

MINUTES OF TOWN OF HULL BOARD
MEETING, COUNTY OF PORTAGE, WI
HELD ON MONDAY SEPTEMBER 20, 2010

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 Melvin Bembenek, Dave Pederson and Dave Wilz.

Excused: Supervisor LaVerne Syens

Others present: Road Foreman Peter Kaminski, Secretary Barbara Brilowski, Fire Chief Mark Kluck.

2. Citizens Wishing to Address the Board Non-Agenda Items. Agenda items are for discussion with possible action.

No citizen(s) present regarding non-agenda items.

3. Announcements – Chairperson & Supervisors

John Holdridge:

- Chairperson, Treasurer and Clerk met regarding the formula for Animal Control
 - o Will attempt to get the formula changed as not fair to urban municipalities
 - o Monies are paid to Portage County – Portage County has a contract with the Humane Society of Portage County
- Letter send to Harter’s Disposal regarding the fuel charge on a recent statement received.
- Signage for road relating to walkers, bikers, etc have been ordered
- Upcoming meetings:
 - o Building Committee 9/21/10 at 4:30 p.m.
 - o Plan Commission 9/ 21/10 at 7:00 p.m.
 - o Water Study committee 9/28/10 at 5:00 p.m.
 - o Department of Transportation 9/30/10 relating to on-off ramps in Amherst area
 - o Town Board 10/11/10 at 6:30 p.m.

Dave Wilz:

- Patty Dreier listening session 10/04/10 at 5 p.m.

4. Audit Report Implementation - Defining Tasks and Assigning Responsibilities From Audit Report Dated July 2010 – John Holdridge, Chairperson

Complete inventory of capital (equipment) assets – Mark Kluck, Fire Chief & Pete Kaminski, Road Foreman; Outline of data to be collected/time; Fire Dept 12-1-10; Road Crew 12-1-10; Report to Hull Town Board for review & action.

Develop a record retention policy – Janet Wolle, Clerk; Review legal and other government agency requirements. Develop a Hull policy. Status Report (date); Final Report (date); Report to Hull Town Board for review & action

Undertake cross training for employees – Treasurer-Deputy Treasurer. Clerk-Deputy Clerk; Identify key tasks to share and train accordingly; Status Report (date); Final Report (date); Report to Hull Town Board for review & action.
Fire Chief Kluck does cross training with Deputy Fire Chief Fritsche. Road Foreman Pete Kaminski cross trains Nick Kaminski.

Maintain current and complete (only official) personnel files; Janet Wolle, Clerk; Establish list of items to be retained & create file; Status Report (date); Final Report (date); Report to Hull Town Board for review & action.

Obtain suggestions to resolve potential internal conflict from employer during performance review – John Holdridge, Chairperson; Discussion/evaluation meeting based on job description; Evaluation held with 3 staff and report – 10/31/2010; Report of evaluation/individual meeting to Hull Town Board.

Establish a “Code of Conduct and Conflict of Interest” policy – John Holdridge, Chairperson; Review of existing policy among other agencies; Status Report (date); Final Report (date); Report to Hull Town Board for review & action.

Establish an Inventory Control System – John Holdridge/Barbara Brilowski/Pete Kaminski/ Mark Kluck; Review outline of 7/14/10 and modify as needed; Status Report (date); Final Report 12/01/2010; Report to Hull Board for review & action.

Review purchasing practice & procedure – Barbara Brilowski; Review policies and develop written document; Status Report (date); Final Report (date); Report to Hull Town Board for review & action.

Review gas procedures. Practice & procedures – Pete Kaminski/Janet Wolle/Barbara Brilowski/ John Holdridge/Mark Kluck; Review existing records and identify current practice to ensure competitiveness, accountability and transparency in the purchasing

system; Status Report (date); Final Report 01/01/2011; Report to the Hull Town Board for review & action.

Motion Supervisor Pederson, second Supervisor Bembenek, accept the recommendations/review at the October meeting Status & Final Report dates.

5. Hull Fire Department Cell Phones – Replacement – Mark Kluck, Hull Fire Department

Features included in a package from Cell Com:

- Number of lines – 5
- Minutes – 2600 anytime statewide
- \$25 activation fee waived
- Free unlimited incoming minutes on all lines
- Free unlimited Cellcom to Cellcom minutes on all lines
- Free unlimited weekend minutes and nights starting at 9
- Free voicemail
- Free called ID
- Free call waiting
- Free incoming text messages
- 100 minutes roaming packages available for \$9.95
- Blackberry feature plan (\$39.95)
- Monthly service cost \$169.70

Barb Brilowski stated the road crew phones are with U.S. Cellular.

- ✓ Cost per month \$96 to \$110
- ✓ 1400 nationwide minutes
- ✓ Free incoming
- ✓ No bells & whistles – have the state plan
- ✓ Fire Chief phone is with AllTel at a cost of \$123.86 per month
- ✓ Last statement showed us of 1,365 minutes

6:45 p.m. – Supervisor LaVerne Syens at meeting.

Cell phone for fire chief has 2 year contract.

Hull road crew on state plan is month to month.

D Pederson asked the rational for the blackberry Fire Chief Kluck has.

M Kluck – immediate email and contacts.

J Holdridge indicated he feels the Fire Chief's cell phone should be incorporated in to the Hull plan. We should look at hard numbers when working on the budget.

D Pederson also feels the cell phone issue should be looked at at budget time and that the town should solicit bids.

B Brilowski, when looking at cell phones want to ensure ability to talk with others knowing at time there are dead spots.

J Holdridge get the lowest price but get quality.

Motion Supervisor Pederson, second Supervisor Bembenek, table action. Motion carried.

6. Report of Hull Park Maintenance by Hull Road Crew – Pete Kaminski Hull Road Foreman and Dave Wilz Chairperson of Hull Park Commission

Pete Kaminski indicated he felt by the end of October labor for parks would be \$8,500. Remaining in the 2010 park labor budget is \$6,147.

Dave Wilz, \$11,500 budgeted for labor in parks. Looking to see how it works for road crew to do work in parks. Will the cost be at or below through efficiency?

Through August 13, 2010, 216 hours have been worked mowing parks with labor costs of \$4,594.05.

P Kaminski on average we are mowing 24 hours a week. Weed whacking, painting, putting in wood chips are additional jobs being done in the parks.

J Holdridge asked what work is not getting done on roads because of work in the parks.

P Kaminski, less brushing around stop signs.

D Pederson need to keep in mind we did not have major road projects as we have had in the past.

J Holdridge indicated we may save about \$3,500 in park labor.

Motion Supervisor Bembenek, second Supervisor Pederson, accept the report. Motion carried.

- 7. Appointment to Hull Park Commission – Michal O’Keefe to fulfill the unexpired term of Marcia Locher who has resigned – Dave Wilz Chairperson Hull Park Commission**

Motion Supervisor Wilz, second Supervisor Syens, appoint Michael O’Keefe to serve on the Park Commission through 2013. Motion carried.

D Wilz, there is one other opening that will be filled in 2011.

- 8. Appointment to Portage County Rural Planning Committee – Request from Chuck Lucht, Associate Planner, Portage County Planning & Zoning Department – John Holdridge, Hull Chairperson**

Dave Pederson is willing to continue to serve on the Rural Planning Committee.

Motion Supervisor Syens, second Supervisor Pederson, appoint Mel Bembenek as alternate to serve on the PC Rural Planning Committee. Motion carried.

Alternate to the Urban Planning Committee will be on the October 11, 2010 agenda – Dave Wilz willing to serve.

- 9. Request to Purchase Pavement Cutter for Crack Filling \$13,000 – Pete Kaminski**

P Kaminski the cutter is used to route out cracks. In 2009 Fahrner Asphalt quoted \$7,000 to route out cracks. The Fahrner quote includes labor, equipment and product.

- A Crafc0 Model 200 Pavement Cutter with 4 features will cost \$13,000.
- Product costs 62¢ a pound.
- Will look at roads (fresh blacktop) beginning in 2009 and go back for 10 years and route out the cracks
- This machine cannot be used on chip sealed roads
- The machine is easy to maintain

Motion Supervisor Bembenek, second Supervisor Wilz, purchase the Crafc0 Pavement Cutter for \$13,000. Motion carried.

10. Report of Winter Road Maintenance Conference Wednesday 9-15-10 in Tomahawk – Pete Kaminski

Attachment “A” is In-service/Training for Road Crew members.

Pete Kaminski and Bill Omernik attended the Winter Road Maintenance Conference in Tomahawk.

- Plow ASAP
- Apply salt
- Use 20 to 30% salt to melt and get the remainder of the road exposed
- 100 to 300 pounds per lane mile of pure salt or 600 pounds in middle of the road
- Recommend using straight salt on main roads
- Sand is for traction and more trips back and forth to reload trucks is necessary
- Salt/sand mixture 500 to 1,000 pounds per land mile
- Policy to determine – what level of service do we want for our citizens
- Plowing is the most cost effective way to remove snow

Mail boxes are to be 2’ off the shoulder and 46” high.

P Kaminski recommendation – apply straight salt to main roads (600 pounds per full mile). Main roads include Old Wausau Road, Jordan Road, North Reserve Drive, North Second Drive, Wilshire Drive, Torun Road to Jordan Road, Brilowski Road and Golla Road. With the use of straight salt we will save 50 loads of sand.

Motion Supervisor Pederson, second Supervisor Wilz, go with the recommendation of Pete Kaminski. Motion carried.

11. Adjournment

Motion Supervisor Bembenek, second Supervisor Pederson, adjourn the meeting. Motion carried. Meeting adjourned at 7:35 p.m.

Janet Wolle, Clerk