

VILLAGE OF SULLIVAN BOARD MEETING MINUTES August 7, 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, Tracy Hettich, John Kannard, Ron Bennett, Mark Catton, Linda Horton, Mark Flood, Pearl Mary Goetsch, Sandy Lewis, Mary Chaffey, Nick Skretta, Heidi Buchberger, Heather Rupnow, Kathy Flood, Karen Schuett.

Approval of Minutes

- Minutes of the July 3, 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

- John Kannard reported the Jefferson County Traffic Safety Commission is collecting data as to the speed people are traveling at on Palmyra St. The speed limit will be set at 85% of the 6-7MPH average. The Commission's next meeting is October 17. City of Jefferson just purchased some flashing signs. Linda Horton indicated there has been drag racing on Village Line Rd.
- Kannard was not privy to the "Jefferson County Drainage District #13" Notice of Hearing for August 13. The Notice was received at the Village office and by several residents. Clerk/Treasurer Penosky wrote a synopsis of the conversation she had with the mailing attorney, Andrew Griggs. Briefly, District #13 has been under a stop order dating back to 1945. A decision will be made to reorganize, reactivate or dissolve it. If it is reactivated, assessments may be applied to land that the Drain runs through. Dean Thom will be attending the Hearing for the Village.

Ron Bennett/Northwest Service

- Introduced himself to the Board and described his tree/brush cutting service, which also includes mowing roadside and repairing potholes. He has back hoes and wing plow trucks. He is available 24/7, has provided services to neighboring communities and has references.

Chamber of Commerce

- Before the meeting, the Chamber requested to be called earlier. President Kevin obliged. Mark Catton reported that the Party in the Park had an attendance of approximately 250 people – which was a good turnout considering Dousman Derby Days was going on at the same time. The Chamber is planning to hold two similar

events next year. The Chamber thanks Dean Thom for his setup and cleanup. The Halloween Parade will be on the last Sunday in October.

Fire Department

- Chief Flood reported the generator has been hooked up; through the outside versus cutting through drywall. Pictures will be taken in the future.

Western Lakes Fire District

- Not present.

Parks, Buildings, Grounds & Safety Committee

- The Board reviewed the two lowest quotes for paving behind Village Hall, the Park walking trail and street parking at the School. Decision was made to hold off on paving behind Village Hall. Estimates will be obtained to eliminate the two basement doors and install an egress window instead. This should eliminate the issue of water entering the Village basement. Paving will be reconsidered at a later date. Johnson & Johnson held firm at their quote of \$23,400. PLM was willing to reduce their bid by \$1,000 bringing their quote for the walking trail and street parking to \$20,000. President Kevin directed Penosky to inquire regarding the note on quote relating to possible additional charges for excavation of unstable existing base, and when they can schedule the work.
MOTION (McHugh/Horton) to approve PLM's quote to complete the paving of the Park walking trail and street parking at the School in the amount of \$20,000. Roll Call: McHugh-yes, Horton-yes, Kevin-yes, Montague-yes, Kernodle-yes. Motion carried.
- Vendor quotes should be obtained for landscape maintenance; including mowing, weed control and clearing storm sewers. Ron Bennett should be contacted. The Parks Committee should write up a document of expectations to provide to bidders so quotes are comparable. Thom should provide a plat, and advise how often he mows.

Streets, Sidewalks, Sewer, Utilities & Recycling Committee

- Penosky was directed to contact the Village attorney for his opinion on whether the Village is responsible for repairs to resident Vijay Kaikini's driveway. Estimates will need to be obtained.
- Trustee McHugh requested a Lift Station key; he's been hearing noises from inside.

Personnel Committee

- Penosky indicated the Personnel Resolution for the Clerk/Treasurer and Deputy Clerk/Treasurer positions is being worked on.
- Trustee Kernodle reported efforts are being made to get help for Thom. Applicant Tom Steinbach wasn't able to cover for Thom's vacation this week, but may be available in September.
- Two options for CIVIC training were discussed; a 2-day Symposium for \$220/person, or a 3-day one-on-one training for \$3,600 (less \$200/day at Madison). Clarification from CIVIC should be obtained regarding whether the \$3,600 fee is per person or not.
MOTION (Kevin/McHugh) to approve Penosky and Hettich to attend the CIVIC Symposium on September 13-14, carried.

Budget, Finance & Legal Affairs Committee

- Work on the 2019 Budget will begin soon. Former Clerk/Treasurer, Heather Rupnow, has offered to help.

Public Works Department and/or Wastewater Treatment Facility

- Thom on vacation.
- Penosky presented two quotes for flashing speed limit signs; Lange Enterprises @ \$1,471 each and from the vendor contacted last year, Elan City @ \$5,499 for a 2-pack (\$2,750 each) or \$2,999 for one. There is \$7,000 budgeted, with a desire for two. Trustee Kernodle will visit Lange Enterprises. Trustee McHugh will check out Elan City.
- Regarding the Regional WWTP Study, prior to the meeting Thom had advised Ruckert-Mielke is waiting on the Town of Sullivan to enable finalizing the report.
- The DNR Response to the Village's CMAR report indicates one item needs attention: "Please update your CMOM to include public notification requirements."
- The WI-DNR completed an inspection of the WWTP lab on 7/31/18.
- Tabled: Approval to replace weirs and baffles in primary and secondary clarifiers.

Sullivan Citizen Watch Program

- Resident Pearl Mary Goetsch reported she had observed two cars parked at the school at 4:30am, which turned out to be two squads.

Citizen Participation

- Erik & Kelly Kehl of 103 Mallard Ct were not present to discuss the drainage ditch adjacent to their lot, which the Board had approved to be cleaned by Statz Contracting in May 2017 for \$3,800.

MOTION: (Montague/Kernodle) to pull the approval for Statz Contracting to do the drainage ditch cleaning at 103 Mallard Ct, carried.

President Kevin directed that Statz be called and told they've been pulled from the job. Ron Bennett should be contacted for a quote – and have him check all the Village culverts.

- Sandy Lewis provided pictures of the culvert at Pleasant Ln that is filling with gravel and soot.
- Linda Horton questioned when the rest of the Christmas decorations will be picked up. They will fit in a pickup and trailer.
- Principal Nick Skretta announced:
 - High School registration was today.
 - Families new to the area should call him.
 - Tours of the Middle/High Schools can be given August 20-22. Tour should last approximately 1½ hours. Let him know date that works best.
 - The final installment of Stairway to Heroine series - Playground to Pills is October 3.
 - Red Cross Blood Drive is November 1.

Unfinished Business

- Property owner, Phil Kmiec, of 162 Main St was sent a letter regarding his tenant in unit #22, Elizabeth Bronco, that has been lax in picking up dog feces. The tenant called the Village office to give her side of the story. Fatman has indicated he has sent his last letter on the subject.
- Heidi Buchberger was present to discuss the Amended Large Gathering Permit for the Junk Parade. The initial Permit estimated attendance at 5,000 – which requires a \$250 Permit fee. The Amended Permit estimates attendance at 2,500 – which requires a \$50 fee. Last year they paid \$50. Buchberger indicated they have plans to give back to the community; Shriners, food pantry, school supplies. Discussion regarding past attendance, liability exposure, stress on Village, DPW costs. President Kevin advised

the Large Gathering Permit will remain as previously approved; requiring a \$250 Permit fee.

- Relative to bar owners requesting allowance of bands outside, Penosky presented samples of Cabaret Licenses she found online. Penosky will create one for the Village.

New Business

- Following are Minutes of the July 25 Plan Commission meeting:

Chairperson Tammy Kevin called the Plan Commission and Public Hearing meetings to order at 7:00pm on Wednesday, July 25, 2018 at the Sullivan Village Hall, 500 Madison Avenue. The Plan Commission Meeting is being held in compliance with Wisconsin Open Meetings Law. Plan Commission members present: Tammy Kevin, Kathy Flood, Dale Horton, Susan Phillips, Nancy Wilkowski. Absent: Kathy Biel, Terrisa Laurin, John Lawson.

Others present: Diane Penosky, Donna Burns, Dustin Keller.

Donna Burns of 767 Palmyra St is requesting a Conditional Use Permit to allow three horses to be kept on the property. The property is 28.09 acres. She is currently in the process of selling, and the potential buyers, Dustin & Allison Keller, would like to have three horses. Fences will be put up to contain the horses.

MOTION: (Wilkowski/Phillips) to approve the Conditional Use Permit for three (3) horses to be kept on the property at 767 Palmyra St – initially granted to Donna Burns and transferable to new owner, Dustin & Allison Keller. Roll Call: Phillips-yes, Flood-yes, Kevin-yes, Wilkowski-yes, Horton-yes, carried.

It was noted that the Conditional Use Permit is good for one year, then automatically renews unless a problem arises.

MOTION: (Wilkowski/Kevin) to adjourn the Plan Commission meeting, carried.

The meeting adjourned at 7:08pm.

MOTION: (Montague/McHugh) to approve the Conditional Use Permit, carried.

- **MOTION: (Kernodle/Horton) to approve the Beer Garden Permit for PourMan's deck area only, carried.**
Garbage should be removed in a timely manner.
- **MOTION: (McHugh/Kernodle) to approve the Beer Garden Permit for Sullivan Saloon's deck and back parking lot, carried.**
- **MOTION: (Kernodle/Horton) to approve the Operator's Licenses for Andrew Buth, Krystle Cmkliniski, Cassandra Dais and Michelle Merkel, carried.**

Miscellaneous Business

- State of WI, Dept of Transportation has granted \$5,000 for the Village's LRIP street project to be completed in 2019.
- The annual Liquor License Report has been filed with the State of WI, Dept of Revenue.
- Lake Country Municipal Court must relocate from Oconomowoc City Hall, as the Police Department is leaving that location. President Kevin attended the meeting on August 2 where discussion on the matter was held. Next meeting is scheduled for August 30.

- The Partisan Primary Election will be held August 14. Absentee ballots have been mailed, Notices posted, and Clerk/Treasurer Penosky and Deputy Clerk/Treasurer Hettich are completing training to gain access to WisVote.
- Crown Castle, the Village's cell tower lessee, has requested we consider direct deposit for their lease payments. President Kevin does not want to go that route.
- Penosky and Hettich purchased new business cards. Samples were presented to the Board. Current price through Vistaprint is approximately \$20 for 250 cards. Discussion held.
MOTION: (Montague/McHugh) to approve the purchase of new business cards of the same design, to reflect business emails as discussed, carried.
- It was realized that the current Standing Committees allocation was uneven; Kernodle is on four Committees, Horton is on one. President Kevin recommended adding Horton to **Streets, Sidewalks, Sewer, Utilities & Recycling Committee.**
MOTION: (Montague/McHugh) to approve adding Tim Horton to Streets, Sidewalks, Sewer, Utilities & Recycling Committee, carried.
President Kevin recommended adding McHugh to **Citations.**
MOTION: (Kevin/Horton) to approve adding Randy McHugh to Citations, carried.
- Correspondence received regarding class action lawsuits and settlements related to U.S. Dollar LIBOR-based instruments used in transactions with certain banks will be kept on file.
- Thom's recent purchase of weed killer was noted.
- Jefferson County Highway Department submitted their Estimate for seal coating in the Village at \$55,110. President Kevin tabled this pending Thom's OK.
- An Ordinance Alert was received from Community Code Service. Trustee Montague directed Penosky to email the correspondence to the Board for their review.

Approval of Vouchers Payable

Adjournment

MOTION (Montague/McHugh) to adjourn the meeting at 9:04pm, carried.

Diane Penosky
Clerk/Treasurer
Posted: 9/11/2018

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

Report Criteria:

Summary report type printed

Check Number	Name	Vendor Number	Description	Check Issue Date	Check Amount
7143	AFLAC	1007	50% MONTHLY CANCER INSUR PREMIU	08/06/2018	147.36
7144	LITHO SPECIALISTS	1122	SEWER BILLS	08/06/2018	343.00
7145	RUEKERT & MIELKE	1096	PHOSPHORUS COMPLIANCE REPORT	08/06/2018	2,952.60
7146	VILLAGE OF SULLIVAN	1033	MONTHLY SALARY TRANSFER	08/06/2018	2,707.15
7147	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC SERVICE- TREATM	08/06/2018	1,283.79
7148	WE ENERGIES - GAS	1027	MONTHLY GAS USAGE- TREATMENT PL	08/06/2018	170.41
7149	CENTURYLINK	1009	SCADA TELEPHONE	08/20/2018	346.85
7150	CHARTER COMMUNICATIONS	1464	MONTHLY INTERNET/PHONE CHARGES-	08/20/2018	138.18
7151	DALEE WATER CONDITIONING	1019	MONTHLY WATER SOFTENER RENTAL-S	08/20/2018	18.95
7152	MID-AMERICAN RESEARCH CORP.	1452	ENZYMES	08/20/2018	267.95
7153	NORTHERN LAKE SERVICE INC	1670	BOD, CHLORIDE, NITROGEN, PHOSPHO	08/20/2018	531.20
7154	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC SERVICE- PALMYR	08/20/2018	91.09
7155	VILLAGE OF SULLIVAN	1033	50% MONTHLY RETIREMENT TRANSMIT	08/24/2018	681.26
7156	VILLAGE OF SULLIVAN	10331	50% MONTHLY HEALTH INSUR REIMB	08/24/2018	911.41
25164	AFLAC	1007	50% MONTHLY CANCER INSUR PREMIU	08/07/2018	147.35
25165	AJ ANICH	6146	METAL FOR STORM DRAINS/SHOVEL	08/07/2018	87.75
25166	CHARTER COMMUNICATIONS	1464	MONTHLY INTERNET/PHONE CHARGES-	08/07/2018	331.52
25167	FLOOD'S REMODELING INC.	1068	MATERIAL FOR PROPS/TRAINING BLDG	08/07/2018	690.17
25168	GREAT AMERICA FINANCIAL SERVICES	6111	MONTHLY COPIER LEASE	08/07/2018	181.00
25169	JT'S TRUCK & TRAILER LLC	1655	TRUCK 5 MAINTENANCE	08/07/2018	3,307.15
25170	LAKE COUNTRY HEATING & COOLING	1441	AC NOT WORKING AT FIREHOUSE	08/07/2018	237.37
25171	LAWSON PRODUCTS INC.	1168	SHOP SUPPLIES	08/07/2018	237.67
25172	LAWSON, JOHN	1110	PARK DEPOSIT REFUND	08/07/2018	40.00
25173	MENARDS-JOHNSON CREEK	1364	SPRAYER	08/07/2018	75.23
25174	PENOSKY, DIANE	1380	MISC OFFICE & CONFERENCE REIMB	08/07/2018	309.84
25175	RICHARD CROSBY	6144	PARK DEPOSIT REFUND	08/07/2018	40.00
25176	RIDGEWAY NETWORKS LLC	1256	SUPPORT	08/07/2018	1,334.69
25177	RUNYARD, NANCY	1626	PARK DEPOSIT REFUND	08/07/2018	40.00
25178	STRUBE, MEGAN	6068	CLEAN VILLAGE HALL	08/07/2018	225.00
25179	SULLIVAN SEWER UTILITY	1102	CREDIT CARD TRANSFER TO SEWER A	08/07/2018	1,350.00
25180	THOMAS COYNE	6145	PARK DEPOSIT REFUND	08/07/2018	40.00
25181	VILLAGE OF SULLIVAN	1015	ELECTION TRAINING MEALS	08/07/2018	49.35
25182	WE ENERGIES - ELECTRIC/GAS	1028	MONTHLY ELECTRIC & GAS- VILLAGE H	08/07/2018	352.22
25183	WE ENERGIES - STREET	1029	STREET LIGHTING	08/07/2018	1,169.66
25184	WISCONSIN INSPECTION AGENCY	1170	MONTHLY PERMIT & INSPECTION FEES	08/07/2018	380.25
25185	ADVANCED DISPOSAL - FORT-A1	1014	MONTHLY TRASH PICKUP	08/11/2018	4,955.94
25186	TRANSCENDENT TECHNOLOGIES	1042	ANNUAL SOFTWARE MAINTENANCE TAX	08/11/2018	520.00
25187	CHARTER COMMUNICATIONS	1464	MONTHLY PHONE - PARK	08/21/2018	52.41
25188	CIVIC SYSTEMS	6148	CIVIC SYMPOSIUM REGISTRATION	08/21/2018	440.00
25189	COMPLETE OFFICE OF WISCONSIN	6064	WHITE HAND TOWELS	08/21/2018	115.96
25190	DALEE WATER CONDITIONING	1019	MONTHLY WATER SOFTENER & COOLE	08/21/2018	51.15
25191	EMERGENCY APPARATUS MAINTENANC	1084	ENGINE 1 PUMP TEST & SERVICE	08/21/2018	1,627.78
25192	EXXON/MOBIL	1013	GAS/DIESEL-FIRE DEPT.	08/21/2018	202.41
25193	FLOOD'S REMODELING INC.	1068	CONCESSION STAND ROLL UP DOOR R	08/21/2018	255.00
25194	KATY RIEDERER	6147	PARK RENTAL DEPOSIT REFUND	08/21/2018	40.00
25195	OFFICE DEPOT BUSINESS CREDIT	1109	OFFICE SUPPLIES	08/21/2018	65.43
25196	OSTOPOWICZ, PAUL & TINA	1676	PARK DEPOSIT REFUND	08/21/2018	40.00
25197	UNITED LABORATORIES	6010	WEED KILLER	08/21/2018	3,308.70
25198	WE ENERGIES - STREET	1029	STREET LIGHTING	08/21/2018	1,100.67
25199	LOCAL GOV'T INVEST POOL (LGIP)	1037	TRANSFER TO LGIP#4/MACHINERY & EQ	08/31/2018	15,172.00
80720181	WI DEPT OF REVENUE	1024	MONTHLY STATE PAYROLL WITHHOLDIN	08/07/2018	361.37
80720182	EMPLOYERS FEDERAL TAX (EFTPS)	1640	MONTHLY FEDERAL PAYROLL WITHHOL	08/07/2018	2,512.27
82020181	ETF - HEALTH INSURANCE	1517	MONTHLY HEALTH INSURANCE	08/22/2018	1,822.82
82020182	ETF - RETIREMENT (WRS)	1486	MONTHLY RETIREMENT TRANSMITTAL (08/22/2018	1,362.52

Check Number	Name	Vendor Number	Description	Check Issue Date	Check Amount
82320181	VILLAGE OF SULLIVAN	10331	50% MONTHLY HEALTH INSUR REIMB	08/23/2018	.00
82320182	VILLAGE OF SULLIVAN	1033	50% MONTHLY RETIREMENT TRANSMIT	08/23/2018	.00
Grand Totals:					<u>55,223.85</u>

Report Criteria:

Summary report type printed

Report Criteria:

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

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
08/07/2018	PC	08/07/2018	42854	HORTON, DALE E.	10	18.47-
08/07/2018	PC	08/07/2018	42855	HETTICH, TRACY	12	1,484.74-
08/07/2018	PC	08/07/2018	42856	PENOSKY, DIANE M	18	2,124.01-
08/07/2018	PC	08/07/2018	42857	MATTKE, BRIAN W.	21	564.94-
08/07/2018	PC	08/07/2018	42858	THOM, DEAN W.	26	171.30-
08/07/2018	PC	08/07/2018	42859	SCHUETT, KAREN	30	40.00-
08/07/2018	PC	08/07/2018	42860	PHILLIPS, SUSAN	32	18.47-
08/07/2018	PC	08/07/2018	42861	WILKOWSKI, NANCY	33	18.47-
08/07/2018	PC	08/07/2018	42862	GOETSCH, PEARL MARY	40	40.00-
08/07/2018	PC	08/07/2018	42863	SCHULFER, LUCILLE	41	40.00-
08/07/2018	PC	08/07/2018	42864	SMITH, ANNE P	47	36.00-
08/07/2018	PC	08/07/2018	42865	HORTON, LINDA	49	36.00-
08/07/2018	PC	08/07/2018	42866	KEVIN, TAMMY	51	18.47-
08/07/2018	PC	08/07/2018	42868	FLOOD, KATHY	57	40.00-
08/07/2018	PC	08/07/2018	42869	FLOOD, KATHY	57	18.47-
08/15/2018	PC	08/15/2018	42870	THOM, DEAN W.	26	1,472.01-
08/31/2018	PC	08/31/2018	42871	THOM, DEAN W.	26	1,472.01-
08/31/2018	PC	08/31/2018	42872	PENOSKY, DIANE M	18	2,206.99-
Grand Totals:			<u>18</u>			<u>9,820.35-</u>