

MINUTES OF HULL BOARD MEETING
COUNTY OF PORTAGE, WISCONSIN
HELD ON MONDAY SEPTEMBER 10, 2018

- 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, Road Foreman Pete Kaminski, Asst. Fire Chief/EMS Administrator Mark Fritsche and Secretary/Deputy Clerk Barbara Brilowski.

Excused: Fire Chief Ken Sadogierski.

- 02) Pledge of Allegiance

- 03) Minutes

Motion Supervisor Pederson, **approve minutes of the April 25, 2018 board meeting.**
Second by Supervisor Wilz. Motion carried by voice vote.

Motion Supervisor Wilz, **approve minutes of the May 23, 2018 board meeting.**
Second by Supervisor Pederson. Motion carried by voice vote.

Motion Supervisor Wilz, **approve minutes of the June 11, 2018 board meeting.**
Second by Supervisor Pederson. Motion carried by voice vote.

Motion Supervisor Wilz, **approve minutes of the August 6, 2018 board meeting.**
Second by Supervisor Pederson. Motion carried by voice vote.

Motion Supervisor Wilz, **approve minutes of the August 22, 2018 board meeting.**
Second by Supervisor Pederson. 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)

No public comments.

06) Report of public issues facing Town of Hull:

a. Hull Chairperson

- Wisconsin Town's Association Convention will be held on October 14-16 at the Holiday Inn in Stevens Point
- The Fire Department will be holding "Firefighter One" classes in Hull's municipal building several Wednesday evenings beginning in September and ending February 6, 2019
- Upcoming meetings:
 - September 12 – Comprehensive Plan Group
 - September 13 – Parks Committee
 - September 18 – Plan Commission
 - September 20 – Ordinance/Policy Group
 - September 25 – Hull Water Committee
 - September 26 – Hull Board – 10 a.m.
- Hull Board meeting on October 8 will include bid documents for the North Second Drive project

b. Hull Supervisors

D Wilz – Jim Kruziki has finished preparation of budget worksheets being passed out to department heads

- ✓ Read instructions and begin work on the proposed 2019 budget
- ✓ Need to get to Jim by September 27

c. Hull Clerk

- Registration for the WTA Convention on October 14-16 are due by September 25, 2018. This year's convention is in Point. Next year it is in Wisconsin Dells. Review your September 2018 WTA newsletter.
- A copy of correspondence on Election Security Awareness was given to all board members. The correspondence from Meagan Wolfe, Interim Administrator, Wisconsin Elections Commission is dated August 22, 2018.
- 5,550 ballots were ordered for the November 6, 2018 election, the same amount as for the November 2016 election (Presidential)
- 89% voter participation – 1,259 absentee ballots processed
- 76% voter participation in November 2014 (Governor) – 384 absentee ballots processed
- In-person absentee voting for the 2018 November election will begin on Monday September 24
- At this point in time we are planning on setting up 6 ballot booths for absentee voting – more will be added if needed
- Absentee ballot applications on file will be mailed out Thursday September 20 and will continue through November 1st

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

Chairperson Holdridge – have received a memo from the consultant re: the hawk situation on North Second Dr. It is not a problem.

Barb Brilowski – John Moe has resigned as Clerk of the City of Stevens Point. His last day is September 21. He and family are moving to Dane County.

08) Goals for Hull 2018-2020

Chair Holdridge – thought of things that should be important to the town. Will not ask the board to approve tonight – will ask for approval in October.

Some of the goals were read by the Chair. He requests opinions and thoughts on the goals he has presented.

Goals presented by Chair Holdridge:

1. Revise and update Hull's Comprehensive Plan (Bob Enright, John Holdridge, Kristen Johnson-Portage County Planning & Zoning Dept. and Hull Plan Commission).
2. Establish Hull Road Maintenance, Reconstruction and Safety Committee (The Road Committee) and determine functions, membership and meeting schedule (Hull Board of Supervisors).
3. Review, revise and create Hull Ordinance/Policies and determine access, storage location, review schedule and distribution practices (Ordinance/Policy Group-Janet Wolle, Dave Pederson and John Holdridge).
4. Identify and evaluate enforcement procedure and practices to ensure Hull policies and ordinances are implemented and followed (Hull Ordinance/Policy Group, Hull staff, Road Crew Foreman).
5. Establish a groundwater-monitoring program covering the entire Town of Hull, annually collect baseline water data, determine the quality and quantity of Hull's water and report yearly the condition of Hull water to the Hull public (Hull Water Committee).
6. Create a public communication/information system to inform on a consistent basis Hull households and citizens of their government's activities and Hull policies and ordinances (Hull Water Committee, Hull Plan Commission and Hull staff).
7. Organize and furnish Hull Municipal Building lobby and government/community meeting room to include cultural, historical, technological, informational and security components and develop a policy permitting Hull citizens' usage of government/community room (Ad hoc group of Hull citizens, Hull staff and Hull elected officials).
8. Review and identify Hull Board of Supervisors legal status, oversight authority, parliamentary practices, Wisconsin open meeting requirement, role of Hull elected officials and relationship with Hull staff and the public (Hull citizens, Hull's staff and Hull elected officials).
9. Explore creating a revised governmental structure for the Town of Hull based on function, duties and role clarification consistent with Wisconsin law and meeting current and future needs of the Town of Hull (Ad hoc group of Hull citizens, Hull elected officials and Hull staff).
10. Review Hull Fire Department operations including functions, equipment, staffing, building adequacy and intergovernmental agreements. (Hull citizens, Fire Dept. and Hull Board of Supervisors).

Motion Supervisor Wilz, **table action on Goals for Hull 2018 – 2020.** Second by Supervisor Pederson. Motion carried by voice vote.

09) Hull Road Maintenance, Reconstruction, Safety Committee (The Road Committee)

Chair Holdridge: The Hull Road Maintenance, Reconstruction, Safety Committee (The Road Committee) would have active citizen involvement.

- There would be 9 members, 7 of which are citizens of Hull
- The Chairperson of the Committee would be the Chairperson of the Town of Hull

Clerk Wolle – Section 9 Experts and Staff it states the Hull Road Committee may employ experts.

- The Committee cannot employ – the Town of Hull board can

Supervisor Wilz – suggest changing wording from employee to utilize.

Wolle – Section 10. Item 1 states the Hull Road Committee Chairperson shall be appointed to a three-year term of office.

- Elected officials can be appointed for two years as per term of elected office

Motion Supervisor Wilz, **approve the 1st draft along with changes discussed and with the understanding this is a 1st draft and may be revised.** Second by Supervisor Pederson. Motion carried by voice vote.

10) As per Town of Hull Policy – “Temporary Replacement Workers as Part-Time Employees” - hiring for attendant parking, yard waste disposal and other things that may arise: James Warner and James Kalpinski

Chair Holdridge – the application is pretty high for part-time position.

Barb Brilowski – the application is what we have.

Holdridge – feel the board does not have to hire part-time people. Feel it can be delegated to the clerk to handle.

Clerk Wolle – the clerk does not have the authority to spend money by employing an individual. Only the Town Board has the authority to spend funds. The clerk is required by law to make sure there are funds within a line item to make payments.

Mark Fritsche – the process in the policy states: The Board shall establish and maintain a list of Hull citizens who have shown interest 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 description of the job and the possible time obligations. They will be paid the hourly rate the regular part-time employee is paid. Temporary replacement workers will be contacted through the Town of Hull Clerk’s Office. A list of applicants for part-time temporary workers will be collected and maintained by the Hull Clerk.

Wilz – board is not part of the interview. Assume pre-employment screening was done.

Wolle – yes.

Wilz – following the pre-employment record check by the Clerk’s office, make a recommendation to the town board for hiring part-time individuals.

Motion Supervisor Wilz, **approve hiring of James Warner and James Kalpinski for attendant parking, yard waste disposal and other things that may arise – as per Town of Hull Policy – “Temporary Replacement Workers as Part-Time Employees”**. Second by Supervisor Pederson. Motion carried by voice vote.

11) Hull Building Inspector contract – Phil Deffenbaugh

Chair Holdridge – Hull’s building inspector Phil Deffenbaugh has missed doing some inspections. He now wants ½ of the inspection fee even though the inspection was not complete.

Barb Brilowski – page 3 of the contract addresses missed/missing inspections.

E. Missed inspections: The purpose of building inspections under the Uniform Dwelling code (UDC) is to ensure that 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 inspection 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 an affidavit indicating the missed inspection meets all state codes. The affidavit will be maintained in the property file at the Town of Hull.

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. 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.

There were 17 inspections missed.

Wolle – Phil was not paid for the missed inspections. Also I do not feel, for the tax payers of the Town of Hull, the inspector should be paid for inspections not made as in E2 above (Consequences of Missing an Inspection(s)).

Holdridge – it is the responsibility of the inspector to make sure inspections are made.

- Barb maintains all the inspector's records

Motion Supervisor Way, **approve the final Hull Building Inspector contract with Phil Deffenbaugh. The contract runs from January 1, 2018 to June 30, 2022.** Second by Supervisor Pederson. Motion carried by voice vote.

12) Results of survey on communication to Hull citizens taken at August Partisan Primary Election

- 683 surveys were completed.
- Questions asked of citizens:
 - How would you like to receive communication from Hull?
 - Response:
 - Facebook 84 or 12%
 - E-Mail 224 or 33%
 - Website 108 or 16%
 - Newsletters 267 or 39%

Do You subscribe to a newspaper? Yes – 169 No – 231

Portage County Gazette: 128

Stevens Point Journal: 108

Other: Wausau Daily Herald – 1; Wall Street Journal – 1;

Rosholt Paper – 1; Wisconsin State Journal – 2;

Point-Plover Metro – 2 (On-line paper)

Motion Supervisor Wilz, **accept the information received.** Second by Supervisor Pederson. Motion carried by voice vote.

13) Operator's license application(s): Andrew Aguilera

Motion Supervisor Way, **approve an Operator's License for Andrew Aguilera as per recommendation of Clerk Janet Wolle.** Second by Supervisor Koshnick. Motion carried by voice vote.

14) Application for Tree Grant with the Wisconsin Department of Resources

Pete Kaminski –

- As per Don Kissinger of the DNR, the Town of Hull can apply for a startup tree grant ranging from \$1,000 to \$5,000 – 50/50 grant.
- Put together a list of trees we would like to plant – drought resistant
- How many trees do we want to plant
- Indicate on the application how many trees we have lost in our parks from storms in 2016 and how many dried up

- Hull should apply for maximum amount of grant if we are able to afford it (half the amount). This money can also be used for park maintenance such as pruning other trees
- Hull will be informed by mid-November if we have been approved for a grant.

Motion Supervisor Pederson, **approve the application for tree grant**. Second Supervisor Way. Motion carried by voice vote.

15) Fire Department roof repair (quotes received)

Pete Kaminski –

Quotes received for the FD roof repair: \$51,000.00; \$57,844.00; \$87,153.00

Barb Brilowski – have tried to get someone to put on something other than a flat rubber roof?

Kaminski – Was told the cost would be over \$100,000.

Clerk Wolle – this project is required to be put out on bid as per Wisconsin Statute 60.47. This is a public contract over \$25,000 and defined as construction, execution, repair, remodeling or improvement of any public work or building or for the furnishing of materials or supplies § 60.47(1)(a). Most recent article in the August 2018 Wisconsin Towns Association Newsletter.

Comment – old roof has to come off.

Jim Kruziki – should have learned from what did this spring regarding the generator and slurry seal. Went to specialists to request specifications.

Chair Holdridge – need a policy on bidding and quoting.

D Wilz – suggest table and have Janet and Pete put together process for bidding.

- We have to maintain roof
- Problem with bidding now, companies may have too much business to complete Fire Department roof this year

D Pederson – use 2 weeks to try get bid documents and authorize bidding. Can make a decision at the September 25th board meeting.

Motion Supervisor Wilz, **table Fire Department roof for 2 weeks to obtain more information**. Second Supervisor Pederson. Motion carried by voice vote.

16) Fire Department funds required to replace breathing apparatus

D Wilz – bidding not required for replacing breathing apparatus.

- For 2 years the Fire Department has attempted to get FEMA grants for replacing the apparatus – unsuccessful
- Current air packs have been in use for 20 years

Mark Fritsche brought in (☺and modeled☺) an air pack so the board and all present could see the apparatus.

- Looking to purchase:
 1. 12 new Scott High Pressure breathing apparatus
 2. 24 new Scott 4500 PSI 45-minute carbon fiber cylinder and valve assembly
 3. 6 new Scott Epic 3 voice amplifiers
 4. 12 New Scott face pieces
 5. New HC6000 DOT compressed air cascade cylinders
- Reducing number of masks to 10 (currently have 30)
- Reducing number of bottles to 24 (currently have 40)

Quote received from Oshkosh Fire & Police Equipment for the SCBAs is \$81,321.00

The breathing apparatus the FD currently has expires December 31, 2018.

Motion Supervisor Pederson, **authorize the purchase of the SCBAs from Oshkosh Fire & Police Equipment for \$81,321.00.** Second Supervisor Way.

Treasurer Jim Kruziki, there are alternate ways for paying for the apparatus: Contingency fund; loan. A group recommendation will be made.

Motion carried by voice vote.

17) Editorial Committee selection of topics for newsletter

Chair Holdridge, for newsletter topics, would like to have a small editorial group involving Hull staff, elected officials and possibly citizens. The core group suggested: Barb Brilowski, Janet Wolle, Pete Kaminski, Ken Sadogierski and Jim Kruziki. He would expand the group to include citizens particularly members of Hull's very active committees and commissions.

- There will be a meeting in September

Motion Supervisor Way, **approve the Editorial Committee.** Second by Supervisor Pederson. Motion carried by voice vote.

18) Adjournment

Motion Supervisor Pederson, **adjourn the meeting.** Second by Supervisor Way. Motion carried by voice vote. Meeting adjourned at 7:25 p.m.

Janet Wolle, Clerk

Vendor	Amount	Purpose	Credit Card
Amazon	\$44.97	RD-Cell phones: OtterBoxes for cell phones	X
American Asphalt of Wisconsin	\$1,131.08	RD-Materials: 17.06 tons HFE mix	
Anderson/O'Brien Law Firm	\$594.00	Legal: Matters re proposed Kluck subdivision	
Anderson/O'Brien Law Firm	\$853.83	Legal: 527 Maple Bluff Rd	
Batteries + Bulbs	\$47.80	FD -Eqp Replacement: 6V Lead battery	
Beaver of Wisconsin, Inc	\$191.25	RD-Parts&Eqp: 50' x 3/8" hose; Set of couplers	X
CNA Surety	\$30.00	Other Gen Govt-Other Ins; bond for Notary Public	
Complete Office of Wisconsin	\$14.97	Gen Adm-Supplies: Paper	X
EO Johnson Business Technologies	\$5,993.00	Cap Outlay-New RICOH color copier	
FABCO Equipment Inc	\$147.45	RD-Parts&Eqp: Filters & Elements RD-Mat. & Maint: Sanding disc; Flap	X
Fleet Farm 8-24-18	\$60.92	Disc	X
Fleet Farm 8-24-18	\$99.00	RD-Parts&Eqp: 18V battery	X
Fleet Farm 8-28-16	\$156.04	RD-Mat. & Maint: Erosion Blnkt; Paint; 4 Pc brush set; Valved Respirator; Valved respirator; Painting tape blue' Roller cvr; Gloves; Shaker bag seed RD-Mat & Maint: Lawn seed, Lawn	X
Fleet Farm 8-21-18	\$75.96	repair; Erosion blanket	X
Fleet Farm 8-24-18	\$94.90	RD-Mat & Maint: Sanding disc for fuel barrels	X
Fleet Farm 9-4-18	\$38.97	RD-Parts&Eqp:Pack/ship material; shop towels	X
Fleet Farm 9-6-18	\$59.99	RD-Material: Grass Seed	X
Frank's Hardware Co. Inc	\$29.98	RD-Mat & Maint: Lacquer thinner for fuel barrels	X
Harbor Freight Tools	\$15.95	RD-Parts&Eqp: Latex gloves; Split gloves	X
Harter's Fox Valley Disposal	\$4,701.12	Recycling curbside pickup	
	\$12,099.84	Refuse curbside pickup	
James Grezenski Forest Products	\$225.00	Park-Landscape - Hdw Chips Bldg Inspec Penalty Fee -	
JJ Construction	\$200.00	Reimbursement	
LaBlanc's South Side Motors	\$108.00	RD-Maint & Material: Sharpen 15	
LaCrosse Premium Wager	\$12.00	Gen Bldg-Contract supplies - water	
MMG Employer Solutions	\$61.00	FD-Medical Related Screening: Peter Gebhardt	
MMG Employer Solutions	\$52.00	RD-Medical Related Screening: Annual Consortium Fee	

Mid-American Research Chemical	\$376.00	RD-Mat & Maint: Rust eliminator; Striping paint yellow	
	\$201.50	RD-Parts&Eqp: Pine metal parts cleaner PT	
	\$123.00	Gen Bldg-Supplies: Phenomenal Air	
	\$127.00	Parks-Maint: Zap Wasp & Hornet Killer	
Milestone Materials	\$1,548.26	RD-Materials: 245.75 tons 3/4" dense graded base	
Mobile Small Engine Repair	\$183.54	RD-Repair & maint: Power pruner	X
NAPA	\$73.49	RD-Parts&Eqp: Reman Bra	X
Portage County Finance Dept/ Transfer Station	\$8,325.24	Dumping fee for August 157.08 ton	
PSOL	\$588.00	Fin Adm-Comp service: Upgrade RAM & reinstall OS to 64 bit	
	\$49.00	FD-Comp service: Email set up on iPad	
	\$49.00	RD-Comp service: Find & import old records Trax Pro Program-review new features with Pete	
PSOL	\$300.00	Gen Bldg-Computer-all: Renewal Barracuda Spam & Virus Filtering-1 yr lic RD-Mat & Maint: 4'x250' pro weave plus;	
Reinders	\$159.04	Structron bow rake forged 16-tine For french drains	
Rent-A-Flash	\$331.70	RD-Signs: 10 STOP	
Rent-A-Flash	\$300.40	RD-Signs: 10 speed limit; freight	
Riiser Fuels LLC	\$677.15	RD-Diesel fuel: 232.3 gallons	
UWSP - Water & Environmental Analysis Lab	\$200.00	Public Health Service: Monitor wells	
UWSP - Water & Environmental Analysis Lab	\$208.00	Public Health Service: Monitor wells	
Wisconsin Town's Association	\$910.00	Gen Adm-Unclassified:Clerk attendance at WTA Convention October 15 & 16	

\$39,245.46

**Hull Road Maintenance, Reconstruction, Safety Committee
(Hull Road Committee)
Town of Hull**

Background: The Town of Hull has approximately 82 miles of roads, a road crew of 4 full-time employees (4 of the 6 full-time Hull employees) and road related expenditure comprising 45% of the Town of Hull budget.

The Town Board of the Town of Hull, Portage County, Wisconsin, designates and ordains as follows:

Section 1. Title. This Ordinance is titled Hull Road Maintenance/ Reconstruction/Safety Committee (Hull Road Committee).

Section 2. Purpose. The Purpose of this ordinance is to establish a Hull Road Committee and set forth its organization, powers and duties to further the health, safety, welfare and wise use of roads in Hull to the benefit of current and future Hull residents and other users. The adoption and implementation of the Road Committee Ordinance provides significant citizen input to oversee road projects and usage in the Town of Hull and to advise the Hull Board of Supervisors of current and future road policies.

Section 3. Authority/Establishment. The Town Board of the Town of Hull, having been authorized by the Town Meeting to exercise Village Powers in 1967 to protect the health, safety and welfare of Hull citizens, establishes a Hull Road Committee. The Road Committee shall be considered the Town's official agency for road related investigations, analysis and policy development. The Hull Road Committee reports to and is advisory to the Hull Board of Supervisors.

Section 4. Membership. The Hull Road Committee shall consist of nine members appointed by the Town Board. The Chairperson of the Hull Board of Supervisors shall be the Chairperson of the Committee. The Chairperson may designate another Hull citizen to be Chairperson. Other elected or appointed officials of the Town may be appointed to the Committee except the Committee shall always have at least seven citizen members who are not Town officials. All appointments are subject to approval by the Hull Board of Supervisors. All Committee members shall be residents of Hull.

Section 5. Appointment. The Town Board shall appoint members of the Hull Road Committee in September 2018 or as soon as practical after adoption of this ordinance. The initial appointees to the Hull Road Committee shall be for two or three-year terms of office. Five of the nine members shall be appointed to three-year terms, four (4) shall be appointed to two-year terms. Thereafter, appointment will be for 3-year terms. All members shall assume their duties as Hull Road Committee members upon appointment.

Section 6. Meeting. The Hull Road Committee shall meet at least five times annually. All meetings are subject to the Wisconsin Open Meeting Law.

Section 7. Compensation – Expenses. No per diem allowance is authorized for members of the Hull Road Committee. However, the Town Board may reimburse for reasonable expenses and shall provide an annual travel stipend.

Section 8. Rules and Regulations. The Hull Road Committee may adopt rules for the transaction of its business subject to Town Ordinances and Wisconsin Law. A record of its resolutions, transactions, findings and determinations shall be kept. Official minutes of each meeting shall be kept and once approved, shall be filed at the Hull Municipal Building, maintained by the Hull Town Clerk, and shall be a public record.

Section 9. Experts and Staff. The Hull Road Committee may employ experts and pay for services as necessary and proper within the limits of budget appropriation in the Hull Annual Budget or approved by the Hull Board of Supervisors. At all times, finances appropriated to the Hull Roads Committee shall be subject to the Town Board budget authority and regulations.

Section 10. Chairperson / Vice-Chairperson / Secretary / Officers.

1. Hull Road Committee Chairperson shall be appointed to a three-year term of office. The Chairperson shall be subject to Town Ordinance and Wisconsin Law and provide leadership to the Committee. The Chairperson shall preside at Committee meetings, hearings, set meeting and hearing dates, establish agendas for meetings and ensure ordinance and laws are faithfully followed. The Hull Road Committee Chairperson shall be the Chairperson of the Hull Board of Supervisors or his/her designee.
2. Vice-Chairperson. The Hull Road Committee may elect, by open vote, a Vice-Chairperson to serve in place of the Chairperson when the Chairperson is absent or incapacitated for any reason.
3. Secretary. The Hull Road Committee shall elect, by open vote, a Secretary. The Secretary may be the Hull Town Clerk or other Town employee as determined by the Committee.

Section 11. Committee Objectives.

- a. Review, implement and monitor Hull road safety plan.
- b. Review, implement and monitor Hull Weight Limit Ordinance.
- c. Review and monitor Hull road ordinance and policies including but not limited to the driveway and the right-of-way ordinances.
- d. Identify and implement a five-year road reconstruction plan for the Town of Hull.
- e. Review and approve Hull's annual seal coating/chip sealing maintenance plan.
- f. Monitor and review Hull's road crew inspection of roads.
- g. Provide an annual report on the status of road maintenance, reconstruction and road safety in the Town of Hull at Hull's annual meeting in April. As appropriate, make recommendation of improvements to road maintenance, reconstruction and safety to the Annual Meeting.

TOWN OF HULL BUILDING INSPECTOR CONTRACT

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 a Hull official to set up 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.

(1)

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.

(2)

- E. Missed Inspections: The purpose of building inspections under the Uniform Dwelling Code (UDC) is to ensure that 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 an affidavit indicating the missed inspection meets all state codes. The affidavit will be maintained in the property file at the Town of Hull.

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): 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.

(3)

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 he 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.

(4)

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

(5)

Town of HULL
Building Inspection Request Worksheet

Date of Request: _____

Time of Request: _____

Requesting Party: _____

Type of Inspection Requested: _____

Permit Application Number: _____ - _____ - _____ - _____

Building Address: _____

Location: _____ Qtr _____ Qtr, Section _____ Tn _____ Rg _____

Subdivision: _____ Block: _____ Lot: _____

Method of Entry (if house is closed up):

Inspection Request Forwarding Info

Party Notified of Inspection Request: _____

Date Notified: _____ Time Notified: _____

Method of Notification: _____

Inspection Performance Info

Date Inspection Performed: _____

Time Inspection Performed: _____

Persons Present: _____

Party That Performed Inspection: _____

Comments:

Town of Hull
Owner / Contractor Affidavit

As the owner / building contractor making application for a UDC Building Permit, I recognize that I am solely responsible for requesting inspections when ready.

Requests for inspections should be made WHEN the structure is completed as to the required point for the inspection being requested. All requests must be made to the Town of Hull (an informational notification to the Building Inspector is also ok). The inspection must be logged by the Town of Hull staff & cannot be performed by the Building Inspector until/unless so notified by the Town of Hull.

The Building Inspector must perform the inspection by the end of the second (2nd) business day following the day of the inspection request. A request for a final inspection must be performed by the end of the fifth business day following the day of such request.

The following inspections must be requested:

Footing & Foundation

After the footing & foundation is complete.
Any required damp-proofing has been applied.
Any exterior insulation has been applied.
Drain tile, if required, has been installed.
Any underfloor plumbing, electrical or HVAC has been installed.
Underfloor vapor retarder has been installed.
BEFORE BACKFILLING

Electrical

Inspection of the entry service panel and power cable.
This is not a UDC required inspection, but is required per separate state statute.
The power company cannot energize the entry service until the Inspector performs an inspection and notifies, in writing, the power company.

Rough Construction

All "rough in" Framing, Electrical, Plumbing & HVAC has been completed & the unit is ready for insulation -
BUT BEFORE insulation is installed.

Energy

After the insulation and vapor retarder has been installed,
but BEFORE dry-wall is started.

Final

A final inspection must be performed when the home is essentially ready to live
in, but PRIOR to OCCUPANCY!

This is predominately a "health & safety" inspection.

When the Final inspection is completed and no violations are found, or after any
violations are corrected, the Inspector will issue a **Certificate of
Occupancy.**

MISSED INSPECTION

If an inspection is missed, the following options apply:

The contractor/subcontractor can:

- 1: Take apart/remove whatever is hindering the inspection from being
completed, or
- 2: Sign and date an affidavit indicating that there are no UDC code violations
that would/could have been discovered during any such inspection IF not
Missed.

In the situation of either (1) or (2) (above), the person (owner or contractor) who
applied for the permit will be assessed a FINE by the Town of Hull equal to the
original permit fee (less: the permit seal cost, the Electrical fee, and the penalty
fees).

A **FINAL Inspection** will STILL be requested and performed, however, a
Certificate of Occupancy will **NOT** be issued. If a title search is requested or a
financial institution requests any information about the home and the
inspections, full disclosure will be made concerning any missed inspections as
in above.

I, _____ (Owner / Contractor applying for
the UDC Permit, acknowledge that I have read and understand the
above information concerning the Requests for Inspections, the
performance on the part of the Inspector as to the inspection(s) and
the procedures / cosequences as explained above.

Date: _____ Signed: _____

TOWN OF HULL PORTAGE COUNTY, WISCONSIN

MISSED INSPECTION AFFIDAVIT

Contractor of Record: _____ Phone #: _____

Contractor's Address: _____

E-mail: _____ Permit #: _____

Property Address: _____ Parcel #: _____

Owner of property (if applicable): _____

***MISSED INSPECTION** (be specific): _____

Reason Inspection was missed:

Verification of missed inspection: _____ (Building Inspector)

I have missed receiving the aforementioned inspection for the construction/installation on the above property. I do hereby certify that the aforementioned inspection was personally inspected by me and found to be constructed or installed in conformance with the Wisconsin Uniform Dwelling Code, the approved plans and the manufacturer's specifications. I fully understand that by the Town of Hull's acceptance of this letter, I am responsible for the correction of any problem(s) which may arise at any time in the future.*

*I agree to indemnify and hold harmless the **Town of Hull, Portage County, WI** from any and all claims, judgments, costs, liabilities, damages and expenses including reasonable attorney fees arising in connection with this missed inspection. I hereby acknowledge that the statements herein contained are true and correct.*

Signature of Contractor: _____ Date: _____

PRINT Name: _____ Certification #: _____

Building Inspector Signature: _____ Date: _____

Personally known to me Produced identification

Received by the Town of Hull: _____

Date

Phone: 715-344-8280

townofhull@tn.hull.wi.gov

Fax: 715-344-0717

Appendix B

DATE _____	APPLICATION NUMBER _____
APPLICANT _____	ADDRESS _____
OWNER _____	PARCEL ID _____

Permit to Start	\$ 50	()
UDC Permit Seal	\$ 33	()
Electrical Hookup	\$ 100	()
Construction Started Before Permit	\$ 100	()
Penalty Fee (Possibly Refundable)	\$ 200	()

STYLE		
1 Story	\$ 500	()
1 ½ Story (Cape Cod, Etc)	\$ 525	()
Raised Ranch or Bi-Level	\$ 525	()
Tri-Level or Split Level	\$ 550	()
2 Story	\$ 550	()

USE		
Duplex	\$ 300	()

SIZE		
Less than 1,500 SF	\$ 0	
1,500 to 1,999 SF	\$ 100	()
2,000 to 2,999 SF	\$ 150	()
3,000 or Greater SF	\$ 200	()

ADDITIONAL		
Basement or Basement Addition	\$ 100	()
Crawl Space or Crawl Space Addition	\$ 75	()
Attached Garage	\$ 100	()
Detached Garage	\$ 200	()
Wood Deck	\$ 50	()
Porch (Open or Enclosed)	\$ 50	()
Central Air	\$ 50	()
Water Treatment Device	\$ 50	()
Whirlpool Tub, Spa or Hot Tub	\$ 50	()
Each Additional Full Bath	\$ 25	()
Each Additional Half Bath	\$ 25	()
Basement Plumbing Fixtures Rough In	\$ 50	()
Masonry, Zero Clearance or Gas Fire Place	\$ 50	()
Wood Furnace or Freestanding Wood Stove	\$ 100	()
In Floor Radiant	\$ 50	()
Energy Calculations	\$ 50	()
First Story Addition	\$ 200	()
Second Story Addition	\$ 200	()

TOTAL FEE	\$ _____
Manufactured Home – 2/3 of Total Fee	\$ _____

TOWN OF HULL
SUMMARY FINAL REPORT OF
UDC INSPECTION COMPLETED
ON NEW CONSTRUCTION

Appendix F

This report is to be completed after the Final Inspection has been completed thus providing a final summary report of inspections during the building process up to and including the Final Inspection.

<u>Inspection</u>	<u>Date</u>	<u>Result</u>	
1) Footing & Foundation	_____	In Compliance	_____
	_____	Corrective action needed	_____
		No Inspection completed	_____

Comment(s) _____

2) Electrical Hookup	_____	In Compliance	_____
	_____	Corrective action needed	_____
		No Inspection completed	_____

Comment(s) _____

3) Rough In	_____	In Compliance	_____
		Corrective action needed	_____
		No Inspection completed	_____

Comment(s) _____

4) Energy	_____	In Compliance	_____
		Corrective action needed	_____
		No Inspection completed	_____

Comment(s) _____

5) Final	_____	In Compliance	_____
		Corrective action needed	_____
		No Inspection completed	_____

CERTIFICATE OF OCCUPANCY ISSUED YES _____ NO _____

Comment(s) _____

_____ Inspector Name	_____ Signature	_____ Date
-------------------------	--------------------	---------------

Note: See Wisconsin standard form Inspection Report and Notice of Noncompliance for noncompliance during the inspection process.

Distribution: Contractor, Inspector, Owner, Town File

TOWN OF HULL

4550 Wojcik Memorial Drive, Stevens Point, WI 54482

CERTIFICATE OF OCCUPANCY

Inspection Date:

Permit #:

Address:

Owner:

Builder:

A final inspection has found this project to be in compliance with the required codes and local Ordinances. No violations were observed that would prevent occupancy. The findings of the inspection contained herein are intended to report conditions of noncompliance with the code standards that are readily apparent at the time of inspection. The inspection does not involve a detailed examination of the mechanical systems or the closed structure and non structural elements of the building and premises. No warranty of the operation, use or durability of equipment and materials are specifically expressed or implied.

BUILDING INSPECTOR

Town of Hull
715-344-8280

cc: file