

VILLAGE OF SULLIVAN  
PO BOX 6  
SULLIVAN, WISCONSIN 53178  
(262) 593-2388

President Kevin called the Board Meeting to order at 7:00pm on Tuesday, September 5, 2017 at the Sullivan Village Hall, 500 Madison Avenue. The meeting was held in compliance with Wisconsin Open Meetings Law. Board members present: Randy McHugh, Tim Horton, Tammy Kevin, Roberta Montague and Gary Kernodle.

Others present: Mark Flood, Karen Schuett, Dean Thom, Mark Catton, Dave Hellekson, Pearl Mary Goetsch, Linda Horton, Kathy Flood, Greg Runde, Anne Smith, Diane Penosky, Heidi Buchberger, Nick Skretta, Jon Brand, Charles Couden, Nick Noeske, Sara Katzenberger, Kevin Fallenbeck, Dale Horton, Dennis Lafave, Mike Davis, Robert Yarbrough, Karl Anderson, Spencer Roberts, Carol Willick, Paul Lessila, Steve Mesmer, Jimmy Mesmer, and John Kannard.

The Minutes of the August 1, 2017 Board Meeting were approved.

Village of Sullivan and Sullivan Sewer Utility Treasurer's reports and Budget Comparisons were approved.

Plan Commission Report:

Chairperson Tammy Kevin called the Plan Commission and Public Hearing meetings to order at 6:30 pm on Wednesday, August 30, 2017 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: Dale Horton, Tammy Kevin, Nancy Wilkowski, John Lawson, Susan Phillips and Kathy Biel. Absent: Terrisa Laurin.

Others present: Linda Horton, Kevin Fallenbeck, Marissa Myers and Richard Myers.

Kevin Fallenbeck of 151 Main Street is requesting approval for his Business Plan of Operations for a tavern/grill to be named "Black Frog Grille". Kevin explained he will keep the tavern portion of the business running the same as the previous owner for now, because he doesn't want too much change at one time. He will be focusing more on the restaurant part of the business first. Kevin has been in the food service business for over 40 years. He also plans to continue renting out the upstairs apartment.

Motion by Biel to approve the Business Plan of Operations for the new tavern/grill.

Second by Horton. Nancy-yes, Tammy-yes, John-yes, Susan-yes, Kathy-yes and Dale-yes.

Motion carried.

Motion by Wilkowski to approve the Conditional Use Permit to Marisa Myers at 175 Main Street to allow a total of 8 fowl on her property. She will be raising chickens, ducks and one turkey. No roosters are allowed. Second by Biel. All were in favor. Dale Horton abstained.

Motion by Wilkowski to approve the following Ordinance updates:

- **8-1-15** Sump Pump Discharge Regulated
- **1-2-3** Form of Citation
- **Title 5 Chapter 3** Fire Prevention Code; Hazardous and Infectious Materials
- **13-1-181(d)** Initiation of Changes or Amendments
- **Title 15 Chapter 4** Minimum Housing and Property Maintenance Code  
(to change 15-4-6(b)(1) to reflect 800sq ft instead of 500sq ft; to match section 13-1-24(b))

Second by Phillips. Nancy-yes, Tammy-yes, John-yes, Susan-yes, Kathy-yes and Dale-yes.

Motion carried.

Motion by Horton to adjourn the Plan Commission Meeting. Second by Lawson. All were in favor. Motion carried. The meeting adjourned at 6:49 pm.

Motion by McHugh to approve Kevin Fallenbeck's Business Plan of Operations for 151 Main Street. Second by Horton. All were in favor. Motion carried.

Motion by Kernodle to approve Kevin Fallenbeck's New Liquor License Application and to refund Edward Meunier the prorated amount for his liquor license. Second by Montague. All were in favor. Motion carried.

Motion by Montague to approve Marisa Myers' Conditional Use Permit Application allowing no more than 8 fowl and no roosters. Second by Kernodle. All were in favor. Motion carried.

Motion by Montague to approve the Ordinance updates with the correction to 15-4-6(b)(1). Second by Kernodle. All were in favor. Motion carried.

Jefferson County Sheriff's Department was not present.

Jefferson County Board, District 21 Representative, John Kannard reported the County is still working on their budget.

Chief Flood reported recent fire inspections revealed there are 6 fire violations in the Village. The Clerk will be sending letters to the business owners to have them correct the violations.

Western Lakes Fire District was not present.

Trustee McHugh, as representative for the EMS Commission, advised he received an email from Western Lakes Fire District about an upcoming meeting to discuss whether the Village of Sullivan, Town of Sullivan and Town of Concord wish to remain together as the EMS Commission. Or, do they wish to disband at contract end. The email also mentioned buying a new ambulance for the Fire District.

Parks, Buildings, Grounds & Safety Committee (Horton, Kernodle) had no report.

Streets, Sidewalks, Sewer, Utilities & Recycling Committee (Kernodle, McHugh):

Motion by Montague to approve a three-year snow plowing contract with Spencer Roberts Trucking. The contract reflects a \$20 per hour price increase for the loader; from \$65 to now \$85. And a \$3 per hour increase for snow plowing with his pickup truck; from \$65 to now \$68. Second by McHugh. All were in favor. Motion carried.

Motion by Kernodle to approve adding new signage to the Recycling Center for approximately \$250. Second by Montague. All were in favor. Motion carried.

Trustee Kernodle asked Dean for an update on the "sink hole" in the Village. Dean informed the Board that the State was out to look at it today. They will be taking care of it since it's on Highway 18.

Personnel Committee (Montague, Kernodle) had no report.

Budget, Finance & Legal Affairs Committee (Kevin, Montague) will meet on Tuesday evenings beginning September 12<sup>th</sup> at 5:30pm.

Public Works Department and/or Wastewater Treatment Facility:

Motion by Montague to approve grouting and testing of the sewer pipes not to exceed \$12,000 which is budgeted. Second by McHugh. Randy-aye, Tim-aye, Tammy-aye, Gary-aye and Roberta-aye. Motion carried.

Motion by Kernodle to approve Sabel Mechanic to repair the backflow preventer at the Sewer Plant for \$1,325. Monies will come out of the "Maintenance of Collection System Equipment" account. Second by Horton. All were in favor. Motion carried.

There were no questions or comments regarding the monthly Building Inspection Reports.

Chamber of Commerce mentioned that the Halloween Parade and Trick-or-Treat will be October 29<sup>th</sup> at 1pm.

Sullivan Citizen Watch Program advised residents can now report suspicious behavior online at the Wisconsin Statewide Intelligence Center website; [www.wifusion.org](http://www.wifusion.org).

Citizen Participation:

Charles Couden spoke to the Board regarding the possibility of opening Bakertown Rd, Grove St and Pleasant St for ATV/UTV routes. The Board would like more time to review the materials provided to them before making a decision.

Principal Nick Skretta advised the following:

- The first day of school was a success.
- The 60<sup>th</sup> celebration of Sullivan Elementary School will be Sunday, September 17<sup>th</sup> from 3:00-5:00pm. A group photo of alumni will be taken at 4:00pm.
- Stairway to Heroin will be Thursday, November 2<sup>nd</sup> at 6:00pm at Jefferson High School.

Dave Hellekson informed Dean that the storm drain by his house needs attention.

Anne Smith asked if the sidewalk at 128 Main Street was going to be repaired. Clerk Rupnow mentioned that the homeowner is waiting for the hired company to come and fix it.

There was no Unfinished Business.

New Business was addressed by the Board as follows:

Motion by Montague to approve the Operator's Licenses for Cassy Kurth to work at Gaugert's Mobil and Amber Meads to work at Pourman's Pub & Grill. Second by McHugh. All were in favor. Motion carried.

Motion by Montague to approve the Lease Agreement with Dimax/Techmax to provide a pre-owned copier for \$181 per month. Second by McHugh. All were in favor. Motion carried.

Carol Willick for EMC Insurance, and Paul Lessila for the League of Wisconsin Municipalities Mutual Insurance presented their respective quotes for insurance. The Board postponed their decision on renewal until Tuesday, September 12<sup>th</sup> at a Special Board Meeting at 5:30pm, to allow them more time to look over the two renewal proposals.

The Department of Administration sent out the 2017 Preliminary Estimate for Population which lists the Village of Sullivan's population at 664.

The Department of Revenue sent the Village the 2017 Equalized Value Report.

The following bills were presented, audited and ordered paid:

#### Village of Sullivan Disbursements

##### General Disbursements

24690	AFLAC - 50% monthly cancer insurance	178.75
24691	Charter Communications - monthly phone/internet; Village Hall, Fire Dept	329.19
24692	EMC Insurance - monthly insurance premium; Village, Fire Dept	1,416.22
24693	Everbank Commercial - monthly copier rental	256.62
24694	JT's Truck - maintenance; red dump truck, Fire trucks	4,381.26
24695	Kelchner's Artic Air - repair furnace; Village Hall	110.00
24696	Lawson Products - first aid kit, fuses	243.90
24697	Local Govt Investment Pool - transfer to LGIP#1/Streets & Road Replacement	21,819.00
24698	McGuire, Susan - Park deposit refund	40.00
24699	Menards - carbon monoxide detectors; Village Hall, Park	44.33
24700	Natzke, Debrah - cleaning; Village Hall, Fire Dept, Park	225.00
24701	Penosky, Diane - mileage & meal reimbursement	103.32
24702	Roberts, Nichole - Park deposit refund	40.00
24703	Rupnow, Heather -mileage & meal reimbursement	144.63
24704	Smith, Casandra - reimburse 50% hotel stay for WMCA Conference	218.99
24705	Sullivan Sewer Utility - credit card transfer and August tax settlement; delq utilities	4,077.31
24706	WE Energies - monthly electric/gas; Village Hall, Fire Dept, Park, Recycling Center	505.10
24707	WE Energies - monthly electric; Street lights, Park lights	2,337.27
24708-24738	VOID	0.00
24739	Fire Inspection Services - fire inspections	1,320.00
24740	Horton, Dale - 2 Plan Commission meetings	40.00
24741	Horton, Tim - Special Village Board Meeting	20.00
24742	Jefferson County Treasurer - monthly dog report	34.75
24743	Kernodle, Gary - Special Village Board Meeting	20.00
24744	Kevin, Tammy - 2 Plan Commission meetings + Special Village Board Meeting	60.00

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24745	Lawson Products - first aid kit	48.78
24746	Lawson, John - Plan Commission meeting	20.00
24747	McHugh, Randolph - Special Village Board Meeting	20.00
24748	Montague, Roberta - Special Village Board Meeting	20.00
24749	Phillips, Susan - 2 Plan Commission meetings	40.00
24750	Sabel Mechanical - backflow preventer test	339.00
24751-24753	VOID	0.00
24754	Advanced Disposal - monthly trash/recycling pickup	2,625.00
24755	Bendlin Fire Equipment - hose repair	18.00
24756	Biel, Kathy - Plan Commission meeting	40.00
24757	Capital One Bank - postage, funeral flowers, conference hotel	449.87
24758	Charter Communications - monthly phone; Park	52.10
24759	Daily Jefferson Union - new liquor license publications; Micky Eder, Kevin Fallenbeck	165.20
24760	Dalee Water Conditioning - monthly softener/cooler rental; Village, Park	72.00
24761	Exxon/Mobil - gas/diesel; Village, Fire Dept	379.43
24762	Thompson, Sue - Park deposit refund	40.00
24763	Wilkowski, Nancy - 2 Plan Commission meetings	40.00
24764	Wisconsin Inspection Agency - monthly permit & inspection fees	349.87
90620171	EFTPS - monthly Federal payroll taxes	2,182.19M
90620172	WI Dept of Revenue - monthly State payroll taxes	349.87M
91920171	Employee Trust Funds - monthly health insurance	2,604.38M
91920172	WI Retirement System - monthly retirement transmittal	<u>1,097.44M</u>
	Village Disbursements	\$51,637.90

Payroll Disbursements

42712	Diane Penosky - 108.25hrs @ \$15.00/hr less deductions	1,283.78
42713	Brian Mattke - 39.00hrs @ \$16.00/hr less deductions	490.67
42714	Dean Thom - 1 alarm call @ \$50.00/hr less deductions	42.77
42715	Heather Rupnow - salary (9/1-15/2017) less deductions	1,025.32
42716	Dean Thom - salary (9/1-15/2017) less deductions	1,428.97
42717	Heather Rupnow - salary (9/16-30/2017) less deductions	1,025.32
42718	Dean Thom - salary (9/16-30/2017) less deductions	<u>1,428.97</u>
	Payroll Disbursements	\$6,725.80

**Total Village of Sullivan Disbursements****\$58,363.70**Sullivan Sewer Utility Disbursements

6943	AFLAC - 50% monthly cancer insurance	178.75
6944	EMC Insurance - monthly insurance premium	750.91
6945	Menards - carbon monoxide detector	22.17
6946	Northern Lake Services - samples analysis	344.40
6947	Village of Sullivan - monthly salary transfer	3,873.25
6948	WE Energies - monthly electric; Treatment Plant, Cardinal Dr	1,384.13
6949	WE Energies - monthly gas; Treatment Plant, Cardinal Dr, Palmyra St	235.38
6950	CenturyLink - monthly SCADA/FAX machine	330.53
6951	Charter Communications - monthly internet/phone	137.39
6952	City of Jefferson - emergency sewer backup service	125.00

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6953	Crane Engineering Sales - grinder replacement	10,577.00
6354	Dalee Water Conditioning - monthly water softener rental	18.95
6955	Northern Lake Service - samples analysis	131.14
6956	Sabel Mechanical - backflow preventer replacement	1,350.00
6957	Sherwin Industries - manhole protector rings	616.44
6958	Village of Sullivan - reimb 50% monthly retirement transmittal	548.72
6959	Village of Sullivan - reimb 50% health insurance	1,302.19
6960	WE Energies - monthly electric; Palmyra St	<u>112.99</u>
	<b>Total Sewer Disbursements</b>	<b>\$22,039.34</b>

Motion by Montague to adjourn the monthly Board meeting. Second by Kernodle. All were in favor. Motion carried. The meeting adjourned at 8:26pm.

Heather Rupnow  
 Clerk/Treasurer  
 Posted: 9/7/2017