

MINUTES OF TOWN OF HULL,  
COUNTY OF PORTAGE WI, BOARD  
MEETING HELD MONDAY AUGUST 2, 2010

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

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

Others present: Jim Kruziki, Barbara Brilowski and Peter Kaminski

**Pledge of Allegiance**

**Minutes of July 12, 2010 meeting**

Motion Supervisor Wilz, second Supervisor Pederson, approve the minutes as corrected.

Pederson: Page 2 had asked for an invoice to be clarified – has that been done?

Wilz, original invoices received and others and hoping to ask Mark Kluck (Fire Chief) this evening.

Pederson – trousers were also questioned.

Wilz, and a computer.

Pederson: statement should be “**Is** (not it) there a problem? After getting, start with “Maybe we say they (FiberNet) take down their tower.

- Page 5 – question for Mark Kluck.
- Page 11 – LaVerne’s statement should be “**if**” (incorrect as) the 4 resulted from four different igniting of fireworks.
- Following paragraph by Barb Brilowski should end with a question mark.
- That conversation brings up the fact we need to put the Fireworks Ordinance on a future agenda.

Holdridge – page 1 under vouchers – Wilz Affordable Tree Service 94 loads – what was the comparison to last year? Pete Kaminski – last year there were 80 loads.

- Does this explain why we are \$4,000 over in our budgeted figure Pete?

Kaminski, 94 loads were hauled to Affordable Tree Service this year at a cost of \$8.00 per load.

Wolle, that may have had something to do with the electronics that were picked up.

Holdridge: Page 5 states “Hull gets the PEG fee” which is based on householders in Hull.

- Clerk Wolle to check on to get the number of householders that get Charter Cable.
- There are 2020 householders in Hull but we are never sure how many get cable.
- When Hull’s web site is up and running, how many can we communicate with

Motion carried.

## Vouchers presented

Holdridge:

- Page 1 – AllTel for the Fire Department, the cost is \$128.
- There is AT&T/Aurora FD telephone is \$243.
- Is one a land line and the other a cell phone?

Wolle – AT&T is for landlines both at the Fire Department and the Municipal Building.

Pederson – questions about what the power cord is for and what a red traffic blanket was?

- Questions relating to Charter Internet
- What is the purpose of a lined bomber jacket with a Maltese cross? (pg 2)
- Northway Communication, a copy of the voucher for \$425, but it is noted on the listing twice – there is not a second voucher – one is listed as a 2-tone voice pager/the other says new pager (was this paid for twice)?
- Swivel gasket – what for/what problem?
- Parts Associates – were 4 gloves ordered and Hull received only 3?

Pete Kaminski – believe we have 3 boxes of 100 each latex gloves used for greasing equipment.

Pederson – Warning stickers for back of signs?

Kaminski – when signs ordered also order stickers to place on back of signs stating “Warning do not tamper with signs. There is a \$25-\$100 fine. Town of Hull/Portage County.

Pederson – glass door on.

Kaminski – on New Holland tractor – mowing on Rainbow Dr – rock came up and shattered the door. Two days later the same happened to a window on the tractor.

Wilz – page 2 EO Johnson – what are the billable copies?

Wolle – we are allowed so many copies by contract, over that number we are charged.

Holdridge, how much are we billed per copy?

Barb Brilowski, in the office anything over 7,500 copies made the charge is \$.01 per copy – at the FD copies made over 1,000 the charge is \$.02 per copy (older machine).

Wolle, the charge is for making the copy it does not include the cost of the paper.

Wilz – page 5 Superior Chemical.

Kaminski – it’s a safe spray I used around trees in the parks and in the play area to keep down the quack grass.

Holdridge – page 2 Chase Bank – Hull pays Chase and they send in the deductions?

Wolle – the payments are electronic transfers via the internet – we log into Chase Bank Tax and input our federal and state tax payments.

Holdridge - Emmons Business Interior folding chairs – 12 chairs?

Wolle – yes.

Holdridge – Reserve Account – postage for reserve account \$1500. Does that mean it is coming out of Hull's reserve account?

Brilowski – we issue a check for the amount of postage we need and send. We are then able to electronically transfer money into our postage machine. The check is sent to Pitney Bowes and is called a reserve account.

Holdridge – Riiser Energy of Wausau – diesel and no lead fuel – bill of about \$2400. Is that one month's fill up?

Kaminski – deliverer stops by about once a week, whenever finished up for the day, and tops off the fuel.

Holdridge – what time period does the bill cover?

Kaminski – one month's time.

Wilz – we are on stay full.

Kaminski – he may not fill every week but for sure every other week.

Pederson – does our new fuel system record the fill?

Kaminski – it tells how many gallons we have, when fuel is filled the meter is on the fuel truck.

Pederson – do we have a back up on our system that tells us this is the amount?

Kaminski – no.

Holdridge – he submits us a bill so we don't know

Kaminski – there is a meter on the truck. The number of gallons delivered are then billed for.

Holdridge – oil filters are about \$10.00 a piece?

Kaminski – it depends

Holdridge – U.S. Cellular phones \$280 a month – is that the bill for the road crew? The info submitted states \$138 and a second item reads roads cell phone charges \$141.

Brilowski – that would be more than 1 month – all depends on how the pay period falls.

Motion Supervisor Wilz, second Supervisor Bembenek, approve vouchers as discussed. Motion carried.

**Citizens wishing to address the board non-agenda items,** agenda items are for discussion with possible action.

Dan Hebbe presented correspondence to the board relating to Firkus Road.

- They are looking to purchase land to build on.
- Firkus comes off of North Reserve and dead ends.
- There is question as to whether or not there is a town road that would give us access to the land.
- Looking at purchasing Michael & Marie Gawlak property.
- We are trying to find out if there is access that might be provided up the old town road.

John Holdridge:

- ✓ Will take up at the Plan Commission meeting of August 17.
- ✓ Can put on agenda and invite in interested parties.
- ✓ Plan Commission members will have questions.
- ✓ Whatever is decided by the Plan Commission will be taken to the Town Board for action.
- ✓ If all information is in can be approved on 8-17 at 7 p.m.

### **Announcements – Chairperson and Supervisors**

John Holdridge, Chairperson:

- Meeting of Water Study Group was held
  - Stevens Point new well still in the construction phase
  - Pre-tests are done
  - Post tests will be done in September
  - September 28 next meeting date
- Hull's insurance through Rural is Claim's Made – policy reviewed by Supervisor LaVerne Syens
- David Pringle requests Sandy Lane be vacated – owner of land west of Sandy/co-owner with Jim Deweerd of land east of Sandy
- Memo to Pete Kaminski from John regarding future board meeting topics relating to road and signage on them
  - Solar operated Stop Signs that automatically come on depending on the distance and the sun; Stop Signs having red flashing lights around the outer perimeter
  - Signage directing pedestrians (bikers, walkers, joggers) on how to use the road
- USA Today article relating signing a petition – don't expect privacy – debate on Open records USA Today article with opposing view to protect petition signers
- Memo from Mark Kluck re painted directions for a Triathlon on Old Wausau Rd – looks back and will be on road for a long time if white paint was used
- Correspondence from PC Emergency Management re ICS 100 Training on 8-11-10 from 12:30 to 5:30 p.m. in County Conference Rooms 1 & 2 of the Annex – Elected officials are required to complete the class.
- Thank you to Mark Kluck and firefighters from Attorney Jason Studinski regarding Hull FD response to house fire at Attorney Studinski's home 606 North Maple Bluff Ct.
- PC Gazette item re Stevens Point officials silence outspoken critic (6-18-10)
- Correspondence from Michael O'Meara, Wis DOT project Manager, re: PC Highway Committee Meeting on 8-10-10 to discuss additional access studies on east end of preferred alternative for the US 10 corridor
- Debt schedule through 2017
- PC Gazette article Point School Board has forgotten its role
- PC Gazette article McKinley staff questions principal's actions

- Report METRO Fire Chief's response to Hull Board request – future agenda item

Supervisor Pederson – next Building Committee meeting if Tuesday August 10 at 4:30 p.m.

- Occasionally meetings will be more frequent than once a month

**Certified survey map for Phillip Jr. and Patricia Radomski, land in Section 16, Town 24N, Range 8E abutting Wilshire Drive**

Darren Krzanowski of Central Staking present at the meeting.

- ✓ Potential additional lots to the west of the new certified survey map
- ✓ Land set aside for a future 4 rod road
- ✓ Maps done usually have road dedication on

Motion Supervisor Bembenek, second Supervisor Pederson, approve the Radomski CSM and the town's acceptance of 33' on Wilshire Drive (area to be dedicated to public as roadway) as recommended by the Town of Hull Plan Commission. Motion carried.

**Certified Survey Map for Jean Fox land in Section 12, T24N, R8E abutting Brilowski Road and Brychell Drive being lots 1, 2, 3, 9, 10, 11, 12 Block 1 of Village of Jordan Plat**

Darren Krzanowski, Jean Fox has not decided on number of lots to be surveyed via CSM in the Village of Jordan Plat – all is on hold.

Motion Supervisor Wilz, second Supervisor Bembenek, table item relating to CSM for Jean Fox.

Motion not called for.

Dennis Brzezinski of 1715 Brilowski Road N was present.

- Mrs. Fox has 7 lots in block 1 of Village of Jordan Plat and wants to make 4 lots out of the 7.
- Dennis has 5 lots in Village of Jordan Plat and when house was put on the lots the board was worried about the bedrock underneath.
- Brilowski Road is on bedrock.
- The natural gas company could not bore underneath Brilowski Road. A break in the bedrock was found and the gas line was put through there.
- The power company came to run underground cable to the house, they drilled in 8 or 9 places (20 years ago) – they could not get across until Dennis explained he knew of a break.
- It was difficult to drill a well and to put a surface well in.
- The bedrock goes from the river and comes uphill.
- The land behind his home being proposed for building by Mrs. Fox is 22' higher than his house. When standing on the Fox property and looking, you look into the upstairs of the Brzezinski house.
- Land is also in the wellhead protection area.

Holdridge:

- Two options were given to Mrs. Fox by the Plan Commission
  - One was to use existing lots of records (lots platted in 1857).
  - Other option was to combine lots. If this was done she would still be short of the 2 acres wellhead protection.

Krzanowski, Mrs. Fox was not really creating lots, she was combing.

Holdridge:

- Wellhead protection issue has come up again.
- If the city accepts the argument she is making, fine, we are prepared to go with that.
- There were concerns expressed by some Plan Commission members about septic problems and water issues on the Fox property.

Motion Supervisor Bembenek, second Supervisor Syens, refer back to the Plan Commission the Jean Fox certified survey map.

To be notified prior to the meeting: Surveyor Darren Krzanowski, property owner Jean Fox, abutting property owners Dennis Brzezinski & Stan Klesmith and Dave Medin of Dave Medin Soil Testing & Design. Motion carried.

### **Justiceworks Half Marathon September 4, 2010**

Pete:

Justiceworks Half-Marathon, 10K and 5K Run/Walk Fundraiser will be held on September 4, 2010.

Justiceworks request approval of closure of North Reserve Drive from the Stevens Point north city limit at DuBay Avenue to Jordan Road.

- Diversion of traffic will be for approximately two and one-half hours beginning at 8 a.m. and ending approximately 10:30 a.m.
- Race course management will be provided by officers of Stevens Point Police Department, the Portage County Sheriff's Department
- Portage County Emergency Medical Rapid Response Unit will provide medical supervision or participants en route

Following discussion motion Supervisor Bembenek, second Supervisor Wilz, approve closure of North Reserve Drive from city limits at DuBay Ave to Jordan Road from 8 a.m. to approximately 10:30 a.m. on 9-4-10 as requested by Justiceworks for the Half-Marathon. Motion carried.

### **Cell phone for Road Crew** – Barb Brilowski Hull Town Secretary and Pete Kaminski

- A cell phone was lost by Nick Kaminski
- Our fifth cell phone considered a floater is now used by Nick
- Nick would like his lost cell phone number back
- New cell phone will cost \$180.00
- Use phone will cost \$80.00
- To drop one line at this time is \$150.00
- Insurance is \$5.95/phone per month
- Save \$18.50/month by eliminating one line

Supervisor Wilz:

- Obviously costly to drop a line
- Having an extra cell phone is handy
- Suggest keeping the contract and going with a used cell phone

Motion Supervisor Wilz, second Supervisor Pederson, keep the contract intact with five (5) cell phone lines and replace the lost cell phone with a used phone. Motion carried.

## **Branch Disposal in the Town of Hull** – Barb Brilowski and Pete Kaminski

Barbara Brilowski:

- Receive calls from residents asking what to do with branches.
- Problem started after Portage County landfill closed – they have not set up a new site for branches.
- Can't take branches at Hull.
- Burning is an option if there is a small amount.
- Zblewski Brothers will take branches however there is a charge.
- Hull could establish area and charge a fee for branches.

Wilz, often asked about where there is place for branches.

- Appreciate spring branch clean up but it's the rest of the year, what do we do with branches?
- Hull establish area for branches at no charge.
- Can road crew handle branches if dropped off?

Kaminski – crew can handle the branches; if we get behind with the chipping will haul to branches to Affordable Tree Service for \$8 a load. Cleaning up an area for branches will begin tomorrow.

Wilz, this could reduce spring clean-up.

Holdridge, when residents call let them know Hull will have a site for branches.

Motion Supervisor Pederson, second Supervisor Bembenek, create an area for brush drop off with signage. The brush/branches will be chipped by the road crew. Successfulness of the brush/branch drop-off will be monitored. Motion carried.

## **Bridge or Culvert Aid from Portage County**

Pete Kaminski:

- Requests for bridge or culvert aid must be submitted to Portage County Highway Department by September 1 for 2011 construction/repair
- There are 125 culverts in Hull
- To receive aid from the county the culvert must be 36"

Motion Supervisor Syens, second Supervisor Bembenek, town will not apply for county bridge or culvert aid as our culvert project for 2011 does not qualify for the aid. Motion carried.

## **Appointment to Hull Plan Commission – Al Stemen and Jocelyn Reid**

John Holdridge:

Al Stemen of 185 Old Wausau Rd – term expires 4-30-2011  
Replace the unexpired term of Bob Brilowski.

Jocelyn Reid of 1805 Bobby La – term expires 4-30-2012  
Replace the unexpired term of Dave Way

Motion Supervisor Wilz, second Supervisor Bembenek, approve appointment of Al Stemen and Jocelyn Reid to serve on the Town of Hull Plan Commission. Motion carried.

## **Appointment to Hull Park Committee**

Dave Wilz

- ✓ Resignation of Marcia Locher – need appointment to fill vacancy
- ✓ Will talk with Kerry Butt as she has not attended meetings this year
  - Owner of Dive Point Scuba – their busy time is at same time when Park Committee meets

Motion Supervisor Wilz, second Supervisor Pederson, table action on appointment to the Park Commission. Motion carried.

### **Salary Adjustment for Jim Kruziki, Hull Treasurer**

John Holdridge:

- Met with Jim.
- Evaluation; web-site; treasurer report; cash flow.
- Recommendation 2% increase in hourly rate retroactive to July 1, 2010.
- Jim will talk with Chad regarding getting the web-site up and running before October.

Dave Pederson, are you finding hours adequate to cover work?

Jim, work 10-12 hours a week and that is adequate.

Current hourly rate \$13.10 x 2% = 26¢ an hour increase in pay.

Wilz with the 2% increase looks good from a budget standpoint.

Holdridge:

- \$8200 budgeted for 2010.
- \$4900 spent thru July 2010.
- Jim is doing a good job and is a solid employee.

Following discussion motion Supervisor Wilz, second Supervisor Pederson, approve 2% increase in wage for Jim Kruziki, retroactive to July 1, 2010. Motion carried.

### **Policy on Overtime Pay**

John Holdridge

- Most Overtime is emergency
- Need to re-write the policy
- Overtime is approve either before or after OT worked

Dave Pederson, are we keeping non-emergency OT and adding a report?

J Holdridge overtime can be reviewed during a board meeting.

D Pederson we will write a policy that covers all OT to be taken up by Personnel Committee?

J Holdridge suggest the board develop something relating to OT and bring back to the board.

Motion Supervisor Bembenek, second Supervisor Syens, approve recommendation of Chairperson Holdridge to development overtime and bring back to board Motion carried.



## **Town Board Organization – Sub-Committees, Committees of Whole**

John Holdridge

- Suggest eliminating sub-committees of the board i.e. Finance Committee, Roads Committee, Personnel Committee.
- There are meetings of the Board, Plan Commission, Park Committee, Building Committee and most recently Water Study.
- So many meetings and becoming exhausted.
- Minutes are not just minutes they are a summary of proceedings.

Board meets the 1<sup>st</sup> Monday of the month and will check about also meeting on the 3<sup>rd</sup> Monday of the month

Plan Commission meets 3<sup>rd</sup> Tuesday of the month

Parks Committee meets once every 6 weeks (on Wednesdays)

Dave Wilz, will the second monthly board meeting be working meetings or will things get to someone ahead of time.

Holdridge, we will come up with tasks to achieve at the 2<sup>nd</sup> monthly meeting.

- Meeting will have an agenda
- Meeting may be focused i.e. audit, roads, etc.
- Everyone is involved.

Wilz, okay with trying this but trying to understand how it will work (2<sup>nd</sup> meeting a month).

Dave Pederson should something come up at the first monthly meeting of the board it can be taken up in 2 weeks.

Motion Supervisor Wilz, second Supervisor Bembenek, eliminate the board sub-committees and operate as a Committee as a Whole. Motion carried.

## **Date for Future Town Board Meeting**

John Holdridge & Janet Wolle

August 16 – 3<sup>rd</sup> Monday

Sept. 7 – Tuesday following Labor Day

Sept. 20 – 3<sup>rd</sup> Monday

October 4 – 1<sup>st</sup> Monday

October 18 – 3<sup>rd</sup> Monday

November 8 – 2<sup>nd</sup> Monday

November 15 – 3<sup>rd</sup> Monday

December 6 – 1<sup>st</sup> Monday

## **OTHER**

Staying with last years dates for budget the timetable is as follows:

- ✓ Notice to newspaper no later than Friday November 12
- ✓ Publication NO later than Wednesday November 17
- ✓ Public Hearing – Thursday December 2
- ✓ Tax rates to county December 3

Law requires publication of budget no longer than 20 days or less than 15 days before the budget hearing. The above uses 15 days.

Suggest budget numbers in from departments by Friday October 1 to begin preparation of preliminary budget.

Motion Supervisor Bembenek, second Supervisor Pederson, accept the meeting dates as discussed. Motion carried.

LaVerne Syens excused from the August 16 meeting.  
Dave Pederson excused from the September 7 meeting.

### **Action on Audit Report, Follow-up on Recommendations**

John Holdridge & Jim Kruziki, Hull Treasurer

- Matrix presented to give focus, background of the audit
- Column 1 – Recommendations or tasks from the audit
- Example – developing a code of conduct
- Name the person responsible
- Resource required (more than what we have)
- Completion date
- Evidence of task completion
- Identify tasks for August 16 meeting

Motion Supervisor Syens, second Supervisor Pederson, use the matrix presented to work up info on the audit tasks for the August 16, 2010 meeting. Motion carried.

### **Operators license applications from William Hettler, Kimberly Sheehan, Monika Borowski, Jeffery Kokke**

Janet Wolle, Town Clerk

Motion Supervisor Pederson, second Supervisor Syens, grant operator licenses to William Hettler and Kimberly Sheehan; grant conditional approval of operator's license for Monika Borowski based on receipt of clear records check from Village of Plover PD; deny operator's license to Jeffery Kokke / conditional receipt of clear record check from Village of Plover PD/Deny based on omission of convictions relating to vehicle reg suspended/operating while suspended 6-11-2008. Motion carried.

### **Reports:**

- a. Treasurer – No Report
- b. Road Foreman
  - 4 horses went over Pipe from TNR Stables
- c. Fire Chief – No Report
- d. EMS – No Report

**Adjournment:** Motion Supervisor Bembenek, second Supervisor Pederson, adjourn the meeting. Motion carried. Meeting adjourned at 8:27 p.m.

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Janet Wolle, Clerk