

HULL TOWN BOARD MEETING
WEDNESDAY AUGUST 22, 2018 – 10:00 A.M.
HULL MUNICIPAL BUILDING
4550 WOJCIK MEMORIAL DR.
STEVENS POINT, WI 54482

01) Call to order by Chairperson John Holdridge at 10:00 a.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.

02) Announcements

Stevens Point Common Council met Monday August 20, 2018.

- Dave Wilz and Kyle Kluck attended regarding the proposed Kluck subdivision
 - Common Council meetings, now run by consent agenda meaning unless a citizen/councilperson asks to be heard on an item, the item you are there for will not be discussed – Dave and Kyle were unaware of this – the subdivision was not discussed
 - Later in the meeting Joel Lemke presented a document indicating they needed an ordinance to allow sewer and water without annexation
- Pete had vehicle count on North Second Dr.
- Russ Habeck now head of Wisconsin Department of Transportation in Wisconsin Rapids.

03) Vouchers

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

04) Discussion/review 2019 budget data/time line – Dave Wilz

8/22/18

To: Town of Hull Leaders
From: Dave Wilz
Subject: Budget 2019

Attached find budget worksheets for preparation of the 2019 budget. This communication is meant to explain the worksheet and to help guide you on how to prepare your budget.

The budget committee would like you to essentially do two things:

- Predict where your area of responsibility will most likely end the 2018 year with your best estimate of actual dollars spent by line item.
- Establish your operational budget for the 2019 year.

About The Form

- The form has the actual dollars spent by line item for the last three full calendar years
- The form has your 2018 budget by line item
- The form has the actual dollars spent by line item through August 2018
- The form has a column for you to update your anticipated year end actual for 2018 by line item
- The form has a column for you to submit your first draft of your 2019 budget

Things To Remember

- Do not fill in any 2019 budget figures related to labor costs or benefits. Jim K. will do that based on figures we get from various sources
- There is still a net zero budgeting strategy for your operational budget. Once again, we are prohibited from increasing our tax levy for increased costs to most items.
- You may reallocate dollars from one line time to another to help you focus on what is important this year.
- If you have needs outside of your normal operating budget such as large equipment, special projects or one time budget request, please put that on a separate sheet.
- If your operational budget already includes an equipment repair or replacement line, please include a separate list of items that you anticipate purchasing against the budget item if known, along with anticipated cost.
- When predicting your 2018 anticipated actual, **please do not use** the “spend it or lose it” strategy. This does not help your department. We want to know where we are going to end up at year end so we can prepare for that final number. If we can budget for the future without needing all that we usually have, our ability to stay financially viable improves and department heads will maintain more control.
- The above items may change slightly, but it is a good place to start.
- Department heads should work on their budgets, set a time for Dave to review with you and give to Jim by no later than the end of Wednesday, 9/26/18.

**Fire Protection, First Responders, Highway
& Street Maintenance, Parks, General Admin.**

**Estimated
Cost**

(New Equipment New Replacement Equip.
and Furniture - list items & cost separately)

All other items not known at this time

Total Equipment -New & Replace

**Large Equipment, special
project and one time request**

Total Other

TOWN OF HULL BOARD MEETING **8/22/18**

2019 BUDGET SCHEDULE

- **8/22/18→9/26/18** - Budget team meets and performs following:
Lays out process for budget preparation, reviews and researches all revenue streams & potential changes.

Review & researches all expense lines & potential changes, meets with department heads to project year end for 2018 & talk about limitations & requests for 2019. Update large equipment & project list for planning purposes. Prepare 2019 operational budget.
- **9/28/18** – First run at 2019 budget based on above factors. Review numbers, check for accuracy & begin revision if necessary.
- **10/2/18, 10/3/18 or 10/4/18** – pick one of these dates for entire board to review proposed budget, make recommendations. (2-3 hours)

- **10/11/18** – 2nd chance for board to give input on 2019 budget changes if needed.
- **10/15/18 → 10/19/18** – Final budget revision if needed & preparation of summary for publication for 2019 budget.
- **10/22/18 → 10/26/18** – need to publicize in various papers and post to meet requirements for Thursday 11/15/18 public budget hearing/special town meeting/board meeting

Following review of documents, Dave requests a date certain for the entire board to meet to review the proposed budget (Oct. 2, Oct 3 or Oct 4). It was determined the board would meet on October 4, 2018 at 4 p.m. for 2019 proposed budget review.

Dave - \$0 based budgeting is followed. If a department needs an increase for a certain item(s), the department must locate the funds in another part of the budget.

05)Adjournment: Chair Holdridge – meeting adjourned. 10:57 a.m.

Janet Wolle, Clerk

Vendor	Amount	Purpose	Credit Card
		Elec Bd-17.25 hrs @\$12.30 chief	
O'Brien, Heidi	\$212.18	Inspector	
Beaversdorf, Diane	\$172.89	Elec Bd-17.75 hrs @\$9.74 inspector	
Dieterich, Dan	\$172.89	Elec Bd-17.75 hrs @\$9.74 inspector	
Hackett, Terry	\$172.89	Elec Bd-17.75 hrs @\$9.74 inspector	
Hannon, Tim	\$172.89	Elec Bd-17.75 hrs @\$9.74 inspector	
Zimbauer, Dawn	\$172.89	Elec Bd-17.75 hrs @\$9.74 inspector	
Zimmerman, Tim	\$172.89	Elec Bd-17.75 hrs @\$9.74 inspector	
Szachnit, Lorna	\$192.37	Elec Bd-19.75 hrs @\$9.74 inspector	
Zywicki, Cathy	\$177.76	Elec Bd-18.25 hrs @\$9.74 inspector	
Hannon, Karen	\$160.71	Elec Bd-16.5 hrs@\$9.74 inspector	
Bishop, Madge	\$160.71	Elec Bd-16.5 hrs@\$9.74 inspector	
Pederson, Trudy	\$150.97	Elec Bd-15.5 hrw@\$9.74 registration	
Advance Auto Parts	\$35.96	FD-Eqp Repair&Maing: wiper blades	
American Asphalt of WI	\$834.72	RD-Material: 12.59 ton HFE Mix	
American Asphalt of WI	\$835.38	RD-Material: 12.6 ton HFE Mix	
AT&T	\$258.51	FD-Telephone	
AT&T	\$378.57	Gen Bldgs-Telephone	
BrightGuy, Inc	\$144.20	FD-Eqp New&Replace: Nightstick Dual Light; Nightstick Angle Light	X
Complete Office	\$23.50	Gen Bldgs-Supplies: Towels M-Fld	X

Fed. Wage Labor Law Institute	\$50.95	Gen Adm-Unclassified: Renewal Auto Comply Federal/State posters	
Fire Pro Inc	\$66.37	RD-Eqp Replacement:Fire Extinguisher by fuel tanks (rqrd by inspection report)	
Fleet Farm	\$49.99	Gen Bldgs & RD:Unclassified: stepladder	X
Fleet Farm	\$30.89	FD-Supplies:Bath tissue; chain	X
Batteries Plus Bulbs	\$18.72	FD-Supplies: Batteries	X
Fleet Farm	\$7.70	Gen Bldg-Supplies: Painters Touch	X
Fleet Farm	\$19.98	Gen Bldg-Supplies: Batteries	X
	\$179.88	RD-Posts: Treated 4x4x12 12@14.99 ea	
Grezenski, James Forest Prod, Inc	\$225.00	Park-Landscape: 15 yards chips	
Jewell	\$1,352.38	Capital Outlay: Engineering N 2nd Dr project-Design, Soil Boring, WDNR Permits, Wetland Delineation	
Jimmy Johns	\$80.07	Gen Adm-Election: Food for 8-14-18 workers	
LaBlanc's South Side Motors	\$125.90	RD-Material&Maint: 12" bar; 16" chain; 20" 3/8" chain; Saw tooth blades	
Lacrosse Premium Water	\$6.00	Gen Bldg-Contract supply: Water	
Ladick Road Materials, Inc	\$150.00	RD-Material&Maint: 2" CLEAN material boat landing pipe washing out	
Milestone Materials	\$60.04	RD-Material: 9.53 tons 2/3" dense graded base	
Mobile Small Engine Repair	\$39.99	Parks-Maint: Kwick land spool	X
PSOL	\$98.00	Gen Bldg-Computer support: Remove mail.tn.hull.wi.gov & www.tn.hull.wi.gov from auto SSL	
	\$98.00	Gen Adm-Computer Service: Market Drive error on opening program-repaired	
Portage County Treasurer/ Finance Dept	\$7,435.90	Portage County tipping fee	
Reinders	\$159.04	RD-Material&Maint: Structron Bow Rakes; 4'x250' Pro Weave Plus 1 roll at \$107.00	
Rent-A-Flash	\$38.22	RD-Post,Signs: 5 in lettering sticker:Diesel, Unleaded; No Smoking Stop Your Engine	

Riiser Energy	\$685.47	RD-Fuel: Reg NL Gas 226.6 gals
Riiser Energy	\$1,316.64	RD-Fuel: Diesel furl 448.6 gals Leg Adm-Unclassified:10-01-18 to 09-39-19
Stevens Point Journal Struck & Irwin Paving, Inc	\$192.02 \$13,306.75	Gen Bldg-Maint: Crak seal & spray patching;slurry seal muni lots
Superior Chemical Corp Triple K Tree & Landscaping Inc	\$151.98 \$3,475.00	Gen Bldg-Supplies: White Wipers RD-Tree removal: 1921 Jordan RD; 928 Jordan Rd; 735 Old Wausau Rd; N Point Dr 3 large oaks, 5 Willows & sm elm, leaning popals
Walmart	\$37.06	Gen Bldg-Supplies: Tall kitchen trash bags; Wonder mop refill
Wisconsin Media	\$95.15	Gen Adm-Unclassified: notice of liquor license applications
	\$30,184.60	

Approved by the Hull Town Board
this 22nd day of August,
2018

Janet Wolle, Clerk