inspection(s):

1. After the final Inspection, a Certificate of Occupancy **will not be issued (except E-1 above)**.
2. For the missed inspection, a fine equaling the original "individual" inspection permit fee will be charged to the person(s) obtaining the original Building Permit. (Example: (See attached-Appendix C): If the Rough-In Inspection is missed at a cost of \$228.43, an additional \$228.43 will be charged). **The regular fee and the missed inspection fee will be split evenly (50% to each) between the Building Inspector and the Town of Hull.**
3. If a title search is requested or a Bank or financial institution requests the inspection results, there will be full disclosure for any property information requested.

IV. Building Inspector - Payment Compensation

In order to be compensated the Building Inspector must complete two documents; the Hull Fee Permit Schedule (Appendix B) and the Confirmation of Payment/Inspection work sheet (Appendix C).

Using the Fee Permit Schedule, the Building Inspector calculates the complete cost of inspecting the home or other structures. The fee schedule was revised and effective June 1, 2018. Using the other document, the Confirmation of Payment/Inspection Work Sheet, the Building Inspector records the inspections conducted, date of completion and the percentage breakdown of the total inspection fee. The total inspection fee is split with 15% going to the Town of Hull and 85% to the Building Inspector (**Exception: The Building Inspector collects 100% of the Electrical Inspection as it is not part of the UDC**). A

record

is kept of the date each inspection is completed and payment is processed to the Building Inspector.

V. Building Inspector Function/Job Requirements:

- A. Building Inspector to hold during the term of this contract a current Wisconsin Building Permit certification and follow Wisconsin Uniform Dwelling Code inspection standards.
- B. Building Inspector to complete the plan review, determine the Building Permit Fee, issue the building permit and perform timely inspections.
- C. Building Inspector shall timely complete each building inspection, provide inspection information to Hull officials and be readily accessible to Hull citizens, property owners and Hull officials. The Building Inspector is responsible for contacting the Builder/Owner of the results of the inspection(s). All inspections to be completed within two (2) business days.
- D. Building inspector to provide Hull staff with contact information (i.e. Current telephone numbers-landline or cellular, e-mail or fax) when available where they can be reached.
- E. Building Inspector's payment for inspections will occur following the actual **completion of inspection(s)** by filing with the Town the Building Permit Fee Log (Appendix D) indicating the date of inspection, inspection fee and signed certificate. **(If signed certificate is on file, certificate does not need to be submitted again)**. The Building Inspector shall be paid after the inspection is documented and submitted to and verified by the Town Secretary/Deputy Clerk **and approved by the Town**

Board. The Building Permit Fee Log must be submitted monthly or no later than quarterly for payment. Deadlines for submitted the Building Permit Fee Log quarterly are April 15, July 15, October 15 and December 20. Failure to submit the Building Permit Fee Log at the scheduled time will result in a 10% penalty.

- F. The Building Inspector during the inspection process, will complete the State Inspection Report and Notice of Non-Compliance in triplicate to document non-compliance with the Uniform Dwelling Code (Appendix E). UDC allows this report to be mailed or e-mailed.
- G. Once the final inspection has occurred, the Building Inspector will complete the Town of Hull Summary Final Report of UDC Inspection (Appendix F) and complete Certificate of Occupancy Letter (Appendix G).

VI. Other Administrative Provisions:

- A. The Building Inspector will be provided by the Town of Hull a work site, desk, file cabinets and office assistance.
- B. The Building Inspector will maintain a current Wisconsin Building Inspector certification and appropriate insurance policies. Copies shall be on file with the Town of Hull.
- C. The Building Inspector's messages (via phone, fax, e-mail) from builder, property owner and Hull staff shall be responded to within two business days.
- D. The Building Inspector, during construction season (May – September) will hold office hours once per month for two (2) hours per day, 8:00 a.m. to 10:00 a.m. on either the third Wednesday or third Thursday of the month. The time may be adjusted by mutual consent of Hull official and Building Inspector. All initial building permit meetings will be held at the Hull Municipal Building.
- E. The parties to this contract, the Town of Hull and Mr. Phillip Deffenbaugh agree to review and evaluate contract implementation after one (1) year of operation.
- E. The Building Inspector agrees to attend and report on building construction and activity in the Town of Hull at the Hull Annual Meeting in April of each contract year.
- F. The Building Inspector or Town of Hull shall give at least a sixty (60) day notice to terminate the contract.

VII. Hull Supervisory/Administrative Control

The Hull Town Secretary/Deputy Clerk has day-to-day responsibility to supervise and implement this contract and agreement.

Ultimately, judgement on Building Inspector performance and employment rests with the Town Chairperson and Hull Board of Supervisors.