

VILLAGE OF SULLIVAN
VILLAGE BOARD MEETING MINUTES
July 3, 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 Present: Diane Penosky, John Kannard, Mark Flood, Linda Horton, Dave Hellekson, Adrian Cortes, Pearl Mary Goetsch, Karen Schuett.

Approval of Minutes

- Minutes of the June 5, 2018 Village Board Meeting were approved.

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

- The Jefferson County Traffic Safety Commission's next meeting is July 18 at 1:00pm; when further discussion regarding speeding on Palymra St will be reviewed.
- Before the meeting, Dean Thom provided an estimate from Lange Enterprises for a flashing speed limit sign at \$1,200. Representative Kannard advised the County has a flashing speed limit sign the Village could use for free, if it's working. Or there may be availability through the State. President Kevin would like estimates of solar and hook-up pricing from Lange and last year's bidder.

Fire Department

- Chief Flood reported the County allocated \$50,000 for a third-party study of the pager system. He noted Waukesha's system is 800Mz.
- Knox boxes have been installed on evacuation shelter buildings in the Village; Village Hall, the Park and Sullivan Methodist Church.
- The generator was delivered to the Fire Station. A Generac certified electrician will be coming in, and a concrete pad will be poured.

MOTION (Montague/McHugh) to release the approved budget dollars for the generator, carried.

Western Lakes Fire District

- Not present.

Parks, Buildings, Grounds & Safety Committee

- Before the meeting, Thom reported the concrete step by the Legion door at the Park is done.
- He also indicated that the street weeds would be attended to within the next week.
- President Kevin would like quotes for landscape maintenance; mowing, weed control and clearing storm sewers. Kevin and Kernodle have contacts.

Streets, Sidewalks, Sewer, Utilities & Recycling Committee

- No report.

Personnel Committee

- Trustee Montague reported that at last week's Committee meeting, Acting Clerk/Treasurer Penosky expressed interest in becoming the Clerk/Treasurer, with Tracy Hettich as Deputy Clerk/Treasurer. Penosky will be full-time, reducing the number of hours she has been working while handling two jobs plus training. Hettich will be part-time working under 23 hours per week, with exceptions at times depending on tasks requiring completion. As full-time Clerk/Treasurer, Penosky is now eligible for Employee Trust Fund benefits.
- Discussion regarding reducing open office hours, to enable reduction of hours worked. Consideration of closing Wednesday afternoons and all day Friday.
MOTION (Kernodle/Horton) to approve Diane Penosky moving into the Clerk/Treasurer position. Roll Call: McHugh-yes, Horton-yes, Kevin-yes, Montague-yes, Kernodle-yes. Motion carried.
MOTION (Kernodle/McHugh) to approve Tracy Hettich moving into the Deputy Clerk/Treasurer position. Roll Call: McHugh-yes, Horton-yes, Kevin-yes, Montague-recused, Kernodle-yes. Motion carried.

Budget, Finance & Legal Affairs Committee

- No report.

Public Works Department and/or Wastewater Treatment Facility

- Before the meeting, Thom indicated the grader blade was in the 2016 or 2017 Budget. Midstate had the low bid at \$4,200.
MOTION (McHugh/Montague) to deny approval of the purchase of a grader blade, carried.
- Thom also provided quotes for previously tabled items:
MOTION (McHugh/Horton) to approve of the purchase of a new motor and coupler for the back-up aerator through Crane in the amount of \$1,775, carried.
MOTION (Kevin/McHugh) to approve the purchase of a by-pass pump through LW Allen in the amount of \$980, carried.
Approval to replace weirs and baffles in primary and secondary clarifiers was tabled.
- No update on the Ruckert-Mielke Regional WWTP Study.

- Thom provided a copy of the completed Ruekert-Mielke Phosphorus Compliance Report.
- Penosky advised part-time help ads for a licensed WWTP Operator have been placed on the WWOA website and the Clerklist. Additional sites of Craig's and Indeed were recommended. We should also contact Paul at Rome to possibly work out an arrangement with their new hire.

Chamber of Commerce

- **MOTION (Kevin/McHugh) to approve the Temporary Class "B" Retailer's License for the July 28 Village gathering, carried.**

Sullivan Citizen Watch Program

- No report.

Citizen Participation

- Update: 172 Main St-Driveway. Owner Kaikini submitted a DVD of the rain washing out his driveway. President Kevin directed the Streets, Sidewalks, Sewer, Utilities & Recycling Committee to follow-up with him.
- 2nd Complaint: 162 Main St #22-Dog Feces. President Kevin read aloud the letter received, and directed two letters be sent: 1) to the property owner notifying him of the ordinance violation, and 2) to the complainant requesting dated pictures.
- Complaint: 600 Bakertown-Sewer Bill. Discussion that owner feels his bill is excessive. Verification that owners are billed \$150 per unit in a building.
- President Kevin read aloud Principal Nick Skretta's email, in his absence:
 - School registration is August 7.
 - He will be conducting tours of Jefferson Middle and High Schools on August 21.
 - The final installment of Stairway to Heroine series - Playground to Pills is October 3.
 - Red Cross Blood Drive is November 1.

Unfinished Business

- **MOTION (Kernodle/Horton) to approve the Liquor License Renewal for Little Mexico, carried.**
- **MOTION (Montague/Kevin) to approve the Beer Garden Permit Application for Black Frog Grille for the patio and immediate parking lot only through June 30, 2019 with a right to review, carried.**
- The three quotes for paving behind Village Hall, the Park walking trail and street parking at the School were reviewed. Recommendation was made to contact the two lowest bidders to inquire whether they had any wiggle room on quotes.
- We are waiting for the computer tower cost estimate to be provided by our IT Support/Eric Helmuth. Trustee Kernodle will contact him.
- Relative to the bar owners requesting allowance of bands outside, suggestion was made to look online for how other municipalities handle this issue.

New Business

- **MOTION (Horton/Kernodle) to approve the Park Rental Agreement for the Junk Parade for a fee of \$140. McHugh-no, Horton-yes, Kevin-yes, Montague-yes, Kernodle-yes. Motion carried.**
MOTION (Kernodle/Kevin) to approve the Street Permit Application for the Junk Parade for a fee of \$20. McHugh-no, Horton-yes, Kevin-yes, Montague-yes, Kernodle-yes. Motion carried.
MOTION (Kernodle/Horton) to approve the Large Gathering Permit Application for the Junk Parade for a fee of \$250. McHugh-no, Horton-yes, Kevin-yes, Montague-yes, Kernodle-yes. Motion carried.
- Discussion regarding the "NursingSchool411.com" request to be added as a link on the Village website. No interest in adding the link.
- Discussion regarding an increase in the Village's Plan Commission fee currently at \$25. President Kevin recommended further discussion at a budget meeting.
- **MOTION (McHugh/Kernodle) to approve the Operator's Licenses submitted for Dianna Bloor, David Cortes and Nathan Scott, carried.**

Miscellaneous Business

- There were no objections presented to the Board of Review at their meeting on June 7.
- The Statement of Assessment has been filed with the WI Dept of Revenue.
- The Petition for County Highway Aid was submitted to Jefferson County.
- The 2018-2019 Liquor Licenses, Business Licenses and Operator's Licenses have been distributed.
- The Taxation District Exemption Report has been filed with the WI Dept of Revenue.
- The 2018-2019 member listings were included in the meeting packet for each Board member.
- Penosky requested changing the monthly Board meetings to the 2nd Tuesday versus the 1st, considering both the Clerk/Treasurer and Deputy Clerk/Treasurer are new to their positions. Request denied at this time.
- A Plan Commission meeting is scheduled for July 25th.
- President Kevin read aloud Trustee Kernodle's thank you note for the sympathy chimes the Village sent.
- Recommendation was made to obtain a quote from CIVIC for training the Clerk/Treasurer and Deputy Clerk/Treasurer.
- **MOTION (McHugh/Kernodle) to move the September Board Meeting to September 11th, carried.**

Approval of Vouchers Payable

Adjournment

- **MOTION (McHugh/Kernodle) to adjourn the meeting at 8:46pm, carried.**

Diane Penosky
Clerk/Treasurer
Posted: 8/6/2018

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

Report Criteria:

Summary report type printed

Check Number	Name	Vendor Number	Description	Check Issue Date	Check Amount
7127	AFLAC	1007	50% MONTHLY CANCER INSUR PREMIU	07/03/2018	147.35
7128	CIVIC SYSTEMS, LLC	1201	50% SEMI-ANNUAL SOFTWARE SUPPOR	07/03/2018	1,610.00
7129	DIGGERS HOTLINE	1133	2ND INSTALLMENT	07/03/2018	30.40
7130	NORTHERN LAKE SERVICE INC	1670	SLUDGE SAMPLE ANALYSIS	07/03/2018	410.40
7131	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC SERVICE- TREATM	07/03/2018	1,333.45
7132	WE ENERGIES - GAS	1027	MONTHLY GAS USAGE- TREATMENT PL	07/03/2018	361.09
7133	CENTURYLINK	1009	SCADA TELEPHONE	07/16/2018	348.62
7134	CHARTER COMMUNICATIONS	1464	MONTHLY INTERNET/PHONE CHARGES-	07/16/2018	138.18
7135	DALEE WATER CONDITIONING	1019	MONTHLY WATER SOFTENER RENTAL-S	07/16/2018	18.95
7136	MENARDS-JOHNSON CREEK	1364	CLEANING SUPPLIES FOR SEWER PLAN	07/16/2018	33.66
7137	NAPA OF JEFFERSON	1385	HDRTU1GAL , HOSE TEE	07/16/2018	42.00
7138	NORTHERN LAKE SERVICE INC	1670	BOD-5 DAY,CHLORIDE,NITROGEN,AMMO	07/16/2018	502.40
7139	UNITED LABORATORIES	6010	WWTP BACT W/ENZ	07/16/2018	357.00
7140	VILLAGE OF SULLIVAN	1033	MONTHLY SALARY TRANSFER	07/16/2018	3,532.60
7140			50% MONTHLY RETIREMENT TRANSMIT	07/16/2018	961.41
7141	VILLAGE OF SULLIVAN	10331	50% MONTHLY HEALTH INSUR REIMB	07/16/2018	911.41
7142	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC SERVICE- PALMYR	07/16/2018	78.09
24478	BARNARD, JEFFREY	6088	TAX REFUND	07/18/2018	.00
25137	AFLAC	1007	50% MONTHLY CANCER INSUR PREMIU	07/04/2018	147.36
25138	ALEXANDER, ROBERT	6141	PARK RENTAL DEPOSIT REFUND	07/04/2018	40.00
25139	BIELINSKI HOMES	6142	RETURN BOND TO CONTRACTOR	07/04/2018	1,000.00
25140	BONOFIOLIO, ANDREA	6139	PARK RENTAL DEPOSIT REFUND	07/04/2018	40.00
25141	CHARTER COMMUNICATIONS	1464	MONTHLY INTERNET/PHONE CHARGES-	07/04/2018	331.77
25142	CIVIC SYSTEMS, LLC	1201	50% SEMI-ANNUAL SOFTWARE SUPPOR	07/04/2018	1,610.00
25143	GREAT AMERICA FINANCIAL SERVICES	6111	MONTHLY COPIER RENTAL	07/04/2018	181.00
25144	HOGAN, LORI	6140	PARK RENTAL DEPOSIT REFUND	07/04/2018	40.00
25145	JOHN DEERE FINANCIAL	1662	LAWN MOWER PARTS	07/04/2018	164.09
25146	KESKE, LINDSEY	6056	PARK DEPOSIT REFUND	07/04/2018	40.00
25147	M&A ASSOCIATES	1160	CONCRETE STEP AT PARK	07/04/2018	1,450.00
25148	THOMPSON, KAREN	1227	PARK RENTAL DEPOSIT REIMBURSEME	07/04/2018	40.00
25149	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC & GAS- VILLAGE H	07/04/2018	344.89
25150	CHARTER COMMUNICATIONS	1464	MONTHLY PHONE - PARK	07/17/2018	52.41
25151	DALEE WATER CONDITIONING	1019	MONTHLY WATER SOFTENER & COOLE	07/17/2018	58.10
25152	EXXON/MOBIL	1013	GAS/DIESEL-FIRE DEPT.	07/17/2018	520.59
25153	JEFFERSON COUNTY - TREASURER	1030	MONTHLY DOG REPORT	07/17/2018	142.00
25154	M&A ASSOCIATES	1160	CONCRETE FOR GENERATOR AT FIRE D	07/17/2018	1,250.00
25155	MENARDS-JOHNSON CREEK	1364	COUPLING, GLYPHOSATE	07/17/2018	20.49
25156	MILWAUKEE PC, INC	1161	PARTS	07/17/2018	2,469.15
25157	NATIONAL HOSE TESTING	1277	FIRE HOSE TESTING	07/17/2018	2,664.00
25158	SCHOBER SCHOBER & MITCHELL	1040	LEGAL FEES	07/17/2018	215.00
25159	STRUBE, MEGAN	6068	CLEAN VILLAGE HALL	07/17/2018	225.00
25160	SULLIVAN SEWER UTILITY	1102	USER FEE - VILLAGE HALL	07/17/2018	450.00
25161	WCTC	6143	TUITION	07/17/2018	91.02
25162	WE ENERGIES - STREET	1029	PARK LIGHTS	07/17/2018	91.32
25163	WISCONSIN INSPECTION AGENCY	1170	MONTHLY PERMIT & INSPECTION FEES	07/17/2018	1,592.32
70420181	EMPLOYERS FEDERAL TAX (EFTPS)	1640	MONTHLY FEDERAL PAYROLL WITHHOL	07/04/2018	3,566.72
70420182	WI DEPT OF REVENUE	1024	MONTHLY STATE PAYROLL WITHHOLDIN	07/04/2018	608.73
71820181	ETF - HEALTH INSURANCE	1517	MONTHLY HEALTH INSURANCE	07/18/2018	1,822.82
71820182	ETF - RETIREMENT (WRS)	1486	MONTHLY RETIREMENT TRANSMITTAL (07/18/2018	1,922.82
Grand Totals:					34,008.61

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
07/13/2018	PC	07/13/2018	42845	THOM, DEAN W.	26	1,472.01-
07/13/2018	PC	07/13/2018	42846	LAWSON, JOHN	13	46.17-
07/13/2018	PC	07/13/2018	42847	RIEHLE, PAULA	14	46.17-
07/13/2018	PC	07/13/2018	42848	PENOSKY, DIANE M	18	1,163.63-
07/13/2018	PC	07/13/2018	42849	KEVIN, TAMMY	51	46.17-
07/13/2018	PC	07/13/2018	42850	MONTAGUE, ROBERTA	53	46.17-
07/13/2018	PC	07/13/2018	42851	FLOOD, KATHY	57	46.17-
07/31/2018	PC	07/31/2018	42852	THOM, DEAN W.	26	1,472.01-
07/31/2018	PC	07/31/2018	42853	PENOSKY, DIANE M	18	1,786.69-
Grand Totals:			<u>9</u>			<u>6,125.19-</u>