

**VILLAGE OF SULLIVAN**  
**VILLAGE BOARD MEETING MINUTES**  
**May 8, 2018**

**Call to Order**

President Kevin called the meeting to order at 7:00pm.

**Roll Call**

President Kevin. Trustees Horton, Kernodle, McHugh and Montague.

Others: Diane Penosky, Tracy Hettich, Dean Thom, Mark Flood, Heather Rupnow, Mark Catton, Pearl Mary Goetsch, Linda Horton, Greg & Holly Runde, Nick Skretta, James Brandenburg, Dave Renz, John Brand, Susan McGuire.

**Approval of Minutes**

No Minutes were available to approve. Trustee Montague questioned when the outstanding Minutes would be done. Acting Clerk/Treasurer Penosky was unable to provide a date, but noted 4 of the 8 outstanding were left undone by former Clerk/Treasurer Goeckner.

**Treasurer Reports, Budget Comparisons**

- Treasurer's reports for the Village of Sullivan and Sullivan Sewer Utility were presented for approval.
- Penosky indicated she will be returning to the prior spreadsheet format for the Budget Comparisons; as they were before former Clerk/Treasurer Goeckner.

**Jefferson County Sheriff's Department**

Not present.

**Jefferson County Board/District 21 Representative**

Not present.

- In a telephone conversation earlier in the day, Representative Kannard had confirmed with Penosky that the culvert on CTH F/Main St between Cardinal Dr & Palmyra St had been cleaned out.
- He also advised he had attended the Jefferson County Traffic Safety Commission meeting and relayed the Village residents' speeding concerns on CTH E/Palmyra St when entering the Village at Village Line Rd. The Safety Commission discussed possibly adding a round-about at that intersection to slow vehicles down from 55mph to 25mph. They will give further consideration to the issue, and Kannard will keep the Village apprised.

**Fire Department**

- Chief Flood reported the Department was on the scene of the recent very large junkyard fire in the Town of Sullivan. The fire was fully involved when they arrived; within 3 minutes of receiving the alarm. Approximately 200,000 gallons

of water was used. They incurred damage to 9 sections of hose, a couple of radio mic's and a flat tire. They were also called to the Jefferson marsh fire.

- The Town of Concord 2018 Fire Contract has been received.
- The Fire Department Summary for Sullivan was provided, showing the results of inspections completed 1/24/2018 & 2/20/2018. Letters need to be sent to 3 violators.

### **Western Lakes Fire District**

Not present.

### **EMS Commission**

Trustee McHugh reported the Commission has officially disbanded.

### **Parks, Buildings, Grounds & Safety Committee**

No report.

### **Streets, Sidewalks, Sewer, Utilities & Recycling Committee**

- Penosky advised the DNR Recycling Grant Annual Report has been completed. Advanced Disposal provided statistical reports for completion of that report, showing the tons of recycling the Village does. Copies are available for anyone interested.
- The Jefferson County Highway Department is taking applications for 2019 Bridge & Road Aid. DPW Thom indicated we have nothing to submit for Bridge Aid. However, the Village should apply for Road Aid. The Petition for County Highway Aid, along with the Village's share of the Petition of \$2,000.00 is due 6/30/2018. The Aid will match our \$2,000.00.

**MOTION (Montague/McHugh) to approve the Petition for County Highway Aid, carried.**

- DPW Thom tabled prices for blade to do road shoulders.

### **Personnel Committee**

The hunt for a new Clerk/Treasurer will be made via ads on Municipal organizations websites, the clerk's list, Indeed and through Accountemps. We currently have temporary office help for Penosky.

### **Budget, Finance & Legal Affairs Committee**

No report.

### **Public Works Department and/or Wastewater Treatment Facility**

- **MOTION (McHugh/Montague) to approve Resolution #05082018A for the annual CMAR Report, carried.**
- DPW Thom tabled approval to purchase a new motor & coupler for back-up aerator, replace weirs & baffles in primary & secondary clarifiers, and purchase a by-pass pump.

- **MOTION (Montague/McHugh) to approve the replacement of the SCADA PLC's at the lift stations in the amount of \$3,250.00, carried. ROLL CALL: 5-Yes, 0-No.**
- **MOTION (Montague/McHugh) to approve Ruekert-Mielke to complete the Phosphorus Report that is due by the end of June, carried.**

### Chamber of Commerce

- The Chamber is planning a Village Gathering for 7/28/2018.
- Mark Catton advised the area-wide Rummage Sale will be on 6/9/2018. Sandy Klatt will be getting information out.

### Sullivan Citizen Watch Program

Not present.

### Citizen Participation

- Jeffrey Alt: Not present. Building Inspector Moosreiner spoke with him last night regarding his request to build a pole barn on his Lot #4, and he decided not to bring the issue before the Board.
- James Brandenburg: Complaint that snow plow hit and damaged his mailbox. Pictures of damage provided. No repair estimate. President Kevin directed Penosky to have Spencer Roberts Plowing Service take a look at the damage. Brandenburg is also requesting approval to put up a temporary tent-like portable garage in his yard to store a collector car through the summer. He noted there is a similar structure at 812 Pleasant St. Building Inspector Moosreiner provided Ordinance information for the Board's review. President Kevin felt the issue should go before the Plan Commission for a determination.
- Dave Renz: Present to protest the letter he received from the Village regarding dog feces in his yard. President Kevin apologized for any misunderstanding. In the future, the Village will require dated pictures to accompany complaints.
- Discussion regarding the last two snowfalls. Residents not happy with quality of work by snow plower. Curbs left unplowed. President Kevin indicated the Board in working on the issue.
- Principal Nick Skretta/Sullivan Elementary provided the following:
  - Sign-up for summer school ends next Wednesday, May 16.
  - 5<sup>th</sup> Graders had a Career Day to meet with professionals such as an Engineer, EMS personnel, Truck Driver and Butcher.
  - Red Cross Blood Drive is next Wednesday from 1-6pm at the school gymnasium. Donate a pint of blood and you can get a free pint of custard.
  - The Village can sign up for High School Service Day
  - Anyone interested in a tour of the local schools can contact Skretta.
  - New children moving in can register for school for next year.
- Representatives for the ATV group/GLIDE advised they have been working with Sheriff Milbrath creating an alliance with surrounding clubs. They requested access to Helenville via Pleasant St and Village Line Rd in the Village. President Kevin requested they provide documentation including a map for the next Board meeting.

### Unfinished Business

- Copies of the Village's Sump Pump Ordinance were available, and the updated Ordinance has been added to the Village website. Clarification requested by Greg Runde as to discharge to front or back of property. Answer not found after review of Ordinance. Will be referred to Building Inspector for determination.
- Ruekert-Mielke's Wastewater Treatment Facility Study is ongoing.

### New Business

- The Middle School Band will be performing "Jazz in the Park" under the shelter at Sullivan Veteran's Memorial Park on Tuesday, June 5 @ 1:30-2:30pm (at School if raining).
- **MOTION (Kernodle/McHugh) to approve the addresses created for Lots 1-4 on Main St; Lot 1=205 W Main St, Lot 2=203 W Main St, Lot 3=197 W Main St, Lot 4=193 W Main St, carried.**
- **MOTION (McHugh/Kernodle) to approve Operator's Licenses for Sheila Fuchs and Kallie Cummings, carried.**

### Miscellaneous Business

Acting Clerk/Treasurer Penosky provided the following:

- Board of Review is scheduled for June 7 from 5-7pm at the Village Hall.
- The Village website has been updated with a link to Nextdoor.com. There is also a Notice requesting dog owners to immediately pick up after their dogs on the website, and on Nextdoor.com.
- The Employer's Quarterly Federal Tax Return for Payroll and the SUTA report for the WI Dept of Unemployment due April 30 have been filed.
- The WI Dept of Revenue Expenditure Report due May 1 has been filed.
- The Village auditor, Baker-Tilly, will be filing the WI Dept of Revenue Municipal Financial Report due May 15, based on documents we are providing to them.
- Merit Asphalt looked at the lot behind Village Hall and advised if they paved it, we would get more water in basement than we do now. The water has nowhere to drain.
- Judge Kay has invited the Village Board to a gathering in honor of Chief Don Wiemer's retirement.

### Approval of Vouchers Payable

#### Adjournment

**MOTION (Montague/McHugh) to adjourn the meeting at 8:02pm, carried.**

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Diane Penosky  
Acting Clerk/Treasurer  
Posted: 6/5/2018

(Vouchers Payable listing for May 1-31, 2018 attached.)

## Report Criteria:

Summary report type printed

Check Number	Name	Vendor Number	Description	Check Issue Date	Check Amount
7086	WI-DNR	1372	ADVANCED WASTEWATER EXAM	05/31/2018	.00
7086			BASIC SUSPENDED GROWTH PROCESS	05/31/2018	.00
7097	AFLAC	1007	50% MONTHLY CANCER INSUR PREMIU	05/07/2018	147.35
7098	DALEE WATER CONDITIONING	1019	MONTHLY WATER SOFTENER RENTAL-	05/07/2018	18.95
7099	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC SERVICE- TREATM	05/07/2018	1,134.96
7100	WE ENERGIES - GAS	1027	MONTHLY GAS USAGE- CARDINAL DR	05/07/2018	512.76
7101	CENTURYLINK	1009	SCADA TELEPHONE	05/21/2018	331.71
7102	CHARTER COMMUNICATIONS	1464	MONTHLY INTERNET/PHONE CHARGES-	05/21/2018	138.26
7103	LORLEBERG TRUE VALUE	1121	JANITORIAL SUPPLIES	05/21/2018	15.98
7104	NORTHERN LAKE SERVICE INC	1670	BOD, NITROGEN, PHOSPHORUS, SAMPL	05/21/2018	531.20
7105	SYNERGY SERVICE LLC	1521	CALIBRATION CHECKS	05/21/2018	350.00
7106	VILLAGE OF SULLIVAN	1033	50% MONTHLY RETIREMENT TRANSMIT	05/21/2018	7,862.55
7107	VILLAGE OF SULLIVAN	10331	50% MONTHLY HEALTH INSUR REIMB	05/21/2018	911.41
7108	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC SERVICE- PALMYR	05/21/2018	109.85
25057	AFLAC	1007	50% MONTHLY CANCER INSUR PREMIU	05/08/2018	147.36
25058	CHARTER COMMUNICATIONS	1464	MONTHLY INTERNET/PHONE CHARGES-	05/08/2018	331.77
25059	DAILY JEFFERSON UNION	1057	PUBLICATION FOR NEW LIQUOR LICEN	05/08/2018	127.59
25060	DALEE WATER CONDITIONING	1019	MONTHLY WATER SOFTENER & COOLE	05/08/2018	51.15
25061	GREAT AMERICA FINANCIAL SERVICES	6111	MONTHLY COPIER LEASE	05/08/2018	207.00
25062	OFFICE DEPOT BUSINESS CREDIT	1109	MISC OFFICE SUPPLIES	05/08/2018	169.80
25063	PENOSKY, DIANE	1380	SPRING CONFERENCE HOTEL & TRAINI	05/08/2018	209.88
25064	SCHMIDT, ASHLEY	6131	PARK RENTAL DEPOSIT REFUND	05/08/2018	40.00
25065	STRUBE, MEGAN	6068	CLEAN FIRE DEPT	05/08/2018	225.00
25066	SULLIVAN SEWER UTILITY	1102	CREDIT CARD TRANSFER TO SEWER A	05/08/2018	300.00
25067	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC & GAS- VILLAGE H	05/08/2018	606.59
25068	WE ENERGIES - STREET	1029	PARK LIGHTS	05/08/2018	66.67
25069	WENZEL, HOLLY	6130	PARK RENTAL DEPOSIT REFUND	05/08/2018	40.00
25070	WISCONSIN INSPECTION AGENCY	1170	MONTHLY PERMIT & INSPECTION FEES	05/08/2018	27.00
25071	UW-EXTENSION	6132	BOARD OF REVIEW DVD	05/09/2018	35.00
25072	ADVANCED DISPOSAL - FORT-A1	1014	MONTHLY RECYCLING PICKUP	05/22/2018	2,695.13
25073	ASSOCIATED TRUST COMPANY	1280	FEES RELATED STREET BONDS	05/22/2018	475.00
25074	BENDLIN FIRE EQUIPMENT	1083	FIRE HOSE	05/22/2018	1,313.00
25075	BERT'S TIRE SERVICE LLC	1594	TRACTOR TIRE	05/22/2018	775.00
25076	BIEL, KATHY	1355	PLAN COMMISSION MEETING	05/22/2018	20.00
25077	CHARTER COMMUNICATIONS	1464	MONTHLY PHONE - PARK	05/22/2018	52.45
25078	COLLINS, STEPHANIE	6134	PARK RENTAL DEPOSIT REFUND	05/22/2018	40.00
25079	ETF - HEALTH INSURANCE	1517	10060600003	05/21/2018	.00
25080	ETF - RETIREMENT (WRS)	1486	MONTHLY RETIREMENT TRANSMITTAL (	05/21/2018	.00
25081	EXXON/MOBIL	1013	GAS/DIESEL-FIRE DEPT.	05/22/2018	398.76
25082	FLOOD, KATHY	1358	PLAN COMMISSION MEETING	05/22/2018	20.00
25083	GENERAL COMMUNICATIONS INC.	1075	SPEAKER MIC	05/22/2018	156.00
25084	JEFFERSON COUNTY - HWY DEPT	1003	ROAD SALT	05/22/2018	2,060.91
25085	LAURIN, TERRISA	1258	PLAN COMMISSION MEETING	05/22/2018	20.00
25086	LAWSON, JOHN	1110	PLAN COMMISSION MEETING	05/22/2018	20.00
25087	LORLEBERG TRUE VALUE	1121	KEYS AND KEY CAPS	05/22/2018	19.71
25088	MOLDENHAUER, SANDRA	6133	CANCELLED PARK RENTAL-REFUND	05/22/2018	140.00
25089	PENOSKY, DIANE	1380	MILEAGE FOR MTAW CONFERENCE	05/22/2018	95.15
25090	PHILLIPS, SUSAN	1076	PLAN COMMISSION MEETING	05/22/2018	20.00
25091	SCHMIDT, LESLIE	1233	PARK RENTAL DEPOSIT REIMBURSEME	05/22/2018	40.00
25092	SCHOBER SCHOBER & MITCHELL	1040	LEGAL FEES	05/22/2018	500.00
25093	SPENCER ROBERTS PLOWING	1337	SNOW PLOWING & SALTING	05/22/2018	2,584.00
25094	WE ENERGIES - STREET	1029	STREET LIGHTING	05/22/2018	1,113.38
25095	WILKOWSKI, NANCY	1049	PLAN COMMISSION MEETING	05/22/2018	20.00
50920181	EMPLOYERS FEDERAL TAX (EFTPS)	1640	MONTHLY FEDERAL PAYROLL WITHHOL	05/09/2018	3,268.10

Check Number	Name	Vendor Number	Description	Check Issue Date	Check Amount
50920182	WI DEPT OF REVENUE	1024	MONTHLY STATE PAYROLL WITHHOLDI	05/09/2018	402.01
52320181	ETF - HEALTH INSURANCE	1517	MONTHLY HEALTH INSURANCE	05/23/2018	1,822.82
52320182	ETF - RETIREMENT (WRS)	1486	MONTHLY RETIREMENT TRANSMITTAL (	05/23/2018	3,112.29
Grand Totals:					<u>35,833.50</u>

## Report Criteria:

Summary report type printed

Report Criteria:

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
05/08/2018	PC	05/08/2018	42822	HETTICH, TRACY	12	872.60-
05/08/2018	PC	05/08/2018	42823	PENOSKY, DIANE M	18	1,775.68-
05/08/2018	PC	05/08/2018	42824	MATTKE, BRIAN W.	21	612.52-
05/08/2018	PC	05/08/2018	42825	SMITH, ANNE P	47	130.50-
05/08/2018	PC	05/08/2018	42826	KEVIN, TAMMY	51	73.88-
05/08/2018	PC	05/08/2018	42827	MCHUGH, RANDOLPH	54	55.41-
05/08/2018	PC	05/08/2018	42828	KERNODLE, GARY A	55	55.41-
05/08/2018	PC	05/08/2018	42829	HORTON, TIMOTHY	56	36.94-
05/15/2018	PC	05/15/2018	42830	THOM, DEAN W.	26	1,451.40-
05/15/2018	PC	05/15/2018	42831	PENOSKY, DIANE M	18	2,206.08-
05/15/2018	PC	05/15/2018	42832	MONTAGUE, ROBERTA	53	55.41-
05/31/2018	PC	05/31/2018	42833	THOM, DEAN W.	26	1,607.18-
Grand Totals:			<u>12</u>			<u>8,933.01-</u>