

TOWN OF HULL - PORTAGE COUNTY, WI

FEBRUARY 13, 2017 - 5:30PM

TOWN OF HULL MUNICIPAL BUILDING

01. Call to order: The monthly Town of Hull Board Meeting was called to order at 5:30pm on February 13, 2017 at the Hull Municipal Building by Chairperson John Holdridge. In attendance were David Pederson, David Wilz, Jan Way, and Rick Stautz. OTHERS PRESENT: Jim Kruziki, Treasurer, Peter Kaminski, Road Foreman and Barb Brilowski, Deputy Clerk.

EXCUSED: Janet Wolle - Clerk, Mark Kluck - Hull Fire Chief and Mark Fritsche, Hull Asst. Fire Chief/
EMS Administrator

02. Pledge of Allegiance

03. Minutes of January 9, 2017:

Wilz: Move to approve.

Way: Second

MOTION CARRIED

04. Vouchers: Reviewed by John Holdridge

Review of Hull Bills Payable on Jan. 13 and Jan. 30, 2017 by John Holdridge

I have reviewed the January 2017 bills and vouchers and have several observations. I was pleased to see two big bills, County Materials and Wisconsin Public Service have been scrutinized as evidenced by initials and date reviewed. I found Peter, Janet and Barb had signed off and dated their review of their areas of authority and in the Fire Department, Mark and other Fire Department personnel also scrutinized their areas. As I went through the numerous bills, I looked for an approval or OK, initials of the review person having signing authority and the date of approval/OK.

I have the following comments:

1. Riser Energy bill/voucher payment dated 1-30-17. The voucher is for \$1,749 which includes \$254 in tax. No one from Hull signed off on that bill. I wonder if the tax is appropriate because of Hull's legal status as a non-profit.

To my knowledge the Riser Bill has never been questioned. I am not aware of anyone recording the number of gallons in a tank just before the fill takes place, nor after the fill takes place. If you would want someone to do a formal approval I would think that process would need to occur.

The Town of Hull pays State Tax. When charging different departments for fuel usage, that tax is included.

2. Jeremy Kurtzweil payment of \$1,000. There is no bill attached to the voucher. I assume that is because he has reoccurring equal monthly payments.

Yes, this is a reoccurring charge - monthly. The dollar amount paid to Jeremy was determined by and approved by the Hull Town Board.

3. Norman Klitzman property tax reimbursement. Hull paid Klitzman \$191 which is a property tax reimbursement for the annual tax paid by him on property owned between the Fire Station and Hull Municipal Building. Why is Hull paying his property tax? I note on the Hull Board agenda item of 2-13-17 a discussion of this payment and other issues with the Klitzman property.

Please see the attachments to agenda item #15 for an explanation.

4. Sky Club Restaurant payment for the annual Hull Fire Department appreciation dinner. Initially a voucher for payment to the Sky Club of \$1,650 was drafted but was not processed after a review by Mark Kluck and Barb. The Sky Club had gotten the numbers wrong when they assumed 50 people had attended but only 33 actually attended. Consequently the cost dropped to \$1,152 which was paid 1-30-17. The second look saved \$500.

5. Teamster General Union payment of \$202 which, I believe, is monthly. There is no sign off by Peter or any road crew members. All four are making payments to the Union. Perhaps they should periodically review or have Peter review what they are paying per month for dues.

The road crew is aware of what they are paying monthly to the union. There is a separate line item on each of their pay checks. The dollar amount will change in March to reflect their increase in wages. The road crew is notified of the change. The same dollar amount will be paid for the next year.

6. I looked at several of the big charges to the Hull budget.

- a. Wisconsin Public Service – on 1-30-17, Hull paid a bill of \$2,666. That was signed off on by Barb.
- b. County Materials Corporation. Hull paid a bill of \$2,187 on 1-30-17 and \$1,770 bill on 1-13-17. Both were signed off by Peter.
- c. Central State H & W Fund (Health Insurance). That bill totaled \$8,527 covering all 6 full-time Hull employees. Janet signed off on the bill.

7. Tim Kluck bill for consultant services. I believe Tim's task was completed in 2016 but wasn't paid because there wasn't a line item in the 2016 budget. The bill was submitted for payment on 1-13-17 and paid by voucher. The bill was for \$750 and the invoice indicated it was for "2016 assistance to Fire Fighter Grant (AFG) – Writing and Submittal fee". Certainly Tim, Plover's retired Fire Chief, was well qualified to undertake the task. But this is a brother to brother contractual arrangement. Perhaps without any written agreement. I would have liked to have seen more detail on the invoice or a supporting documentation of what the \$750 brought to Hull's fire department. What time was involved? What was the end product? Was the effort successful? Is the \$750 the going rate for consultants to do this task?

In conclusion, Hull has a strong system of bill and voucher review of the expenditures of tax money. Perhaps we need to sort out bills that are monthly, bills that sometime occur, bills that are contractual on an annual basis, large bills ongoing and infrequent bills. In terms of evidence of approval and review, Hull supervisory personnel should indicate approval/OK, signed with a legible signature or initials and a date including the month, day and year.

My thoughts,
John Holdridge
Chairperson, Bill Reviewer for January 2017

COMMENTS BY: Barb Brilowski

Wilz: 941-V: Underpayment of taxes. What is this?

Kruziki: Annual reconciliation of taxes paid by Hull's accountant from Jeff Kropp's office.

Pederson: Pete, there is a purchase for sander plugs from a company in Plover. There is a charge for shipping. Why is there a shipping charge? Wouldn't you pick up the item since the company is close by?

P. Kaminski: We normally do pick up those orders unless they had to order it out. Perhaps they shipped it to us.

Holdridge: Pete, please check into this.

Pederson: The used radio for the sterling, is that an AM/FM radio?

P. Kaminski: Yes!

Pederson: What is the alarm ?

P. Kaminski: Back up alarm.

Pederson: Gear Box, what is that?

P. Kaminski: The gear box from the '02 sterling was leaking oil. We took it apart and are repairing it in-house.

Pederson: We have a bill for building security services from Per Mar Security. What is that about?

B. Brilowski: This is an annual fee for Per Mar to maintain and observe any issues within our security system.

Wilz: Motion to approve.

Stautz: Second.

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)

Holdridge:

- The I-39 Safety Group met which consists of Pete Kaminski, Dave Glodowski and myself. You should have a copy of the notes from that meeting.
- Governor Walker released his budget on Feb. 8th. What happens now is it goes to the joint committee on finance, hold hearings and there is some thought that the final budget may not be approved until fall.
 - > Road Aids-increased by 40 million which is a 9.5% increase.
 - > Don't know what he did with shared revenue.
 - > Increased the TIF program by 20 million.
 - > The big thrust was in Broadband - 40 million more through the Wisconsin Public Service Commission.
 - > U.S. Cellular is still active here. There will be a wetland mitigation investigation by the DNR. We need to have an appropriate place to locate the tower. This will happen when the weather cooperates.

> One of Pete's road crew, Ken Johnson ran into a door with the plow(pickup truck) and the road crew will be fixing it if possible.

Pederson: Last Wednesday Rick Stautz and I were in Madison to lobby on behalf of ground water and surface water with our legislatures. We had a chance to interact with our new State Senator (Patrick Testin) and with Katrina Shankland.

06. Opinions of Interest - citizens, Hull Staff, Hull elected officials or appointed officials:

NONE!

07. Presentation by Jim Kruziki, Hull Treasurer - 2016 End-of-Year Budget Highlights:

The year end completed with an actual cash surplus of \$ 48,899. Key points regarding the 2016 year:

EXPENDITURES:

- Road Projects consisted of Granite Ridge Road, Pinewood Dr. and Driftwood Dr.
Unbudgeted - Capital Improvements - Totaling to date - Approx. \$134,000
- Road Equipment was repairs to the Holland tractor - Unbudgeted.
- Debt service was on budget.
- Contingency funds budgeted of \$80,708 less the amount contributed to the year-end excess would indicate.
- Regular operational costs were under budget by \$71,626.
- Total expenditures were under budget by \$27,858.

REVENUES:

- Property taxes collected were slightly over budget by \$1,077.
- State Shared revenue was slightly over by \$304.
- General Transportation aid and Rents were on target as budgeted.
- Cable TV Franchise fees, which tend to be uncertain, were over budget by \$3,242.
- No transfers from Reserve funds were necessary.
- Total Revenues were over budget by \$20,961.

An item of interest:

Highway Dept. - Total Labor Costs

Pete Kaminski was not able to work half of 2016. Joe Wierzba continued to work in his place. Total labor costs budgeted was \$239,377. What we actually spent for the year was \$241,000. So we overspent the budget by \$1,700.

Holdridge: Jim, I like your pie chart. It points out that 17% of taxes paid by citizens goes to Hull for 2017.

3. Goals for Hull Board of Supervisors for 2017 and 2018 (draft)

Holdridge: I put together in draft form goals what I came up with. I would ask that you accept these but at this time, table them as I would like to bring them back after you have had time to think about them/modify or add more goals.

- a. Complete negotiation/agreement with City of Stevens Point on Well #11.
- b. Review/update/index Hull's ordinances.
- c. Promote increased citizen involvement.
- d. Implement Hull Public Safety Plan.
- e. Develop/implement a water monitoring plan.
- f. Complete review/update Hull's Comprehensive Plan
- g. Review management structure & practices of Hull government and its institutions.

Pederson: I move to table

Way: Second.

MOTION CARRIED!

Revision of Hull function - Administrator/Executive, Leadership Service, voucher review and presentation at Supervisor's meeting:

- The Hull Administrative Committee will now be known as "The Hull Administrative/Executive Committee." It will consist of the Town Chairperson, Town Clerk and a Town Supervisor (on a rotating basis for 3 months).
- One Board member will review the monthly vouchers and submit a report to be included in the packet for the monthly board meeting.
- A new feature will be added to monthly Board Meetings. Hull officials, other government officials administering programs impacting Hull citizens or elected officials representing Town of Hull citizens locally or at state or federal levels will be asked to present.

Holdridge: Are there any questions?

Wilz: Move to approve.

Pederson: Second

MOTION CARRIED!

10. Dates for report/material to be included in Board packet for monthly Hull Board of Supervisors meeting:

Holdridge: Are there any questions concerning this?

- Regular Board Meetings are changed from the first Monday to the second Monday of the month.
- For the next six months all materials need to be in by the following dates to ensure they are included in the packet.

<u>Date of Board Meeting</u>	<u>Date Materials/Reports to Barb for mailing in Board Packets</u>
February 13	February 8
March 13	March 8
April 10	April 5
May 8	May 3
June 12	June 7
July 10	July 5

Way: Move to approve

Stautz: Second

MOTION CARRIED!

11. Purchase of I-Phones for road crew:

Holdridge: Rick Stautz, Barb and I met on this. After discussing the costs of the phones and the functions provided with each phone, we felt choosing the I-phone was the best option.

B. Brilowski: They would be able to use it not only for communication but when they are each in their individual quadrant, they could take pictures, dictate notes, etc. instead of writing it down. We would be adding one more line for Joe Wierzba totaling eight (8) lines. I have been assured we have plenty of data as long as someone does not begin to live stream information, movies, etc. The cost would change from \$339.00/mo. to \$350.00/month.

Up front costs would be \$100.00/phone plus we will purchase a vehicle charger which is kept at the shop if anyone should need it and a phone case for each phone.

Way: I move to approve the purchase of the I-phones.

Stautz: Second.

MOTION CARRIED!!

12. Wi-Fi quote expansion to Hull municipal building:

Holdridge: Do we have any WI-FI in this building?

Brilowski: We do not have WI-FI anywhere in the entire building.

Holdridge: PSOL would charge \$2,553.83 to set us up for WI-FI. Is this a one-time charge or is their a monthly charge as well?

Brilowski: This is a one-time charge. If we needed maintenance or some type of work done, there would be a charge but otherwise no monthly charges. Charter on the other hand, if able to provide the service (which they are not) would have a monthly charge.

Way: Would this be paid for with PEG funds?

Wilz & Pederson: This would fall under communication. I would think these funds could be used for this.

Holdridge: We have not used those funds but I do need to go back and review the information we have on PEG fees.

Wilz: I move to follow through on Barb's suggestion to go with PSOL and pay the \$2,553.83 out of our PEG fee reserve fund.

Way: Second.

MOTION CARRIED!

13. E-mail Certificate Quote (PSOL):

Holdridge: Barb, could you explain this?

Brilowski: My understanding of this is when people look up the Town of Hull on the internet, they could be assured that the site they are looking at is a safe site.

Kruziki: With all the hacking going on today, it would be an extra layer of security.

Brilowski: Regarding the Board's usage of the e-mail address provided to you for the Town of Hull, a new procedure was given to you to access your individual e-mails. During the process it looks like you are not in a safe site but in fact you are. PSOL can provide an easier way to access your e-mails but I do not know what the continued cost would be.

Way/Pederson: Said they were both able to access their e-mails even though it appeared to be an unsafe site.

Wilz: If we cannot have easy access like the City of Stevens Point has, I am not interested. I understand PSOL is trying to provide a service but I cannot image anyone is looking at the Town of Hull website and think it was not a safe site. So I am not in favor of this.

Way: I agree with you at this time.

Wilz: I move we do not move forward on this quote from PSOL and table it at this time.

Way: Second.

MOTION CARRIED!!

14. 2017 Spring Newsletter dates:

Brilowski: The date to have articles to me is March 3, 2017.

Wilz: So moved!

Way: Second
MOTION CARRIED!

15. Hull lease arrangement with Norman & Darlene Klitzman

Holdridge: I read through part of this especially the letter Dave Pederson wrote to Bob Konkol. Did we ever receive a response?

Pederson: I do not recall but we went through this when we were working on the building. Part of the talk was about expanding the fire house then discovered we had a lease on this small piece of property. We decided not to do anything with that property.

Holdridge: Jeremy Kurtzweil feels it is worth about \$5,000 and we pay about \$191 of property tax every year.

Wilz: The reason we did that is by giving them a \$1.00 per year fee allowed us to use that property for any purpose we wanted without having to purchase it.

Holdridge: I would think we should look at trying to buy this and get out from under this lease.

Wilz: I would agree but we need more information.

Pederson: Move to table.

Way: Second.
MOTION CARRIED!

16. Hull's Yard Waste Site Dates/Hours for 2017

WILZ: *Below are three options and the proposed hours.*

1. Continue operation as in 2016 with same hours as 2016.
2. Open and close gates on days and times advertised. Do not monitor.
3. Leave site open, unattended and unlocked.

Below are the "Yard Waste Hours" for 2017
Beginning April 1st & Ending Nov. 30th

**PROOF OF "TOWN OF HULL" RESIDENCY IS REQUIRED!
CLOSED ON HOLIDAYS!**

2017 Yard Waste Site Hours

	Sat., Apr. 1, 2017	Sun. Nov. 5, 2017
	Through	Through
	Sat., Nov. 4, 2017	Sat. Nov. 30, 2017
Monday	1:30pm -6:30pm	Noon to 4:45pm
Thursday	1:30pm -6:30pm	Noon to 4:45pm
Saturday	10:00am 4:00pm	10:00am 4:00pm

I reviewed the times and details with Patty Fritsche. She felt they would work.

Pederson: I move we go with Option 1 and the times indicated.

Stautz: Second!

MOTION CARRIED!

17. Bill paying policy - review of suggestions if any:

Holdridge: I would suggest we table this, give it to Dave W. & I. We will then interact with Rick S. We should be able to come up with a solid policy. We will speak to staff members about their thoughts.

Pederson: I move to table and wait for an update.

Way: Second.

MOTION CARRIED!

18. Agreement with Jeff Kropp of Accounting Workshop to prepare Hull's 2016 Form CT:

Holdridge: Previously Janet W. would do the CT Form. Frankly, it was too much. Most Towns our size have an accountant come in. So we have been doing this for 4-5 years now. So Janet signed off but I believe we should formally act upon it.

Wilz: This is an agreement to continue with Accounting Workshop. This is not an audit. The cost would be between \$900 to \$1,100. They have done a great job for us.

Wilz: I move to approve the contract.

Pederson: Second.

MOTION CARRIED.

19. Policy on distribution of salt and sand to Hull citizens:

Holdridge: We have people that come to the Town of Hull with their buckets to get salt/sand. My problem with this is those people that know about it come over but to make it equitable all citizens should be made aware of it. I am suggesting that we develop a policy not allowing anyone to pick up sand/salt, including employees. If people want sand or salt, they need to purchase it.

Brilowski: One of the questions I receive concern the containers we use to put out around the Town.

Kaminski: I still do that when requested. This year we have filled those containers 3-4 times.

Holdridge: I always thought the salt/sand in those containers was for the road, not the citizens.

Kaminski: That is true, but citizens are using it for their driveways.

Holdridge: I would say we develop a policy and have it formally approved by the Board. But by the time that happens we will be through the year so we will look at the barrels placed around the Town of Hull.

Pederson: I move we develop a policy on distribution of salt/sand to Hull citizens.

Wilz: Second.

MOTION CARRIED!

20. Report from Task Force for Update of conference room for operational purposes:

Holdridge: Janet and I are going downtown to look at the Portage County operation, the Commission on Aging and then the Vo Tech System to look at their AV systems but also "walls." We will probably invite our IT people out to get some ideas as to what will go in the conference room.

Kruziki: It was my understanding that we had a plan for the conference room. Basically a white board and a computer/monitor.

Wilz: Move to approve report.

Pederson: Second.

MOTION CARRIED!

21. Waive requirement to serve 4 month probationary employee before full time status-Hull employee

Joe Wierzba:

Holdridge: We have waived this before for Nick Kaminski and Bill Omernick. Joe has worked with us for some time. The handbook should reflect this by perhaps saying "Unless approved otherwise, all new employees will serve a 4 month introductory period."

Way: I move we waive the 4 month probationary period.

Wilz: Second.

MOTION CARRIED!

(11)

22. Operators (serve fermented malt beverages and intoxicating liquors) license application from Jason Higgins and Katie Pavelski:

Wilz: I move we take the items on Item 22, the two people applying for an operator license with Janet's recommendation and approve it.

Stautz: Second.

MOTION CARRIED!

23. Chairperson Announcement convening in closed session and reconvene in open session

24. The Hull Town Board will convene in closed 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 become involved. To be discussed issues with 527 Maple Bluff Road.

Pederson: Move to go into closed session.

Wilz: Second.

ROLL CALL VOTES:

Stautz: Aye

Pederson: Aye

Holdridge: Aye

Wilz: Aye

Way: Aye

MOTION CARRIED!

DISCUSSION:

- The Board last met on December 5, 2016.
- Letter sent to Rebecca Bohne requesting inspection of her property at 527 Maple Bluff Rd.
- Request denied by Rebecca Bohne.
- Suggest application of a "Special Inspection Warrant." This warrant can be issued for inspection of personal or real properties which are not public buildings only upon showing that consent to entry for inspection purposes have been refused.
- Town can authorize an agent or employee to be that Peace Officer.
- Suggests the Town's assessor be approached to be the Peace Officer.
- Amend Public Nuisance Ordinance.

25. The Hull Board will reconvene in open session as allowed by Wisconsin State Statute 19.82(2). To be discussed with possible action 527 Maple Bluff Road.

Pederson: Move to reconvene into open session.

Wilz: Second

ROLL CALL VOTES:

Stautz: Aye

Pederson: Aye

Holdridge: Aye

Wilz: Aye

Way: Aye

MOTION CARRIED!

26. Adjournment:

Wilz: Motion to adjourn.

Way: Second.

MOTION CARRIED.

Meeting adjourned at 7:50pm.

Respectfully Submitted:

Barbara Brilowski

Barbara Brilowski, Deputy Clerk