

VILLAGE OF SULLIVAN
PO BOX 6
SULLIVAN, WISCONSIN 53178
(262) 593-2388

President Kevin called the Board Meeting to order at 7:00pm on Tuesday, January 2, 2018 at the Sullivan Village Hall, 500 Madison Avenue. The meeting was held in compliance with Wisconsin Open Meetings Law. Board members present: Tammy Kevin, Tim Horton, Gary Kernodle and Roberta Montague. Randy McHugh was absent.

Others present: Diane Penosky, Mark Flood, Dean Thom, Heather Rupnow, Kathy Flood, Dale & Linda Horton, Nick Stretta and John Kannard.

The Minutes of the December 5, 2017 Board Meeting were approved.

Village of Sullivan and Sullivan Sewer Utility Treasurer's reports and Budget Comparisons were approved.

Jefferson County Sheriff's Department was not present. However, the Village received a copy of the Sheriff's report on a Complaint filed by James Brandenburg for an improperly parked vehicle on Mallard Ct. The Department had also telephoned the Village office to inform that they would not be getting involved in any similar future complaints by Mr Brandenburg.

Jefferson County Board, District 21 Representative, John Kannard reported that the County Board is up for re-election. There will not be a January meeting.

Chief Flood reported the Fire Department responded to 65 calls in 2017; down from 73 in 2016. Clerk Penosky informed that both the Town of Sullivan and the Town of Concord have not returned their signed 2018 Fire Contracts. Additional requests will be made.

Western Lakes Fire District was not present.

Trustee McHugh, as representative for the EMS Commission was not present.

Parks, Buildings, Grounds & Safety Committee (Horton, Kernodle). Trustee Montague reported that the LED lighting upgrade has been completed at the Park and the Village Hall. There was additional cost of approximately \$350 to bring the electric up to code in the Hall basement. Favorable comments were shared for the new and improved lighting, as well as for

the 20 new chairs in the Hall. Mark Flood advised the replacement Park doors are here. That work as well as the wall repair will be completed when weather allows.

Streets, Sidewalks, Sewer, Utilities & Recycling Committee (Kernodle, McHugh). Clerk Penosky reported that the LRIP (Local Road Improvement Plan) has been submitted to the State requesting financial aid for improvements planned for 2019 on Main St, running from Village Line Rd to Front St. Total cost of repair is estimated at \$131,000; \$64K for milling and paving, \$67K for the hot mix asphalt overlay. LRIP monies may be used for the hot mix asphalt only. Also, correspondence received from the State provided the "2018 Final Calculation Summary" for General Transportation Aids at \$30,241.34. Dean Thom/DPW directed Clerk Penosky to have Dave Hellekson call him to discuss the deteriorating storm drains on Cardinal Dr and Pheasant Ln.

Personnel Committee (Montague, Kernodle) reported they are collecting applications for the vacant Clerk/Treasurer position. Two interviews are being scheduled. A "Letter of Engagement" has been signed with Baker Tilly to obtain accounting assistance.

Budget, Finance & Legal Affairs Committee (Kevin, Montague). Informational correspondence received from Atty Alan Harvey of the Community Code Service regarding Treasurer's bonds was reviewed. The audit scheduled for January 10-12 has been postponed – new date to be determined. The annual Designated/Reserved Funds report to carry 2017 balances to 2018 was presented for approval by the Board.

Motion by Montague to approve the 2017 Designated/Reserved Funds balances to be carried over to 2018. Second by Kernodle. All in favor. Motion carried.

Public Works Department and/or Wastewater Treatment Facility (Thom). The Happy Mower, LLC contacted the Village requesting to provide a bid for landscape maintenance. The Board tabled the request for now. The Town of Sullivan Sanitary District No. 1 sent a letter to the Village inquiring interest in the possibility of forming a regional wastewater facility. The Board directed contact be made with the District, indicating the Village is interested in meeting to discuss the feasibility of such a facility.

Motion by Montague to approve Thom's attendance at the WWOA Conference on February 6th & 7th. Second by Horton. All were in favor. Motion carried.

Chamber of Commerce requested verification that Dean and Brian of the DPW will help take down the Christmas decorations January 6th. Dean confirmed and advised the decorations will be taken to the Recycle Center.

Sullivan Citizen Watch Program (Dave Hellekson) was not present. Clerk Penosky

reported that the Village is signed up as a neighborhood on NextDoor.com; as “Village of Sullivan”. The Board decided to hold off on linking it to the Village website for now.

Citizen Participation:

Principal Nick Stretta advised the following:

- *Reminder: The Red Cross Blood Drive will be held Monday, January 15 from 1:00-6:00pm. Visit www.redcrossblood.org to reserve a time slot.
- *Pre-registration for Kindergarten next year begins today.
- *Parent-Teacher Conferences will be held February 1st & 6th.

There was no Unfinished Business.

New Business was addressed by the Board as follows:

Operator’s License Applications were submitted by Jessica Trier for Sullivan Saloon, and Mary Lloyd for Pourman’s.

Motion by Kernodle to approve the Applications. Second by Montague. All were in favor. Motion carried.

Nomination papers for the two Trustee positions open for the Spring Election were received from Tim Horton and Randy McHugh.

The following bills were presented, audited and ordered paid:

Village of Sullivan Disbursements

General Disbursements

24900	Accurate Appraisal LLC - assessing services; progress billing	1,180.00
24901	Bendlin Fire Equipment - fire hose	254.00
24902	Charter Communications - monthly phone/internet; Village, Fire Dept	330.30
24903	Emergency Apparatus Maintenance - Engine 1 & Tanker 3 maintenance	3,275.76
24904	Jefferson Fire & Safety Inc - 5 sets of turnout gear, 3 helmets	11,165.00
24905	McNutt, Marty - 2 helmet decals	94.97
24906	Menards - hinges for election box	34.77
24907	Natzke, Debrah - cleaning; Village Hall, Fire Dept, Park	225.00
24908	Penosky, Diane - Heather good-bye party, tax forms reimbursement	131.08
24909	Sullivan Sewer Utility - sewer user fees; Village Hall, Fire Dept, Park	450.00
24910	WE Energies - monthly electric; Street lights, Park lights	1,200.97
24911	WI Inspection Agency - monthly permit & inspection fees	58.50
24912	Jefferson County Treasurer - January tax settlement	97,484.56
24913	Advanced Disposal - monthly trash & recycling pickup	2,625.00
24914	AFLAC - 50% monthly cancer insurance	147.36

24915	Babe 2006 Trust - tax overpayment refund	3.00
24916	Baker Tilly LLP - prior year audit; final billing	1,587.50
24917	Belongia, Nathan & Tina - park deposit refund	40.00
24918	Brand, Jon - park deposit refund	40.00
24919	Capitol One Bank - Hall chairs, postage, annual anti-virus, books, Heather lunch	1,242.79
24920	Charter Communications - monthly phone; Park	52.22
24921	CIVIC Systems LLC - semi-annual software support	1,610.00
24922	Clark, Michael - tax overpayment refund	600.04
24923	Daily Jefferson Union - ad for Clerk/Treasurer	33.50
24924	Dalee Water Conditioning - monthly softener/cooler rental; Village Hall, Park	51.50
24925	Draper, David - tax overpayment refund	1,459.25
24926	Everbank Commercial Finance - monthly copier rental	256.62
24927	Exxon/Mobil - gas/diesel; Village, Fire Dept	305.87
24928	Froemming, Scott - tax overpayment refund	814.83
24929	Greenview Meadows LLC - tax overpayment refund	5,366.76
24930	Humane Society of Jefferson - annual collection contract	1,752.96
24931	Jawz Enterprises LLC - Engine 1 maintenance	197.68
24932	Jefferson County Clerk - election machine upgrade	260.00
24933	Jefferson County Hwy Dept - road salt	2,173.29
24934	Jefferson County Treasurer - monthly dog report	40.75
24935	Kevin, Tammy - tax overpayment refund	934.86
24936	Lange Enterprises Inc - signs; Recycling Center	74.90
24937	Logical Green Solutions - lighting upgrade; Village Hall, Park	356.00
24938	Lueker, Jacqueline - tax overpayment refund	272.95
24939	Ostopowicz, Paul & Tina - park deposit refund	40.00
24940	Pal Steel - Christmas decorations steel hanging plate	28.20
24941	Town Web Design LLC - annual database maintenance & domain name renewal	375.00
24942	United Laboratories - air freshener	94.50
24943	WE Energies - electric/gas; Village Hall, Fire Dept, Park, Recycling	844.94
24944	Madison Area Technical College - January tax settlement	19,750.55
24945	School District of Jefferson - January tax settlement	220,204.08
10320180	EFTPS - monthly Federal payroll taxes	2,661.60M
10320181	WI Dept of Revenue - monthly State payroll taxes	401.47M
11920181	Employee Trust Funds - monthly health insurance	912.42M
11920182	WI Retirement System - monthly retirement transmittal	685.86M
	Village Disbursements	\$386,882.95

Payroll Disbursements

42744	Heather Rupnow - 9.50hrs @ \$24.50/hr less deductions	196.70
42745	Diane Penosky - 110.50hrs @ \$18.00/hr less deductions	1,542.56
42746	Brian Mattke - 40.00hrs @ \$16.00/hr less deductions	502.56
42747	Dean Thom - 3 emergency calls @ \$50.00/call less deductions	128.39
42748	Ronald Konkol - 4.00hrs @ \$25.00/hr less deductions	92.35
42749	Karen Schuett - 3hrs @ \$10.00/hr election training	30.00
42750	Pearl Mary Goetsch - 3hrs @ \$10.00/hr election training	30.00
42751	Lucy Schulfer - 3hrs @ \$10.00/hr election training	30.00

42752	Virgene Lawson - 3hrs @ \$9.00/hr election training	27.00
42753	Anne Smith - 3hrs @ \$9.00/hr election training	27.00
42754	Linda Horton - 3hrs @ \$9.00/hr election training	27.00
42755	VOID	0.00
42756	Dean Thom - salary (1/1-15/2018) less deductions	1,463.25
42757	Dean Thom - salary (1/16-31/2017) less deductions	1,490.89
42758	Diane Penosky - 127.25hrs @ \$20.00/hr less deductions	<u>2,925.92</u>
	Payroll Disbursements	\$8,513.62

Total Village of Sullivan Disbursements

\$395,396.57

Sullivan Sewer Utility Disbursements

7018	Northern Lake Services - samples analysis	147.20
7019	USA Blue Book - glass fiber filter, RDO sensor cap replacement, electrode solution	426.17
7020	Village of Sullivan - monthly salary transfer	3,864.88
7021	WE Energies - monthly electric; Treatment Plant, Cardinal Dr	1,376.33
7022	WE Energies - monthly gas; Treatment Plant, Palmyra St, Cardinal Dr	527.92
7023	AFLAC - 50% monthly cancer insurance	147.35
7024	Baker Tilly LLP - prior year audit; final billing	1,587.50
7025	Capital One Bank - postage, annual anti-virus	106.45
7026	CenturyLink - monthly SCADA/FAX machine	333.41
7027	Charter Communications - monthly internet/phone	137.84
7028	CIVIC Systems LLC - semi-annual software support	1,610.00
7029	Complete Office of WI - garbage bags	42.34
7030	Dalee Water - monthly water softener rental	18.95
7031	Kelchner's Arctic Air LLC - repair boiler system	970.00
7032	Lawson Products - grid marking supplies	183.98
7033	Menards - infrared lamps	19.56
7034	Northern Lake Service Inc - samples analysis	384.00
7035	Thom, Dean - chain displacers reimbursement	65.18
7036	United Laboratories - air freshener	94.50
7037	Village of Sullivan - 50% retirement transmittal reimb	342.93
7038	Village of Sullivan - 50% health insurance reimb	456.21
7039	WE Energies - monthly electric; Palmyra St	<u>174.83</u>
	Total Sewer Disbursements	\$13,017.53

Motion by Horton to adjourn the monthly Board meeting. Second by McHugh. All were in favor. Motion carried. The meeting adjourned at 7:53pm.

Diane Penosky
Deputy Clerk/Treasurer
Posted: 2/5/2018