

SUMMARY of minutes of the August 15, 2011 Town of Hull Board Meeting

1. Call to order by Chairperson Holdridge at 6:30 p.m. at the Town Municipal Building, 4550 Wojcik Memorial Dr., Stevens Point WI 54482.

Present: Chairperson Holdridge, Supervisors Mel Bembenek, Dave Pederson, Dave Wilz and LaVerne Syens.

Others present: Clerk Janet Wolle, Road Foreman Pete Kaminski, Fire Chief Mark Kluck and Assistance Chief/EMS Administrator Mark Fritsche.

2. Pledge of Allegiance

3. Citizens wishing to address the board non-agenda items. Agenda items are for discussion with possible action. (This opportunity for citizens to ask questions, express opinions is a 21<sup>st</sup> Century version of the opportunity citizens had in the historic New England town meetings.) Current Wisconsin law requires government action cannot be taken until a topic is placed on the Town Board agenda and published 24 hours in advance of the Town of Hull meeting.

4. Announcements – Chairperson and Supervisors

5. Hull Travel Policy

Motion Wilz, second Bembenek, approve the Hull Travel Policy. Motion carried.

6. Wisconsin's revised collective bargaining law impact on health insurance and retirement costs to Town of Hull staff

Motion Wilz, second Pederson, table action until after Mel talks with Rick Stadelman of WTA. Motion carried.

7. Generator's for Fire Station and Town Hall to operate when electricity is out – possible purchase

Motion Bembenek, second Pederson, bring sizing and cost to September 12 board meeting. Motion carried.

8. Newest property assessment procedures as required by 2013

Motion Pederson, second Bembenek, table action and refer to LaVerne, John, Phil and possibly Janet. Motion carried.

9. At approximately 8 p.m. the Town Board will convene in closed session as allowed by Wisconsin State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. To be discussed is recent correspondence received regarding a Hull personnel matter.

The board may convene in open session as allowed by Wisconsin State Statute 19.85(2). For possible discussion/action personnel policies.

Motion Bembenek, second Pederson, convene in closed session.

Roll Call Vote:  
Bembenek – Aye  
Pederson – Aye  
Wilz – Aye  
Holdridge – Aye  
Syens – Aye

Motion Bembenek, second Pederson, reconvene in open session.

Bembenek – Aye  
Holdridge – Aye  
Pederson – Aye  
Syens – Aye  
Wilz - Aye

Motion carried.

Adjournment: Motion Bembenek, second Syens, adjourn the meeting. Motion carried. Meeting adjourned at 8:50 p.m.

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MINUTES OF THE TOWN OF HULL BOARD  
MEETING, COUNTY OF PORTAGE WI HELD  
ON MONDAY AUGUST 15, 2011

- 1. Call to order by Chairperson John Holdridge at 6:30 p.m. at the Town Municipal Building, 4550 Wojcik Memorial Dr., Stevens Point WI 54482.

Present: Chairperson Holdridge, Supervisors Mel Bembenek, Dave Pederson, Dave Wilz and LaVerne Syens.

Others present: Clerk Janet Wolle, Road Foreman Pete Kaminski, Fire Chief Mark Kluck and Assistance Chief/EMS Administrator Mark Fritsche.

- 2. Pledge of Allegiance
- 3. Citizens wishing to address the board non-agenda items. Agenda items are for discussion with possible action. (This opportunity for citizens to ask questions, express opinions is a 21<sup>st</sup> Century version of the opportunity citizens had in the historic New England town meetings.) Current Wisconsin law requires government action cannot be taken until a topic is placed on the Town Board agenda and published 24 hours in advance of the Town of Hull meeting.

No citizens present regarding non-agenda items.

- 4. Announcements – Chairperson and Supervisors
  - Note from YMCA re: rescue support at triathlon

- Dave Glodowski re: preview of estimate for projects on Granite Ridge Rd W/Driftwood Dr and Ann Marie Ct and Airport Rd. – meeting will be held with citizens on August 29 at 6:30
- Note to Pete re speed limits he is to identify
- Census report on population
- EMS reports for July
- Letter on Metro, Plover, Whiting and Stevens Point cannot honor Hull's request at this time to become part of Metro in 12 months instead of 24 months
- Notice from executive board of WTA re: Unanimous annexations
- Public Safety Task Force – August 18 at 6:30 p.m.
- Plan Committee may be sometime in August
- Meeting with citizens August 29 at 6:30
- Water Safety Task Force – September 9
- Board meeting – September 12 at 6:30
- Public Safety Task Force – September 15
- Plan Commission – September 27
- Randy Herman was injured at work and his father-in-law passed away
- WTA Newsletter – Convention in Green Bay October 23 to 26, 2011

#### 5. Hull Travel Policy

- Modeled after policy of Portage County
- Reviewed by John Holdridge:
  - o Statement of Purpose; Statement of Policy and Procedures; Reimbursement; Approval Process; Registration Fees; Lodging; Mileage; Meals; Evaluation of Conference/Seminar; Traveling with Spouse

Motion Wilz, second Bembenek, approve the Hull Travel Policy. Motion carried.

#### **Review policy at end of minutes.**

#### 6. Wisconsin's revised collective bargaining law impact on health insurance and retirement costs to Town of Hull staff

- Information received from Attorney's of the Wisconsin Town's Association regarding starting deductions from payroll for retirement – they indicated starting as close to August 25 as possible.
- At request of Chair Holdridge, Clerk Wolle made calls to learn more about health, retirement, collective bargaining
  - o An email was received from Joan of the Department of Administration with frequently asked questions. This document was from Gregory Gracz, Director Office of State Employment relations
  - o The email also indicated contacting Kathy Kopp, Administrator Division of Compensation & Labor & Relations if additional questions
  - o Email was sent to Kathy from J Wolle with reply of: The Office of State Employment Relations only interprets the new budget bill provisions as they apply to state employees. The Wisconsin Department of Administration has asked that local units of government refer questions regarding the budget bills to one of the following organization or consult with their own legal counsel: League of Municipalities; Counties

Association; Towns Association; Association of School Boards; Technical College District Boards Association

- Email was sent to Rick Stadelman, Executive Director of Wisconsin Towns Association from John Holdridge
- After receiving an email from John Holdridge, Rick Stadelman called. John was out of office so Janet Wolle talked with Rick.
  - Rick commented he felt strongly that if the town has a union, others working for the town not in the union are to follow the union contract timeline for deductions. Hull's union contract is up on December 31, 2011.

Bembenek, feels clarification is needed and will contact Rick Stadelman.

Motion Wilz, second Pederson, table action until after Mel talks with Rick Stadelman of WTA.  
Motion carried.

7. Generator's for Fire Station and Town Hall to operate when electricity is out – possible purchase

Discussion regarding need:

Fire Department

- North Bay – 2 of 3 bay doors, 1 bank lights, 1 furnace, FD Base Radio Equip, Install 1 each wall 4 plex outlet for exit cord use off generator
- South Bay – 2 of 3 bay doors, 1 bank lights, 1 furnace
- Training/Meeting/Shelter Room (Entire room – AC, Furnace, Computer, Lights, etc)

Municipal Building/Garage

- North bay garage
- Fuel pumps
- Electricity to operate heat/air conditioning, lights, computers, phone system and water

Other discussion:

- 1 ½ horse garage door
- Size determined by wattage
- Calculate wattage required

P Kaminski – contract contractor?

D Pederson – Public Service or Focus on Energy should be contacted first and then contractor if those agencies cannot provide the information needed.

- ✓ Recommend natural gas

L Syens, need delay of 15 to 30 seconds after power goes off before generator can start.

Pederson – set up in control panel

Motion Bembenek, second Pederson, bring sizing and cost to September 12 board meeting.  
Motion carried.

8. Newest property assessment procedures as required by 2013

Clerk Wolle talked with Assessor Phil Deffenbaugh on this date.

- ✓ Phil interested in inputting assessment data as required by DOR before notices of assessment are sent out in 2013
- ✓ Will do 2012 assessment and due to time line for implementation of data electronically may be interested in completing 2013 assessment

Motion Pederson, second Bembenek, table action and refer to LaVerne, John, Phil and possibly Janet. Motion carried.

9. At approximately 8 p.m. the Town Board will convene in closed session as allowed by Wisconsin State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. To be discussed is recent correspondence received regarding a Hull personnel matter. The board may convene in open session as allowed by Wisconsin State Statute 19.85(2). For possible discussion/action personnel policies.

Motion Bembenek, second Pederson, convene in closed session.

Roll Call Vote:

- Bembenek – Aye
- Pederson – Aye
- Wilz – Aye
- Holdridge – Aye
- Syens – Aye

Discussion:

- Envelope in Hull’s mailbox 8-1-11
- John received correspondence 8-2-11
- John read unsigned correspondence relating to personnel issue
- Who authorized to wear shirts/clothing paid for by Hull?
- Annually review policies and guidelines

Motion Bembenek, second Pederson, reconvene in open session.

- Bembenek – Aye
- Holdridge – Aye
- Pederson – Aye
- Syens – Aye
- Wilz - Aye

Motion carried.

10. Adjournment: Motion Bembenek, second Syens, adjourn the meeting. Motion carried. Meeting adjourned at 8:50 p.m.

\_\_\_\_\_  
Janet Wolle, Clerk

Revised  
7/13/2011  
7/18/2011  
7/20/2011  
7/29/2011

POLICY  
TOWN OF HULL  
TRAVEL, MEALS, LODGING  
CONFERENCES/SEMINARS

**Statement of Purpose:** The objective of this policy is to regulate the management and reimbursement of Town of Hull travel expenses by employees, volunteer fireman public officials (defined as members of the Hull Board of Supervisors, boards, commissions/or committees) and other elected officials, collectively known as *Hull Personnel*. The above group is covered by this one travel policy.

**Statement of Policy and Procedures:** *Hull Personnel* as defined above shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties within the reimbursement guidelines provided here in. Attendance shall be limited to those conferences, conventions, meetings, and seminars which are expected to contribute to the improvement of Town of Hull operations. Travel shall be undertaken by the most practical and economical means available. Whenever Hull owned vehicles are available, they should be utilized.

**Reimbursement:** Eligible Hull personnel are required to submit a standardized travel form which identify dates, times, and destinations in order to receive reimbursement for travel expenses. Individuals must also remit copies of the conference brochure when appropriate. Upon proper approval, the Town of Hull shall reimburse documented expenses. All requests for reimbursement require the submission of receipts, with the exception for meals and mileage.

No person shall receive any compensation or reimbursement under this section for performing any duties for which compensation or reimbursement is made by any other party.

**Approval process:** All travel and reimbursement shall be approved by the person’s supervisor and/or Hull Board of Supervision.

Requests for travel reimbursement must be filed with the Town Secretary within 30 days of the end of the event.

All travel expenditures must not exceed the approved line item annual budget for travel.

At the discretion of the Hull Board of Supervisors, Hull personnel may be required to attend certain seminars/meetings.

**Registration:** Registration fees at conferences, conventions, meetings, and seminars are fully reimbursable.

**Lodging:** Reasonable lodging accommodations and applicable taxes are reimbursable.

**Mileage:** Eligible officials who are required to use their personal vehicles to conduct Town business shall be reimbursed at the IRS standard business mileage rate. This rate shall be reviewed semi-annually on January 1 and July 1 and shall remain in effect until a change is made.

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

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

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

*The above maximum amount includes tax and tip.*

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

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

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

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

**Evaluation of conference/seminar:** Hull personnel shall submit an evaluation of the event they attended and file the report with the Town Clerk within five (5) days of conference/seminar end. A one page evaluation form will be provided.

**Traveling with Spouse:** When not traveling in a Hull owned vehicle, there is no objection to Hull Personnel and spouse traveling together while on official Hull business. No expenses for travel by the spouse will be reimbursable. An exception may be made for special circumstances (i.e. handicapped condition, etc.). With respect to the cost of lodging, the amount reimbursable will be equal to the single room rate. The hotel/motel clerk must be asked to write the single room rate on the receipt.

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

Exception to this policy may be made by the Hull Board of Supervisors. All reimbursement for travel is reviewed and approved by the Hull Board of Supervision on a monthly basis.

Approved by the Town of Hull Board of Supervision

Date: \_\_\_\_\_

\_\_\_\_\_

John Holdridge, Chairperson

Policy-Travel, Meals, Lodging Reimbursement

JH/bjb  
7/29/2011

**Travel Expenses**-Town of Hull - Portage County, WI (To be submitted within 30 days of event)

Name				Department
Address				E-mail
Purpose				Approved by
Date of Conference/Seminar				
<b>Time Left</b>	<b>Arrival</b>	<b>Dates</b>	<b>Hours</b>	<b>How spent</b>





1	2	3	4	5
Poor	Fair	Average	Good	Excellent

	1	2	3	4	5
1. Value of presentation in meeting your needs.					
2. Expertise of the presenter.					
3. Presentation techniques of the presenter.					
4. Your learning experience.					
5. Usefulness of handouts or other "take aways."					
6. Clarity of objectives.					
7. Active involvement of participants in learning experience.					
8. Timeliness of the material presented.					
9. Use of practical examples.					
10. Overall rating.					

Would you recommend this conference/workshop to others (circle one)?    YES    NO

Why?

What did you learn that you are most likely to try? Please list.

Other comments...

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_



received  
8-3-11

cc: Board

TO: Current Market Drive users  
FROM: Lisa Pelkey  
DATE: July 31, 2011  
RE: Market Drive 2012 Upgrade

Enclosed you will find a quote for the Market Drive 2012 software upgrade. This quote is meant to help you with your budgeting for next year and is not an invoice. The Market Drive 2012 software will be shipped sometime during the fourth quarter and you will receive an invoice at that time.

As you already know, the Department of Revenue added section 17.3.2 to the Wisconsin Property Assessment Manual which states that all municipalities must collect and maintain parcel data electronically by the time they send their 2013 notice of assessments. This means that as you are budgeting for next year, review your current software to be sure you are able to do the following electronically:

1. Implement real estate assessments for residential, agricultural and **commercial** property. This includes sketching all major building
2. Implement personal property.
3. Implement mobile home parking permit assessments.

If you plan to use flat rate support for \$500 for up to 15 hours of support, be sure to include that in your budget as well. The other option is per incident support which is \$60/hour, billed in 15 minute increments.

If you have any questions about the additional features you may need to meet the new requirements, please feel free to contact me at (414) 858-0236 to discuss your options. Depending on how many municipalities and parcels you assess, you may want to consider the Small Municipal Edition which was discussed in detail in the second edition of the April Market Drive Advisor.

## REAL PROPERTY DATA COLLECTION

Building permits, plat books, public contact, information collection forms, cost manuals, real estate transfer returns, property inspections, soil surveys, and aerial photographs are some of the sources available to the assessor for acquiring the data needed to locate, identify, analyze, and value a property. Once collected, the data must be recorded and maintained in a consistent manner in order to serve as the official record of characteristics for that particular parcel.

### PROPERTY RECORD CARDS

Each assessor must maintain a separate property record card (PA-500) for each parcel of agricultural, residential, commercial, and manufacturing property. Property record cards (PRC) are four-page, folder type cards that can be kept in a ring binder or a file cabinet, and are designed to be used for every parcel of real estate throughout the state.

If there are two houses on a parcel, the second house is priced on a two-sided supplementary insert form (PA-501). Agricultural outbuildings can be priced on the "Other Building Improvements" section of the property record card or they can be priced on another supplementary insert form, the agricultural work card (PA-703). Detailed instructions for completing each field on the property record card can be found in Volume II of the Wisconsin Property Assessment Manual.

### ELECTRONIC PARCEL DATA

The department requires that municipalities collect and maintain parcel data electronically by 2013. The assessor must have the agreement of the governing body to maintain automated property record cards and must ensure that the data is stored in a format that meets department requirements for transferability.

The department requires that all electronic parcel data, including that maintained on the property record card (PA-500), be capable of being transmitted in a form that allows individual data fields to be identified and analyzed electronically using standard data processing software. Examples of electronic formats that meet department requirements include comma delimited text files, non-proprietary database files such as MS-Access, and other

common data protocols for generalized software. Unacceptable electronic formats are those that cannot be read except by customized or proprietary software. Note that PDF files and word processing documents do not meet department requirements because individual fields and their contents cannot be identified and analyzed electronically.

All automated data must be turned over to the governing body when the assessor's term ends. In addition, the assessor may be required to provide electronic parcel data to the municipality's new assessor, and at various times, to other municipal departments and the Department of Revenue.

Maintaining electronic property record cards does not relinquish the assessor from the responsibility of providing the governing body and the succeeding assessor with a paper copy of each property record card. In addition, if a contract assessor converts paper property record cards to electronic format, the original PRC must be returned to the municipality.

### PROPERTY CHARACTERISTICS & ATTRIBUTES

The property record card (PA-500) is the vehicle for collecting property characteristics related to land and improvements, regardless of the property classification. For example, the card allows the assessor to record rental income and expense data for commercial property, acreage enrolled in special forestry programs, the bedroom/bath count for residential properties, and the quality/grade of agricultural land. These data elements are a mere fraction of the number of property characteristics that can be recorded on the property record card. Accurate property record cards are the basis for valuation and, as such, must be as accurate and complete as possible.

While paper property record cards will likely exist for a long time to come, the future of assessment requires that parcel data be converted to digital format. Digital parcel data is ultimately the most efficient and cost effective means of providing reliable, consistent property assessments. The Department of Revenue has begun defining what parcel characteristics will be captured digitally and the format in which data will be stored in order to enhance uniformity within and across municipalities, and to maximize the utility of the information being collected.

The Department has defined fifteen data elements that provide basic property information needed to analyze sales. Beginning July 2010, assessors will be required to submit this information to the department electronically for all sales.