

MINUTES OF HULL TOWN BOARD MEETING
MONDAY JULY 9, 2018 – 5:30 P.M.
HULL MUNICIPAL BUILDING
4550 WOJCIK MEMORIAL DR.
STEVENS POINT, WI 54482

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

Present: Chair Holdridge, Supervisors David Pederson, Dave Wilz, Jan Way and John Koshnick.

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

02) Pledge of Allegiance

03) Minutes – June 11, 2018

Action on June 11, 2018 minutes will be taken at the August 6 board meeting.

04) Vouchers

Way – The AT&T billings, is AT&T our new carrier?

Wolle – No. We are still waiting for Spectrum to hook up our phone lines at the Municipal Building/Garage and the Fire Department. Hull is finally set up to have phone service changed over on July 27. I will be talking with a representative of Spectrum about the costs Hull has incurred with AT&T as Spectrum dropped the ball on installation.

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

***Clerk Wolle's notation: I spoke with Chris Crawford of Spectrum on July 11, 2018. Once our phone service is changed over to Spectrum, I am to email him our AT&T bills.**

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)

James Warner – comment on items 11 & 17

06) Report of public issues facing Town of Hull:

a. Hull Chairperson

- Received an email from PC Executive Chris Holman referencing a possible county referendum in November and the timing as it relates to taxes
- Taking tress down on Old Wausau Road and Jordan Road

- Quotes received \$3,600 (Zablewski Brothers); \$3,475 (Triple-K Tree Service). Work will be done by Triple-K.

b. Hull Supervisors

Jan Way – received a request from Wisconsin Town’s Association (WTA) for board to place Town Transportation Resolution on agenda (resolution distributed by Janet Wolle).

c. Hull Town Clerk

No Report

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

None

08) Driveway situation 1773 Clarice’s Cir. – Mark Weber Resident – Pete Kaminski, Hull Road Foreman

From Dave Glodowski memo dated May 24, 2018:

- The driveway had an existing low-point about 10’ to 15’ from the edge of roadway, prior to the 2007 roadway project
- The project consisted of pulverizing the existing pavement and a portion of the existing base in place, re-grading this pulverized material to obtain the proper width and cross slope
- As a result of this recondition construction process, the new roadway would be somewhat higher than the existing roadway, probably varying from 3” to 6” higher
- The existing low-point in the driveway at 1773 was lower than the existing roadway as well as the new roadway, but all within reasonable slopes
- This area may have drained away from the driveway better in the past by getting into adjacent roadway “ditches”
- Also, less runoff would be draining to this area if the existing roadway ditch to the west of the driveway was not filled in by the property owners parking area that they created within the towns right-of-way

Mark Weber – would like to tear out the driveway and raise up

- First 15’ of driveway is low spot

Kaminski – talked to all in the neighborhood in 2007. Everyone was okay with what was being done to the road

Weber presented a sketch of what he would like to do and photo copy of driveway holding water

- Would raise driveway 11”

Holdridge – where will water go?

Weber – in to the yard

Koshnick – there is no ditch

Kaminski – have a lot of water sit on west side of driveway

Wilz – Pete, will this take care of the problem?

Kaminski – it will take care of about 75% of problem

- won't be high enough
- should stick in small culvert
- saw-cut existing blacktop

Motion Supervisor Wilz, **table discussion and have Mark Weber and Pete Kaminski get together, to meet and come up with a good solution for the July 25 meeting.** Second by Supervisor Way. Motion carried by voice vote.

09) Building Inspector Contract/Agreement with Mr. Phil Deffenbaugh as Hull's Building Inspector – John Holdridge, Hull Chairperson

Barb Brilowski – John Holdridge and I met with Phil Deffenbaugh 7-9-18. The contract was reviewed.

Brilowski:

- ✓ There are no changes to duties of the building inspector
- ✓ Only change is the applicant request for a building permit must be filed electronically through the DSPS system
- ✓ Time lines must be met by the building inspector for on-line review of applicants data and approval of same
- ✓ If time-line not met fees paid the municipality must be returned to the applicant less the UDC sticker
- ✓ Phil has agreed to the contract

Holdridge:

- Phil required to attend the Annual meeting
- Also must have office hours in Hull May – September
- Hull Secretary/Deputy Clerk has day-to-day responsibility to supervise and implement the contract and agreement
- If Barb has a problem with Phil, to bring that problem to the Chairperson

Motion Supervisor Pederson, **if Phil agreed to terms of the contract, Hull will go along with the agreement.** Second by Supervisor Koshnick. Motion carried by voice vote.

10) Hull policy for hiring temporary replacement workers for part-time employment – David Pederson, Hull Supervisor

Holdridge: The policy for hiring temporary replacement workers was put together as a result of the Annual Meeting.

- Hull did not open up opportunities to citizens of Hull when elected officials stepped in to assist

Policy as drafted by Supervisor Pederson:
Hiring of temporary replacement workers for part-time employees

Need: When a part-time employee is absent from a position that serves Hull residents on a publicly scheduled event a temporary replacement is needed to perform those duties. Such events include compost site monitoring, voter parking, poll work or other worker needs established by the Board.

Process: the Board shall establish and maintain a list of Hull citizens who have volunteered to fill in on an as needed basis for part-time employees who cannot come to work. Citizens on the list will be given a job description and the possible time obligations. They will be paid the hourly rate the regular part time employee is paid. Volunteers will be contacted through the Town of Hull Office.

Volunteer List: Volunteers will be solicited via the Hull Newsletter, Website, current employee recommendations and regular appeals at Board Meetings.

Elected Officials: Elected officials will fill in only in the event a citizen volunteer cannot be found and the scheduled event cannot be canceled

Suggested changes to policy wording:

- Make wording consistent i.e. replace volunteer with Hiring of Temporary Replacement Workers
- Change citizens who have volunteered to citizens who have shown interest
- Contact will be through the Town of Hull Clerk's Office

Holdridge – get application from Hull

Pederson : post on Hull's website

- Citizen(s) need to realize this is a come in on an as needed basis

Motion Supervisor Way, **pass the Policy for Hiring of Temporary Replacement Workers for Part-Time Employees with changes.** Second by Supervisor Wilz.
Motion carried by voice vote.

11) Solar Energy Usage At Hull Municipal Building – Discussion only – David Pederson, Hull Supervisor

Pederson:

- Feel it is important to set an example and add solar electric panels to the building
- Overtime will reduce electric costs
- Been in touch with Solar Voltaic & North Wind
 - Under 20 KW power (over that WPS relationship changes)
- Could have system ready for storage batteries (added expense)
 - Generator is needed as well
- Need to put out on bid
- Require vendor to write grant (add this to bid specifications)
- **Should be Too** ~~Te~~ late in 2018 to get grants – grants are renewed each year
- North Wind - \$43,800 (after rebate of \$4,000)
 - Offset 73% of electric needs

- Solar Voltaic \$38,891 (2017 quote)
 - \$36,571 (2018 quote)
- Payback - 5 to 7 years to recover costs
- Solar panels not currently in the budget

Jim Warner:

- ✓ 73% based on what?

Pederson: KW hours actually used each month (viewed statements for past year)

Warner:

- ✓ Do not see that type of payback in this area
- ✓ Has wind power been looked in to? That would be 12 months not 6

Pederson:

- Pays at this latitude
- We are same latitude as Germany
- Solar used heavily in Germany

Koshnick: Is there maintenance on this?

Pederson: There is a 10 year warranty and the system lasts 20 years

- If there is a problem with a panel, it does not take the entire system down

Holdridge: Need articles on solar so we understand

12) Over-time pay for Hull employees. Who gets over-time? Who controls (supervises) its usage? Who authorizes payments for over-time? – John Holdridge, Hull Chairperson

Holdridge: Who gets over-time? Who controls (supervises) its usage? Who authorizes payments for over-time?

- Needs to be sorted out so it is understood

Wilz: Suggest a policy

13) Fuel Tank System Inspection dated 6/14/18 from Rebecca Shervey from Chippewa Fire District – Peter Kaminski, Hull Road Foreman

Kaminski: In order to come in to compliance with the fuel tank system inspection the following are required:

- Get larger fire extinguisher
- Get new stickers made
- Repaint barrels

Motion Supervisor Way, **this to be completed on a timely basis by Pete Kaminski who must also notify Rebecca Shervey from the Chippewa Fire District.** Second by Supervisor Pederson. Motion carried by voice vote

14) Fire Station roof and other possible mechanical, electrical condition (tabled 6-11-18) – Ken Sadogierski, Hull Fire Chief and Mark Fritsche, Assistant Chief

Sadogierski – nothing new

Wilz – need to meet

15) Automatic Fire Aid to Town of Dewey – Ken Sadogierski, Hull Fire Chief

Sadogierski: The Automatic Fire Aid was requested by the Dewey Fire Chief

- Hull would get paged at the same time as Dewey when there is a **confirmed** structure fire
- The area covered would be from Oakwood south
- Dewey comes to Hull through the box alarm
- The time difference between automatic aid and box alarm could be 5 to 10 minutes
- Hull is in Metro Fire District with Stevens Point and Plover, therefore do not need automatic aid from Dewey

Wilz: Request map of area to include the number of households; provide the average structure fires during a given year.

To be taken up at the August 6 board meeting.

16) Pet licensing data migration – Jim Kruziki, Hull Treasurer
\$800 for migration of dog licensing

Jim Kruziki – Portage County going to a new system. The current system used for licensing of dogs will close off as the end of July 2018.

Motion Supervisor Wilz, **authorize Jim Kruziki to sign the contract with Transcendent. Payment of \$800 is authorized to Transcendent for dog licensing data migration. Funds are to come from the Contingency Fund.** Second by Supervisor Way. Motion carried by voice vote.

17) Parliamentary Procedure – Chapter 5 Rules of Discussion and Debate

Holdridge: Review Chapter 5 Rules of Discussion and Debate

- There may be discussion of a general issue even though no motion is pending

Attorney Formella – You have to remember you are required to follow the Open Meetings Law.

Jim Warner:

- Parliamentary Procedure shows how you could or should conduct business
- Parliamentary Procedure has nothing to do with law

Holdridge – after reviewing parliamentary procedure we will review the open meeting law.

18) Appointment of Ben Kollock to Hull's Water Committee

Motion Supervisor Pederson, **approve appointment of Ben Kollock, 1372 N 2nd Dr, to Hull's Water Committee.** Second by Supervisor Way. Motion carried by voice vote.

Holdridge – this will be a 3 year term.

19) Operator's license applicant(s): Briana Simonis, Elizabeth Nellessen, Chealsie Cote, Craig VanHorn, Jessica Cull

Motion Supervisor Wilz, **as per recommendation of Clerk Wolle grant operator's licenses to Briana Simonis, Elizabeth Nellessen, Chealsie Cote, Craig VanHorn and Jessica Cull.** Second by Supervisor Pederson. Motion carried by voice vote.

Chairperson Announcement: Time: 7:01 p.m.

The 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 public nuisance issue at 527 Maple Bluff Road – Rebecca Bohne, owner

The board will reconvene in Open Session as allowed by Wisconsin State Statute 19.85(2). Possible action regarding public nuisance issue at 527 Maple Bluff Road – Rebecca Bohne, owner.

Motion Supervisor Pederson, **move to convene in Closed Session.** Second by Supervisor Wilz.

Holdridge – Aye
Koshnick - Aye
Pederson – Aye
Way – Aye
Wilz – Aye

Motion carried by roll call vote.

Attorney Brian Formella present

Discussed were public nuisance issues at 527 Maple Bluff Rd – Rebecca Bohne owner.

Motion Supervisor Pederson, **reconvene in Open Session.** Second by Supervisor Way.

Holdridge – Aye
Koshnick – Aye
Pederson – Aye
Way - Aye
Wilz - Aye

Motion carried by roll call vote.

The board reconvened in Open Session as allowed by Wisconsin State Statute 19.85(2). Possible action regarding public nuisance issue at 527 Maple Bluff Road – Rebecca Bohne, owner.

Motion Supervisor Wilz, **accept the draft letter by Attorney Formella and authorize Attorney Formella to send the letter to Rebecca Bohne (527 Maple Bluff Rd) to abate the nuisance.** Second by Supervisor Pederson.

Holdridge – Aye
 Koshnick – Aye
 Pederson – Aye
 Way – Aye
 Wilz - Aye

Motion carried by roll call vote.

20)Adjournment: Motion Supervisor Way, **adjourn the meeting.** Second by Supervisor Pederson. Motion carried by voice vote. Meeting adjourned at 8:00 p.m.

 Janet Wolle, Clerk

Vouchers presented

| Vendor | Amount | Purpose | Credit Card |
|--------------------------------|------------|---|-------------|
| Anderson/O'Brien Law Firm | \$468.00 | Legal - 527 Maple Bluff Rd | |
| | \$1,206.00 | Legal - Kluck Subdivision issues | |
| Fleet Farm | \$85.98 | RD-Materials&Maint.: Sprayer | X |
| | \$1.69 | RD-Office Supplies: Marker | |
| | \$4.97 | Supplies Muni Bldg: Lysol | |
| | \$42.95 | Parks-Maint: Trimmer parts; Tripod sprinkler | |
| Portage County Clerk | \$4,010.00 | Public Hlth Srv: PC Dog Lic Share | |
| Precision | \$1,987.50 | RD-Sweeping | |
| Precision | \$7,699.00 | RD-Sweeping | |
| Riiser Energy | \$1,049.49 | RD-Diesel fuel 358.8 gal | |
| Transcendent Technologies, Inc | \$800.00 | Fin Adm-Unclassified:Migration of Pet licensing Data - This is on the agenda for Board approval-non budgeted item | |

Amended

| | | |
|-------------------------------------|--------------------|------------------------------------|
| AT&T | \$378.98 | Gen. Bldg - Telephone |
| AT&T | \$259.35 | FD - Telephone |
| EO Johnson Business Tech. | \$400.73 | Gen. Adm. - Billable copies |
| Harter's Fox Valley Disposal | \$4,701.12 | Recycle pickup |
| | \$12,099.84 | Refuse pickup |

| | | |
|----------------------------------|------------|--|
| Ladick Road Materials, Inc | \$918.00 | RD - Materials: 204 Tons granite |
| Milestone Materials | \$73.14 | RD - Materials: 11.610 ton 3/4" dense graded base |
| Oshkosh Fire & Police Equip. Inc | \$813.00 | FD- Eqp Repair & Maint: Supply & install new seal on output shaft on waterous pump transmission |
| Portage Co Finance/Solid Waste | \$7,508.51 | Transfer Station Charge (141.67 tons) |
| Sadogierski, Ken | \$132.44 | FD - Mileage: Fire Chief - 243 mi. |
| Securian Financial Group Inc | \$142.56 | Life Insurance premium |
| Stevens Point City Times & BG | \$57.92 | Cap. Outlay - Accept Bids for Generator |
| V&H Inc Trucks | \$814.64 | RD-Parts & Eqp: Oil leak - Western Star RD-Parts & Eqp: A/C |
| V&H Inc Trucks | \$1,146.99 | function;Hydraulic Leak; Hood foam, Take to TEAM to Weld rod 2015 Western Star |

\$46,802.80

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 and determine building inspection fee.
- 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**
 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 48 hours of the inspection** (a drop box is available for

inspection submittal if the office is closed). 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.

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 inspection by filing with the Town **the Building Permit Fee Log (Appendix D)** indicating the date of inspection, inspection fee and signed certificate. The Building Inspector shall be paid after the inspection is documented and submitted to and verified by the Town Secretary/Deputy Clerk.
- 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).
- 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.
- F. 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.
- G. 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, judgment on Building Inspector performance and employment rests with the Town Chairperson and Hull Board of Supervisors.

Approved by Hull Board of Supervisors

Date

Janet Wolle, Clerk
Town of Hull

I agree to the Building Inspector contract as stated above.

Date

John Holdridge, Chairperson
Town of Hull

Phillip Deffenbaugh
Building Inspector, Town of Hull

Date