

MINUTES OF THE TOWN OF HULL BOARD MEETING
COUNTY OF PORTAGE, WISCONSIN
HELD ON MONDAY SEPTEMBER 12, 2016

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

Present: Chair Holdridge, Supervisors David Pederson, Dave Wilz, Jan Way and Rick Stautz.

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

- 2) Pledge of Allegiance
- 3) Minutes

August 1, 2016

Motion Supervisor Pederson, second Supervisor Wilz, **approve minutes of the August 1, 2016 board meeting.** Motion carried.

August 15, 2016

Motion Supervisor Way, second Supervisor Stautz, **approve minutes of the August 15, 2016 board meeting.** Motion carried.

- 4) Vouchers – Review, comment and payment recommendation - Dave Wilz

Third month board members reviewed and approved vouchers for payment.

Comments by Dave Wilz:

I reviewed the vendor purchases and voucher activity for the month of August, 2016. In general, I was very impressed with the

organization, the neatness, the accuracy and the common sense approach taken when performing this activity.

Invoice totals and accounts payable checks matched to the penny for the whole month, all invoices were categorized accurately to line items/budget and invoices that were shared by different departments were computed and broken down accurately.

The following comments deal with some questions concerning vendors, the activity of the office staff and other general questions.

Questions About Vendors

AT&T – We use land line for phone service for the main office and the fire department. I did notice that we get charged for long distance. The overall bills are very reasonable but does it make sense to recheck a different plan that doesn't charge you for long distance? I don't know the last time this was done. Does it make sense to look at cable for phone service or do we need land line for specific tasks?

Internal Revenue Service – We were charged a penalty for not filing 941 payroll type taxes on a timely basis. The penalty was \$328.44. These penalties are excessive. I would suggest two things – contacting the IRD and attempt getting back our money. They will do this if it is your first time. Secondly, what type of protocol can or should be put in place, so that this activity is monitored by more than one person, and the penalty can be avoided in the future. Wisconsin withholding or WT6 is another penalty driven payment. Are there more? Who should be processing this payment and completing the transaction?

Riiser Energy – Does anyone from the office or road crew verify the amounts put on their load tickets for gallons? If we are not verifying, can we set up a protocol for all fuel deliveries in the future?

State Payroll Tax - What is the required frequency of this payment? Who prepares this and executes this payment?

Wisconsin Public Service – My question only deals with the various street lighting charge portions of the invoices. Do we ever check on the amounts or condition of the lights that we get charged for? Are

these lights energy efficient or do we just pay for what they give us?
Is there anything we can do to affect the amounts that we pay?

D Pederson – Pg 1 Open requests → through attorney

Pg 4 PSOL

J Kruzicki – there are 3 hard drives on the server, 1 had failed.
Barb's computer system is starting to age – new computer was
purchased for her. Her computer moved to work room and has 1
system on. We've had problems with email, correspondence with
switching system from That Computer Guy and the State.

The Security System took up 50% of Barb's computer system.

Pg 4 – Oshkosh Fire and Police

Are the boots for inventory or for new firefighters?

M Kluck – for both. The boots were paid for with 2% Dues.

Motion Supervisor Pederson, second Supervisor Stautz, **approve
the vouchers as presented/discussed**. Motion carried.

- 5) Public comments. Agenda items are for discussion with possible
action.

No public comments.

- 6) Topics, issues, opinions of interest – Citizens, Hull Staff, Hull Elected
Officials or Appointed Officials

D Pederson inquired about replacing equipment and the procedures
followed. Wondered if the equipment and procedures came about in
large part due to 9-11.

M Fritsche – all kinds of standards must be met now.

DOT meeting was held on August 30 re: Hwy 10

- They don't see need for it now (release entire plan)
- Deal with current Hwy 10

- Hwy 10 as is, now rated C to D. It hasn't hit F
- No state funding for the project

Survey of broadband being sent to areas unserved or underserved (parts of Hull, Sharon and Dewey)

- 7) Larry Fritsch Card's presentation of 60 Packer/Police baseball card sets to Hull Fire Chief Mark Kluck for the FD Open House – Jeremy Fritsch

Jeremy Fritsch of Larry Fritsch Card's made a formal presentation to Fire Chief Mark Kluck. These are football card sets with safety tips on the back. These cards are for the FD Open House.

Mark Kluck – for 15 plus years have given cards to kids at the Open House. Also carry in vehicles and take to emergencies to help kids.

Thank you to Larry Fritsch Cards for the cards.

- 8) Hull 2016 Newsletter – Election & Winter Roads

On or about October 1 the 2016 fall newsletter will be mailed and will include the following:

- Info on elections
- Hull's compost site
- Road winter problems

Cost will be about \$1500.

D Pederson: Note if citizens prefer to receive the newsletter by email they should let us know.

Barb – the newsletter is also on the website.

Motion Supervisor Wilz, second Supervisor Way, **approval of fall newsletter which to include request of D Pederson relating to sending the newsletter via email.** Motion carried.

9) 2017 Budget Discussion – Explanation of process and calendar – Dave Wilz

8/15/16→9/18/16 – 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 2016 & talk about limitations & requests for 2017. Update large equipment & project list for planning purposes. Prepare 2017 operational budget.

9/16/16 – First run at 2017 budget based on above factors. Review numbers, check for accuracy & begin revision if necessary.

9/26/16, 9/27/16 or 9/28/16 – pick one of these dates for entire board to review proposed budget, make recommendations (2 hours)

Board picked 9/27/16 at 1 p.m. for entire board to meet to review proposed budget.

10/12/19/16 – 2nd chance for board to give input on 2017 budget changes if needed.

10/17/16→10/21/16 - Final budget revision if needed & preparation of summary for publication.

10/24/16→10/28/16 – need to publicize in various papers and post to meet requirements for Thursday 11/17/16 public budget hearing/special town meeting/board meeting.

Motion Supervisor Pederson, second Supervisor Way, **accept the report.** Motion carried.

10) Discussion re: dropping speed limit on Casimir Road N from Walkush Road up to Granite Ridge Road – David Pederson

The number of walkers, bikers & people with strollers has increased & we need to look for ways to lower the speed limit on Casimir Road N from Walkush Road up to Granite Ridge Road.

P Kaminski – speed limit is 45 mph, can lower by 10 mph.

Resident Jim Grubba, roads are presumed to be 55 mph. There is an issue for law enforcement are some roads in the Town of Hull are mismarked.

Speed limit needs to be uniform in the area.

Motion Supervisor Way, second Supervisor Wilz, **table for further research. Bring Engineer Dave Glodowski in for the research.** Motion carried.

11)Hull Community Meeting Room completion

Discussion:

- Barb & Jim have worked together equipment wise to put together needs for the Community Meeting Room
- Suggestion to exchange exhibits by local people

Motion Supervisor Pederson, second Supervisor Way, **support initiatives to get suggestions for the Community Room. Put together plans and bring back to board.** Motion carried.

12)Examples of Town Road issues brought about by inadequate funding – request of Mike Pagel of PC Unit of WTA

Nate Check is in charge of Portage County meeting on Thursday September 29, 2016 at 7 p.m.

- Unfunded mandates
- Declining miles we are able to chip seal due to cost involved and General Transportation Aids not keeping up with costs
- Want storied sent in
- WTA has indicated we are no long proactive – we are reactive
- Use of roads by walkers, bikers, etc
- Have to go to bigger roads

Motion Supervisor Pederson, second Supervisor Stautz, **support Dave Wilz, write up something to get to WTA re inadequate funding of roads.** Motion carried.

13)2016 Presidential Election Update

a. Parking plan –

Election Task Force recommends driveway go directly out from compost area. Citizens should not be driving through the roads lot that has equipment outside, sand and salt shed along with stocked piled granite, etc. and then out to Willow Springs Dr.

Motion Supervisor Wilz, second Supervisor Pederson, **accept the recommendation from the Election Task Force to add driveway to east of the compost to accommodate drivers during elections.**

Motion carried.

14)Election Workers hourly wage

Motion Chairperson Holdridge, second Supervisor Way, **to accept the recommendation of Clerk Wolle and approve the following hourly wages for Election Officials: \$9.50 for Election Workers and \$12.00 for the Chief Inspector.** Motion carried.

15)Operator's license application from: Alyssa Ryskoski, Denise Omernik, Carley Prochaska

Motion Supervisor Wilz, second Supervisor Way, **follow the recommendation of Clerk Wolle and grant operator's licenses to Alyssa Ryskoski, Denise Omernik and Carley Prochaska.** Motion carried.

16)Continue employment of Joe Wierzba to December 31, 2016

Discussion:

- Cut road crew from 4 to 3
- Are we going to need 4 full-time road crew members
- Employ full-time through November
- A lot going on right now
- Have list ready of things to do in case it does not snow
- With another full-time person we are going to effect the 2017 budget
 - o Have a budget downturn
 - o Work with 3 not 4 saved Hull \$30,000 by doing that

- Ran that way in 2015 & 2016
- Replaced Pete with Joe Wierzba when Pete was on sick leave
- To add 4th full-time road crew member will cost \$70,000 to \$80,000
- The repercussions has to be understood
- Road projects are done or close to done
- Will be over budget in wages
- Know valuable employee – extend to sometime in December when don't go over budget
- What kinds of tasks will 4 people do – use in other departments?
- Do analysis of work for road crew besides plowing snow
 - Brush and tree cutting can be done in winter with no snow
- No guarantee position goes beyond December 2016.

Motion Chairperson Holdridge, second Supervisor Pederson, **add an additional \$2,000 to the budget and approve employment of Joe Wierzba to December 29, 2016.** Motion carried.

17) Walkush Road small boat access

- Make boat landing smaller (SMALL boats ONLY)
- Concerned about encroachment on real estate not owned by Hull
- Parking will still be available
- Put something on paper we can't claim it is public property because public is using. To be signed by Consolidated as well as Hull

Motion Supervisor Pederson, second Supervisor Stautz, **Hull will absorb the cost of labor/use of equipment for placing one (1) or (2) loads of granite on Walkush Road for the small boat landing area (\$80.00). Also the land considered is private and subject to closure at any point in the future should the land owner's deem it necessary for any reason.** Motion carried.

18) Work status on roads (Granite Ridge Road, Pinewood Drive and Driftwood Drive)

- Work done on Pinewood
- Work on Casimir Road is finished

Motion Supervisor Wilz, second Supervisor Way, **accept the work status on, Pinewood Drive and Casimir Road.** Motion carried.

19) Adjournment: Motion Supervisor Wilz, second Supervisor Way, **adjourn the meeting.** Motion carried. Meeting adjourned at 7:17 p.m.

Janet Wolle, Clerk