

**VILLAGE OF SULLIVAN
VILLAGE BOARD MEETING MINUTES
June 5, 2018**

Call to Order

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

Roll Call

- President Kevin. Trustees Horton, McHugh and Montague. Kernodle was absent.
- Others Present: Diane Penosky, Tracy Hettich, Mark Flood, Brad Bowen, John Kannard, Mark Catton, Dave Hellekson, Kevin Fallenbeck, John Lawson, Kathy Flood, Pearl Mary Goetsch, Karen Schuett, Greg Runde, John Brand, Chuck Coudden, Brad Bowen, Nick Skretta.

Approval of Minutes

- **MOTION (Montague/McHugh) to approve the May 8, 2018 Board Meeting Minutes, carried.**

Treasurer Reports, Budget Comparisons

- Treasurer's Reports and Budget Comparisons were approved.

Jefferson County Sheriff's Department

- Not present.

Jefferson County Board/District 21 Representative

- Representative Kannard is aware that the Fire Dept pagers have a long history of not working properly. Acknowledged the system needs work or replacement.
- Update Jefferson County Traffic Safety Commission regarding speeding on Palymra St: The Commission meets 4 times/year. Next meeting is in July. The County is performing a traffic count and average speed at that location.

Fire Department

- Chief Flood reiterated the long history of the Fire Dept pagers not working properly.
- EMS had several assist calls Memorial Day weekend.
- Training begins in Fall at Jefferson or Lake Mills.
- Chief Flood provided pricing of a generator for the Fire Station; \$4,650 plus \$1,000 for the transfer switch = \$5,650. The former Palmyra Fire Chief works at Generac and was able to arrange a gracious donation of the unit by the company. It should be delivered the week of June 18. Pictures are planned.

Parks, Buildings, Grounds & Safety Committee

- M&A Associates provided an updated estimate of \$1,450 to replace the concrete step by the Legion door at the Park. Trustee Horton believes there was a prior approval of these repairs. If there is a cost difference of >\$250, it will have to come before the Board again.

MOTION (McHugh/Horton) to approve the same amount presented previously by M&A Associates to replace the concrete step by the Legion door at the Park, carried.

- Trustee McHugh indicated the weeds along roads need attention, including the island by Premier Bank.

Streets, Sidewalks, Sewer, Utilities & Recycling Committee

- Acting Clerk/Treasurer Penosky advised the Village received a DNR Recycling Grant in the amount of \$2,169.78.
- Also, the DNR Composting & Woodburning Licenses have been renewed.
- Before the meeting, DPW Thom provided estimates for a tractor blade to do road shoulders. Trustee Montague recalled prior discussion on this matter and that it was decided to sub-contract the shoulder work. The blade was not included in the Budget.
- **MOTION (McHugh/Montague) to approve Dean Thom to attend the WWOA/CSWEA training seminar on June 7, carried.**

Personnel Committee

- **MOTION (McHugh/Horton) to approve the job posting prepared by Penosky for the Clerk/Treasurer position, carried.**
- **MOTION (McHugh/Horton) to approve Diane Penosky to attend the League of WI Municipalities Conference June 13-15, carried.**

Budget, Finance & Legal Affairs Committee

- Penosky reported that the 2017 Municipal Financial Report/Form C was filed timely by the due date of May 15.
- Also, the 2017 Audit is complete.

Public Works Department and/or Wastewater Treatment Facility

- The annual CMAR Report Card was received. Trustee Montague noted we received all "A"s, except for one "C"; for "Influent Flow & Loadings".
- Before the meeting, Thom again 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.
- Update SCADA PLC's at lift stations: Work is done.
- Update Ruckert-Mielke Phosphorus Report and Regional Wastewater Treatment Facility Study: They are working on both reports.

Chamber of Commerce

- Sandy Klatt is putting out flyers for the June 9 area-wide rummage sale. Entries to the list of locations is due tomorrow.

- There will be 2 bands at the July 28 Village gathering at the Park; 1-5pm Bag Full 'O Boogie, and 5-9pm Jane (of Chaka & Jane).

Western Lakes Fire District

- Chief Bowen advised they hired 3 additional interns.
- The new ambulance is in Illinois being outfitted. The blue ambulance failed last week and is now out of service.
- Call volume is up 10%. 70 calls so far in June.
- Audit complete; went well.
- The new billing service is going well. 60% of clients have Medicare.

Sullivan Citizen Watch Program

- Dave Hellekson advised the WI Fusion Center is re-emphasizing their "See something, say something" campaign; report suspicious behavior.
- Recommends not leaving car running when run into a building. Lock external doors, inner garage door and cars in garage.
- Trustee McHugh noted there has been a red pickup truck parking on Vista del Parco.

Citizen Participation

- Vijay Kaikini of 172 Main St had filed a Complaint at Village Hall prior to the meeting, regarding the bottom of his driveway being washed out by rain. Now he provided pictures and video of his concern via his tablet. He had gravel brought in and re-graded, but 2 weeks ago 10-15' of gravel had wash-out areas 3-5" deep. He had placed 3 sandbags to try and block the rain flow. President Kevin directed Kaikini to email his pictures and video to the Village. The Village will look into what can be done, but noted it may be a slow process.
- Nicole Reimenschneider was not present, but prior to the meeting had filed a Complaint regarding Advanced Disposal's garbage pick-up. They are not replacing her cans where she left them. Sometimes they do not empty all her cans. She has not received a response to her calls to Advanced. President Kevin directed Penosky to email the Complaint to Advanced, requesting they call her. A folder will be created to hold Advanced complaints.
- Principal Nick Skretta/Sullivan Elementary provided the following:
 - Parents are happy with the added gravel on the shoulder of the road in front of the school.
 - 42 pints of blood were collected at the Red Cross Blood Drive; equals up to 126 lives saved. Two more drives are planned; November & March.
 - “Stewart to Service” High School students completed their work in the Village as directed by DPW/Thom.
 - “Jazz in the Park” performance was earlier today.
 - School tours will be available Aug 21 or 22.
 - Refer new residents to register at School.
- Hellekson expressed appreciation to emergency personnel.
- Concern was expressed regarding the behavior of resident James Brandenburg. Trustee Montague indicated he was being contacted.

- Question was raised whether the Village has a bug zapper Ordinance.

Unfinished Business

- Building Inspector reviewed Sump Pump Ordinance regarding resident Runde's inquiry as to discharge to front or back of property. Ordinance does not specify, but Inspector noted Ordinance relates to a "permanently installed discharge line".
- Paving behind Village Hall, Park walking trail and street parking at School was tabled until the 3rd estimate is received. Discussion regarding water coming into Hall basement. Suggestion was made to concrete the Hall's basement doors and install egress windows.
- The ATV group/GLIDE provided documentation and a map requesting new routes through the Village. These routes are in addition to those previously approved on Bakertown Rd and Grove St. WI Act 87 leaves it up to the municipality to allow ATV's on highways with a speed limit of 35mph or less. The group is creating ATV maps.

MOTION (Kevin/Montague) to approve the new routes presented for ATV use including Village Line Rd between Main St and Palmyra St, and Palmyra St north of Village Line Rd to the Sullivan Glacial Drumlin State Trail Head, carried.

New Business

- Liquor License Renewals:
 - Black Frog Grille
 - Gaugert's Mobil
 - Little Mexico
 - Pour Man's
 - Sullivan Saloon
 - Ulbing's Grocery

Discussion regarding Little Mexico; forms not signed. Question sufficient Licensed Operators.

MOTION (Montague/McHugh) to approve all Liquor License Renewals except Little Mexico.

- Operator's License Renewals/New:
 - Black Frog Grille: Kelli Laurin
Nicholas Lindemann
Destiny Wegner

MOTION (McHugh/Horton) to approve the Operator's License Applications for Black Frog Grille, carried.

- Gaugert's Mobil: Leslie Bronstad
Shandel Buss
Jessica Friedlander
Ahnika Frisch
Dawn Gaatz
William Gaugert
Teresa Lohman

MOTION (Montague/McHugh) to approve the Operator's License Applications for Gaugert's Mobil, carried.

- Pour Man's: Julie Grant
Sara Katzenberger
Jordan Robbins

Heather Sanburn-Kasmarek

MOTION (Montague/McHugh) to approve the Operator's License Applications for Pour Man's, carried.

-Sullivan Saloon: Danielle Grauer (NEW)
Nicole Gnabasik
Nicole Jacoson
Rebecca Kuehn
Melissa Peterson
Jenny Rose
Jessica Trier

MOTION (McHugh/Horton) to approve the Operator's License Applications for Sullivan Saloon, carried.

-Ulbing's Grocery: Brad Ulbing

MOTION (McHugh/Montague) to approve the Operator's License Applications for Ulbing's Grocery, carried.

- Prior to the meeting, IT Support/Eric Helmuth provided a list of recommended updates. A new tower is needed now. President Kevin suggested fulfillment of the "Short Term" recommendations and tower now, and budget for the remaining items.
- Penosky provided information regarding DNR Environmental Loans; a possibility to consider for the Regional Wastewater Treatment Facility.

Miscellaneous Business

- Board of Review is scheduled for June 7 from 5-7pm.
- Village Attorney's letter to James Brandenburg approved to be sent.
- TruGreen requested a "Transient Merchant Permit" to hang flyers on door knobs. Appreciate them asking, but prefer mailings only.
- Bar owners requesting allowance of bands outside. President Kevin suggested owners work with Village to draft paperwork.
- Trustee Kernodle's mother passed away. An expression of sympathy will be sent.

Approval of Vouchers Payable

Adjournment

MOTION (Montague/McHugh) to adjourn the meeting at 8:45pm, carried.

Diane Penosky
Acting Clerk/Treasurer
Posted: 7/2/2018

(Vouchers Payable listing for June 1-30, 2018 attached.)

Report Criteria:

Summary report type printed

Check Number	Name	Vendor Number	Description	Check Issue Date	Check Amount
7109	AFLAC	1007	50% MONTHLY CANCER INSUR PREMIU	06/04/2018	147.35
7110	NORTHERN LAKE SERVICE INC	1670	BOD, CHLORIDE, NITROGEN, PHOSPHO	06/04/2018	265.60
7111	RUEKERT & MIELKE	1096	WWTF CONSOLIDATION STUDY	06/04/2018	1,084.50
7112	UNITED LABORATORIES	6010	WASP WHACKER, KOOL RED, LINE MINE	06/04/2018	798.50
7113	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC SERVICE- TREATM	06/04/2018	1,155.21
7114	WE ENERGIES - GAS	1027	MONTHLY GAS USAGE- PALMYRA ST	06/04/2018	365.69
7115	WI DNR - ENVIRONMENTAL FEES	6021	ENVIRONMENTAL FEES	06/04/2018	1,497.17
7116	AUTUMN SUPPLY	1582	Disposable Large Gloves	06/17/2018	168.05
7117	CENTURYLINK	1009	SCADA TELEPHONE	06/17/2018	333.55
7118	CHARTER COMMUNICATIONS	1464	MONTHLY INTERNET/PHONE CHARGES-	06/17/2018	138.26
7119	DALEE WATER CONDITIONING	1019	MONTHLY WATER SOFTENER RENTAL-	06/17/2018	18.95
7120	NORTHERN LAKE SERVICE INC	1670	BOD, NITROGEN, AMMONIA, PHOSPHOR	06/17/2018	236.80
7121	RUEKERT & MIELKE	1096	SCADA TECHNICAL SUPPORT	06/17/2018	9,604.40
7122	VILLAGE OF SULLIVAN	1033	50% MONTHLY RETIREMENT TRANSMIT	06/17/2018	776.77
7123	VILLAGE OF SULLIVAN	10331	50% MONTHLY HEALTH INSUR REIMB	06/17/2018	911.41
7124	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC SERVICE- PALMYR	06/17/2018	111.60
7125	R & R INSURANCE SERVICES INC	1378	QTRLY AUTO, GEN LIAB INSUR-SEWER	06/21/2018	2,757.48
7126	VILLAGE OF SULLIVAN	1033	MONTHLY SALARY TRANSFER	06/21/2018	6,043.55
25096	AFLAC	1007	50% MONTHLY CANCER INSUR PREMIU	06/05/2018	147.36
25097	CHARTER COMMUNICATIONS	1464	MONTHLY INTERNET/PHONE CHARGES-	06/05/2018	331.77
25098	FLOOD, LAURA	1222	SCHOOLING SUPPLIES	06/05/2018	135.00
25099	FLOOD'S REMODELING INC.	1068	WIFI ADAPROE FOR NEW DOOR KNOBS	06/05/2018	93.65
25100	GENERAL COMMUNICATIONS INC.	1075	UNICATION G1 CHARGER	06/05/2018	63.20
25101	GREAT AMERICA FINANCIAL SERVICES	6111	MONTHLY COPIER LEASE	06/05/2018	181.00
25102	JOHN DEERE FINANCIAL	1662	LAWN MOWER PARTS	06/05/2018	164.77
25103	POMP'S TIRE SERVICE, INC	1369	FLAT REPAIR	06/05/2018	60.00
25104	RIDGEWAY NETWORKS LLC	1256	SUPPORT	06/05/2018	1,091.60
25105	STRUBE, MEGAN	6068	CLEAN PARK	06/05/2018	225.00
25106	SULLIVAN SEWER UTILITY	1102	CREDIT CARD TRANSFER TO SEWER A	06/05/2018	1,650.00
25107	SULLIVAN VOLUNTEER FIRE DEPT.	1387	DNR GRANT MONIES TO FIRE DEPT	06/05/2018	774.50
25108	VILLAGE OF SULLIVAN	1015	PETTY CASH REIMBURSEMENT	06/05/2018	29.78
25109	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC & GAS- VILLAGE H	06/05/2018	371.09
25110	WE ENERGIES - STREET	1029	PARK LIGHTS	06/05/2018	52.77
25111	WI DNR - ENVIRONMENTAL FEES	6021	2018 WOODBURNING SITE LIC	06/05/2018	165.00
25112	WISCONSIN INSPECTION AGENCY	1170	MONTHLY PERMIT & INSPECTION FEES	06/05/2018	32.40
25113	JEFFERSON COUNTY - HWY DEPT	10031	PETITION FOR CTY HWY AID	06/09/2018	2,000.00
25114	TRUGREEN PROCESSING CENTER	6135	SPRAY FOR DANDELIONS	06/09/2018	642.50
25115	ACCURATE APPRAISAL LLC	1283	FINAL BILLING	06/18/2018	885.00
25116	ADVANCED DISPOSAL - FORT-A1	1014	MONTHLY RECYCLING PICKUP	06/18/2018	2,695.13
25117	BAKER TILLY VIRCHOW KRAUSE LLP	1043	PROF SERVICES W/2017 AUDIT	06/18/2018	4,359.00
25118	CHARTER COMMUNICATIONS	1464	MONTHLY PHONE - PARK	06/18/2018	52.45
25119	DAILY JEFFERSON UNION	1057	LIQUOR LICENSE RENEWAL PUBLICATI	06/18/2018	548.77
25120	DALEE WATER CONDITIONING	1019	MONTHLY WATER SOFTENER & COOLE	06/18/2018	51.15
25121	EXXON/MOBIL	1013	GAS/DIESEL-FIRE DEPT.	06/18/2018	131.63
25122	FLOOD, LAURA	1222	BATTERIES - FIRE DEPT	06/18/2018	34.56
25123	HARENDA, JAMES & ANNA	6138	PARK RENTAL DEPOSIT REFUND	06/18/2018	40.00
25124	JAWZ ENTERPRISES, LLC	1175	MAINT FOR ATV BRUSH #4	06/18/2018	1,120.00
25125	JEFFERSON COUNTY - CLERK	1035	ELECTION BALLOTS	06/18/2018	181.03
25126	MEIXELSPERGER, DIANE	1555	PARK RENTAL DEPOSIT REIMBURSEME	06/18/2018	40.00
25127	MENARDS-JOHNSON CREEK	1364	SHOP SUPPLIES	06/18/2018	35.88
25128	MITCHELL	6136	PARK RENTAL DEPOSIT REFUND	06/18/2018	40.00
25129	OFFICE DEPOT BUSINESS CREDIT	1109	MISC OFFICE SUPPLIES	06/18/2018	125.86
25130	PREMIER BANK	1381	AMBULANCE	06/18/2018	4,985.00
25131	SCHOBER SCHOBER & MITCHELL	1040	LEGAL FEES	06/18/2018	620.00

Check Number	Name	Vendor Number	Description	Check Issue Date	Check Amount
25132	SHERI RIDGEMAN	6137	PARK RENTAL DEPOSIT REFUND	06/18/2018	40.00
25133	SULLIVAN VOLUNTEER FIRE DEPT.	1387	SCHOOLING FUNDAMENTALS	06/18/2018	125.59
25134	WE ÉNERGIES - STREET	1029	STREET LIGHTING	06/18/2018	1,113.38
25135	WOODARD, ADAM	6096	PARK DEPOSIT REFUND	06/18/2018	40.00
25136	R & R INSURANCE SERVICES INC	1378	QTRLY WORKERS COMP INSURANCE-VI	06/22/2018	4,515.99
60520181	EMPLOYERS FEDERAL TAX (EFTPS)	1640	MONTHLY FEDERAL PAYROLL WITHHOL	06/05/2018	2,625.92
60520182	WI DEPT OF REVENUE	1024	MONTHLY STATE PAYROLL WITHHOLDI	06/05/2018	438.69
61820181	ETF - RETIREMENT (WRS)	1486	MONTHLY RETIREMENT TRANSMITTAL (06/18/2018	1,553.54
61820182	ETF - HEALTH INSURANCE	1517	MONTHLY HEALTH INSURANCE	06/18/2018	1,822.82
Grand Totals:					62,847.62

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
06/05/2018	PC	06/05/2018	42834	HETTICH, TRACY	12	1,068.16-
06/05/2018	PC	06/05/2018	42835	MATTKE, BRIAN W.	21	502.40-
06/05/2018	PC	06/05/2018	42836	THOM, DEAN W.	26	368.35-
06/05/2018	PC	06/05/2018	42837	PENOSKY, DIANE M	18	2,008.82-
06/15/2018	PC	06/15/2018	42838	THOM, DEAN W.	26	1,587.43-
06/15/2018	PC	06/15/2018	42839	PENOSKY, DIANE M	18	2,184.15-
06/29/2018	PC	06/29/2018	42840	PENOSKY, DIANE M	18	2,359.48-
06/29/2018	PC	06/29/2018	42841	THOM, DEAN W.	26	1,472.01-
Grand Totals:			8			11,550.80-