

VILLAGE OF SULLIVAN
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SULLIVAN, WISCONSIN 53178
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President Kevin called the Board Meeting to order at 7:00pm on Tuesday, December 5, 2017 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, Randy McHugh and Roberta Montague.

Others present: Heather Rupnow, Diane Penosky, Dale & Linda Horton, Mark Flood, Mark Catton, John Lawson, Kathy Flood, Anne Smith, Lucy Schulfer, Dave Hellekson, John Kannard, Pearl Mary Goetsch, Nick Stretta and Brad Bowen.

The Minutes of the November 7, 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.

Jefferson County Board, District 21 Representative, John Kannard reported that the satellite shop being built on Hwy F and I-94 is close to operation. The shed there is being used for salt storage. Also, arrows have been installed at the "S" curve south on Palmyra. Hopefully they will reduce the problems/accidents at that curve.

Chief Flood reported the Fire Department ended the year at \$440 under budget. They make \$10,000 on their calendar fundraiser. The roof on the old EMS building has been replaced with a new steel roof like the Village Park buildings. The Department's Engine hit a 6-point buck at 55MPH on the way to a call. There is no damage to the Engine - the same cannot be said of the buck.

Motion by Montague to release the Fire Fighter & Officer pay. Second by Kernodle. All were in favor. Motion carried.

Chief Bowen reported the Western Lakes Fire District call volume is up 4% from the previous year, along with an increase in residential volume. The Dive Team had their annual meeting and decided to share services with Delafield and Okauchee. Members will train together. The 2017 Budget will end in black, not red. The Volunteer Association held two pancake breakfasts

and one golf outing, and will be donating approximately \$25,000 to the EMS Task Force. The Chief advised they have incorporated video conference training. A Paramedic trained in Critical Care is in the works. January 1st the District will be switching their EMS billing service from LifeQuest to Andres.

Trustee McHugh, as representative for the EMS Commission advised there was nothing new to report.

Parks, Buildings, Grounds & Safety Committee (Horton, Kernodle) discussed needed repairs to the Park outside walls at the two restrooms. The wall outside the men's room is loose, and outside the women's room the wall is rotted off its base. Mark Flood offered to do the wall repairs when they replace the two doors for an estimated \$500. He recommended that snow be kept away from the buildings. It was also discussed that the gutters need to be cleaned out.

Motion by Montague to approve the Park wall repair at the same time that the doors are replaced. Second by McHugh. All were in favor. Motion carried.

Streets, Sidewalks, Sewer, Utilities & Recycling Committee (Kernodle, McHugh) discussed the LRIP (Local Road Improvement Plan) to be done to apply for State funding.

Personnel Committee (Montague, Kernodle) accepted Heather Rupnow's resignation as Clerk/Treasurer effective tonight, and thanked her for the ten years she has worked for the Village. Deputy Clerk/Treasurer, Diane Penosky, will take on the Clerk/Treasurer duties until a replacement is hired. Sub-contracting the Treasurer duties is being considered. Heather has agreed to help out as needed. Ads have been placed and resumes are being accepted.

Budget, Finance & Legal Affairs Committee (Kevin, Montague) reported the 2018 Budget is done.

Public Works Department and/or Wastewater Treatment Facility had no report.

Chamber of Commerce reported that at their January meeting, they will be planning some type of different event to be held during the summer. Also, discussion was held and it was decided that the Village will take over Christmas decorations. The Chamber has some funds they can give to the Village, and the Village has some funds to update the decorations. The Chamber will provide the email of their contact, Laurie, at Display Sales. The current decorations should be taken to the Recycle Center for possible sale; as to WI Surplus. A citizen thanked those involved with putting the decorations up in the Village and Town.

Sullivan Citizen Watch Program advised the website NextDoor.com is a free social networking platform for reporting suspicious activity and various communication. Dave Hellekson suggested Village residents be made aware of it, so they can engage its resources.

Citizen Participation:

Dave Hellekson inquired when Ordinance updates would be posted on the Village website. He also reported the concrete edges around the storm drains on Cardinal Dr & Pheasant Ln are crumbling, making the holes bigger. DPW/Dean will be notified. Hellekson also commented on the speeding going on through the Village. Kernodle would like to see more County presence. Mark Flood reported the Park field was ripped up by someone doing donuts three Saturdays in a row.

Principal Nick Skretta advised the following:

- *Sullivan Elementary exceeded their expectations this year, ranking 22nd out of 2,447 on the State report card.
- *The Holiday Concert for K4 through 2nd Grade will be held Tuesday, December 12 @ 6:30pm.
- *The High School Holiday Choir Tour will perform Wednesday, December 20 @ 10:15am.
- *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.

There was no Unfinished Business.

New Business was addressed by the Board as follows:

There were no Operator License Applications.

Motion by Montague to approve the list of Election Officials, and thanked them for their service. Second by McHugh. All were in favor. Motion carried.

Motion by McHugh to approve the 2018 Lake Country Municipal Court Budget. Second by Horton. All in favor. Motion carried.

Motion by Montague to approve carry-over vacation days for Dean Thom; 119 hours that will expire 3/31/2018. Second by Kernodle. All were in favor. Motion carried.

The Tax Insert is ready for mailing with the tax bills when received.

Motion by McHugh to approve the Village and Sewer Budget Amendments. Second by Kernodle. All were in favor. Motion carried.

Nomination papers became available 12/1/2017 for the Spring Election. Two Trustee positions are up for election; Randy McHugh and Tim Horton.

Motion by Montague to approve the 2017 Village Tax Rate Schedule. Second by McHugh. All were in favor. Motion carried.

The following bills were presented, audited and ordered paid:

Village of Sullivan Disbursements

General Disbursements

24864	Aflac - 50% monthly cancer insurance	178.75
24865	Badgerland Communications - siren motor & charger upgrade plus labor	2,780.00
24866	Bendlin Fire Equipment - air compressor maintenance	285.60
24867	Charter Communications - monthly phone/internet; Village, Fire Dept	330.06
24868	Dalee Water - monthly softener/cooler rental; Village Hall, Park	65.05
24869	Everbank Commercial - monthly copier rental	256.62
24870	Great America Financial - monthly copier rental	181.00
24871	Harvey, Attorney Alan - preparing update insert packets	198.75
24872	Local Government Investment Pool (LGIP) - trans to Depreciation Fund	75,000.00
24873	Menards - trail cameras, batteries, glue	78.49
24874	Sullivan Sewer Utility - monthly credit card transfer to sewer account	1,050.00
24875	Sullivan Volunteer Fire Dept - Firefighter & Officer Pay	16,710.00
24875	WE Energies - monthly electric/gas; Village Hall, Park, Recycling, Fire Dept	690.01
24877	WE Energies - monthly electric; Street lights, Park lights	1,204.21
24878	WI Inspection Agency - monthly permit & inspection fees	54.00
24879	Advanced Disposal - monthly trash & recycling pickup	2,625.00
24880	Bendlin Fire Equipment - compressor repairs	179.96
24881	Capitol One Bank - postage, security camera SD cards, Budget Committee dinner	76.28
24882	Charter Communications - monthly phone/internet; Park	52.22
24883	Complete Office of WI - bath tissue, hand towels, garbage bags	443.76
24884	Daily Jefferson Union - publication for new liquor license; Micky Eder	141.60
24885	Emergency Apparatus Maintenance - Engine 1 maintenance	259.87
24886	Exxon/Mobil - gas/diesel; Village, Fire Dept	333.82
24887	Fleming's Fire - annual extinguisher inspection & maintenance	280.27
24888	Harvey, Attorney Alan - Ordinance research, prep & draft	468.75
24889	Kutka, Catherine - park deposit refund	40.00
24890	Lange Enterprises Inc - signs for Recycling Center	265.15
24891	League of WI Municipalities - annual League dues	363.90
24892	Logical Green Solutions - lighting upgrade; Village Hall, Park	3,872.54
24893	Menards - snow shovels, extension cords, batteries, misc nuts	202.64
24894	Municipal Property Insurance - Property/Building insurance; Village, Fire Dept	2,346.07
24895	Natzke, Debrah - cleaning; Village Hall, Park, Fire Dept	225.00

24896	Office Depot - office supplies	71.53
24897	Phillips, Alyssa - park deposit refund	40.00
24898	R&R Insurance Services - quarterly Auto, Gen Liab, Work Comp insur; Village, Fire	4,215.74
24899	Rupnow, Heather - mileage reimbursement	28.89
120620171	EFTPS - monthly Federal payroll taxes	2,157.29M
120620172	WI Dept of Revenue - monthly State payroll taxes	347.16M
122020171	Employee Trust Funds - monthly health insurance	2,733.22M
122020172	WI Retirement System - monthly retirement transmittal	<u>1,099.64M</u>
	Village Disbursements	\$121,932.84

Payroll Disbursements

42737	Heather Rupnow - 24.50hrs @ \$18.67/hr less deductions	1,830.11
	125.50hrs @ \$18.67 Vacation Payout less deductions	-
42738	Diane Penosky - 120.25hrs @ \$15.00/hr less deductions	1,412.26
42739	Brian Mattke - 25.50hrs @ \$16.00/hr less deductions	330.80
42740	Ronald Konkol - 4.00hrs @ \$25.00/hr less deductions	92.35
42741	Dean Thom - salary (12/1-15/2017) less deductions	1,428.97
42742	Dean Thom - salary (12/16-30/2017) less deductions	1,428.97
42743	Diane Penosky - 29.25hrs @ \$15.00/hr less deductions	1,525.16
	84.75hrs @ \$18.00/hr less deductions	<u> </u>
	Payroll Disbursements	\$8,048.00

Total Village of Sullivan Disbursements

\$129,980.84

Sullivan Sewer Utility Disbursements

6996	AFLAC - 50% monthly cancer insurance	178.75
6997	Dalee Water - monthly water softener rental	18.95
6998	Lawson Products - hose clamps	144.41
6999	Local Government Investment Pool (LGIP)	125,000.00
	:trans to Municipal Building acct - \$10,000	
	:trans to Park Fund - \$10,000	
	:trans to Street & Road Replace - \$55,000	
7000	Northern Lake Services - samples analysis	384.00
7001	United Laboratories - Salt-Be-Gone wash	236.40
7002	Village of Sullivan - monthly salary transfer	4,680.19
7003	WE Energies - monthly electric; Treatment Plant	1,251.95
7004	WE Energies - monthly gas; Treatment Plant, Palmyra St	507.23
7005	CenturyLink - monthly SCADA/FAX machine	330.96
7006	Charter Communications - monthly internet/phone	137.67
7007	Complete Office of WI - bath tissue, hand towels, garbage bags	110.94
7008	Fleming's Fire - annual extinguisher inspection & maintenance	135.14
7009	George's Sales & Repair - aerator blets	73.71
7010	Menards - wood for drybeds, clarifier cover parts, snow shovel	164.23
7011	Municipal Property Insurance - Property/Building insurance	1,243.93
7012	Northern Lake Service Inc - samples analysis	655.20
7013	R&R Insurance Services - quarterly Auto, Gen Liab, Workers Comp insurance	2,757.79
7014	Village of Sullivan - 50% retirement transmittal reimb	549.82

7015	Village of Sullivan - 50% health insurance reimb	1,366.61
7016	WE Energies - monthly electric; Cardinal Dr, Palmyra St	289.60
7017	WE Energies - monthly gas; Cardinal Dr	<u>11.22</u>
	Total Sewer Disbursements	\$140,228.70

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: 1/2/2018