

**VILLAGE OF SULLIVAN  
VILLAGE BOARD MEETING MINUTES  
February 6, 2018**

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Trustee Montague.

**ROLL CALL:**

Trustees: Horton, Kernodle, McHugh, Montague. President Kevin absent and excused.

Others present: Clerk/Treasurer Barbara Goeckner, Deputy Clerk/Treasurer Diane Penosky, Mark Flood, Heather Rupnow, Kathy Flood, Spencer Roberts, Chad Price, Dale Horton, Pearl Mary Goetsch, Greg Runde, Mark Rollefson, Gary Olson & John Kannard

Trustee Montague welcomed new Clerk/Treasurer Barbara Goeckner, who started on February 1, 2018.

**Approval of Minutes:**

**MOTION (McHugh/Kernodle) to approve minutes of January 2, 2018 Village Board Meeting, carried.**

**Treasurer Reports, Budget Comparisons:**

No reports available at this time.

**Jefferson County Sheriff's Department Report:** No report

**Jefferson County Board/District 21 Representative Report:**

John Kannard – Received a snowplowing complaint today regarding snow on sidewalks and at curbs. Discussion of issues and options on snowplowing. County plows main roads here, contractor does the rest. Further discussion of how the county handles the plowing.

**School District of Jefferson**

Principal Nick Skretta announced activities at the school: Blood drive had 47 attend. Upcoming VIP Breakfast on President's Day. Read Across America. Another Blood Drive is scheduled for May.

- a) Superintendent Mark Rollefson and High School Agriculture Instructor Gary Olson – update on High School greenhouse and student instruction/activities related to Agriculture:

Superintendent Mark Rollefson handed out report on school. Trades struggling to get trade workers. School hung onto those programs after 2008, recently added a Tech Ed Teacher. Bringing in career and technical education to students, including nursing and welding. Provided further information on apprenticeship programs and students looking for jobs to go to them for information.

Agriculture Instructor Gary Olson provided information on their program. Assist students with a shorter program than a 4 year degree; provide hands on experience in various areas, rather than just in classroom time. Helps students determine what

they may like to do etc. Food industry involvement also. Some classes can get credits toward college classes. Building on awareness. Discussion with Board regarding guidance counseling program, encouragement, Votech programs, parent involvement etc.

**Fire Department:**

- a) Report (Flood): Chief Flood stated they bought the ram system to go with the new jaw system they bought two years ago. Done through donations of community citizens. For use on extractions.
- b) Town of Sullivan Contract was returned.
- c) Town of Concord 2018 Fire Contract not returned at this time. Chief will contact them tomorrow.

**Western Lakes Fire District Report:** (Bowen) Not present

**Lake Country municipal Court State of the Court/Year 2017 in Review – Report:**  
Report filed – no action required.

**EMS Commission Report** (McHugh):

Trustee McHugh provided the EMS Commission report. Hoping to close the books prior to end of tax year. Still \$26,000 in account. Once closed will work out what is owed and to whom.

**Parks, Buildings, Grounds & Safety Committee Report** (Horton, Kernodle):

No report

**Streets, Sidewalks, Sewer, utilities & Recycling** (Kernodle, McHugh):

- a) Report: None
- b) Display lights: Contact made and materials available for Trustees to review

Trustee Montague moved snowplowing item up from Other Business items.

**Other Business Item'd':**

d) Email complimenting snowplowing service:  
Current snowplowing contract with Spencer Roberts who was present. Provided him with email from resident complimenting the Village snowplowing service. Trustee McHugh stated snow could continue to be hauled to his property. Discussion of snow accumulation by the curbs, especially in front of the Post Office and Village Hall. Equipment and safety devices. Discussed laws regarding no snow to be placed on streets.

**Personnel Committee Report** (Montague, Kernodle)

No report. Trustee Kernodle thanked Trustee Montague for her hard work in getting the Clerk/Treasurer hired. Trustee Montague thanked Acting Clerk/Treasurer Penosky for keeping up on all of the work during the interim.

**Budget, Finance, Legal Affairs Committee** (Kevin, Montague)

- a) Report: None
- b) Audit tentatively scheduled for May 23-25, 2018

**Public Works Department and/or Wastewater Treatment Plant**

- a) Report: None
- b) Town of Sullivan Sanitary District No. 1 Wastewater facilities planning scheduling: Discussion of rescheduling facilities planning meeting due to Election on the 20<sup>th</sup>.

**Chamber of Commerce Report:** None

**Sullivan Citizen Watch (Swatch)**

- a) Report: None
- b) Nextdoor.com update:  
Deputy Clerk/Treasurer Penosky discussed new 'Nextdoor.com'. Many people signed up already. Will consider link on website at later date.

**Citizen Participation**

Resident requesting copy of ordinance which was recently updated regarding sump pumps. Deputy Clerk/Treasurer Penosky stated we are waiting for the final from Attorney Harvey and will proceed when it arrives.

**Unfinished Business** – None

**Other Business**

- a) Operator license Applications; None
- b) Sullivan Saloon sale closed 1-24-18, new owner is Micky Eder
- c) Parking Citation process discussed briefly.
- d) Email complimenting snowplowing service (see discussion above)
- e) Basement leak solution options/egress: Discussion of basement leaking and options for solution to prevent further leaking into building. Proposal for redoing parking lot has been budgeted and approved, need to get on the schedule. Heather Rupnow stated there were two other projects to coordinate with this. Trustee Montague will determine who to call for more bids and provide all with same quoting information.
- f) Reschedule Board meeting of April 2, 2018 due to Spring Election  
**MOTION (McHugh/Kernodle) to move April Board meeting to Wednesday, April 4, 2018, carried.**


g) Clerk/Treasurer items:

- 1) Agenda Items & Layout – (Unfinished & Other Business)  
Clerk/Treasurer Goeckner made note to the board changes in the set up of the agenda layout.
- 2) Supplies & Update of items:
- 3) Wireless in Village Hall:  
Mention of consideration of wireless as suggested by IT contractor at an estimated cost of \$400.
- 4) Personnel Manual Update:  
Trustee Montague stated this is something that has been realized over the hiring process needs updating. Has spoken with MRA to rewrite our Personnel Manual for an estimated cost of \$3-\$5,000. We will be doing it internally and have an attorney review it.

**Approval of Vouchers Payable:**

Vouchers Payable not available for review due to check printing issue. Will be available tomorrow morning.

**MOTION (Horton/McHugh) to adjourn the meeting at 8:13 p.m., carried.**

  
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Barbara K. D. Goeckner MMC/WGPC  
Village Clerk/Treasurer

(Vouchers payable February 1-28, 2018 attached)

Report Criteria:  
 Report type: Summary  
 Bank.Bank Number = 100

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/18	02/12/2018	24893	1364	MENARDS-JOHNSON CREEK	100-212000	202.64-
02/18	02/07/2018	24947	1554	10-33 VEHICLE SERVICES LLC	100-212000	12.25
02/18	02/07/2018	24948	1007	AFLAC	100-212000	147.36
02/18	02/07/2018	24949	1083	BENDLIN FIRE EQUIPMENT	100-212000	50.00
02/18	02/07/2018	24950	1107	BOARD OF COMM. OF PUBLIC LANDS	100-212000	52,893.08
02/18	02/07/2018	24951	1464	CHARTER COMMUNICATIONS	100-212000	330.60
02/18	02/13/2018	24952	1057	DAILY JEFFERSON UNION	100-212000	.00
02/18	02/07/2018	24953	1019	DALEE WATER CONDITIONING	100-212000	65.05
02/18	02/07/2018	24954	1222	FLOOD, LAURA	100-212000	1,448.08
02/18	02/07/2018	24955	1364	MENARDS-JOHNSON CREEK	100-212000	59.37
02/18	02/07/2018	24956	6122	PETERS, CORY	100-212000	146.45
02/18	02/07/2018	24957	1337	SPENCER ROBERTS PLOWING	100-212000	2,040.00
02/18	02/07/2018	24958	1102	SULLIVAN SEWER UTILITY	100-212000	750.00
02/18	02/12/2018	24959	6039	US POSTAL SERVICE	100-212000	.00
02/18	02/07/2018	24960	1028	WE ENERGIES - ELECTRIC/GAS	100-212000	985.50
02/18	02/07/2018	24961	1029	WE ENERGIES - STREET	100-212000	1,199.98
02/18	02/07/2018	24962	1170	WISCONSIN INSPECTION AGENCY	100-212000	252.00
02/18	02/14/2018	24963	1057	DAILY JEFFERSON UNION	100-212000	37.80
02/18	02/14/2018	24964	1364	MENARDS-JOHNSON CREEK	100-212000	202.64
02/18	02/14/2018	24965	1036	SULLIVAN POST OFFICE	100-212000	150.00
02/18	02/18/2018	24966	1078	ACCURATE GRAPHICS INC.	100-212000	151.39
02/18	02/18/2018	24967	1014	ADVANCED DISPOSAL - FORT-A1	100-212000	2,695.13
02/18	02/18/2018	24968	1043	BAKER TILLY VIRCHOW KRAUSE LLP	100-212000	709.01
02/18	02/18/2018	24969	1464	CHARTER COMMUNICATIONS	100-212000	52.35
02/18	02/18/2018	24970	1405	COMMUNITY CODE SERVICE	100-212000	678.75
02/18	02/18/2018	24971	10301	JEFFERSON COUNTY - TREASURER	100-212000	71,899.35
02/18	02/18/2018	24972	1051	Madison Area Technical College	100-212000	14,566.93
02/18	02/18/2018	24973	1045	MTAW	100-212000	55.00
02/18	02/18/2018	24974	1109	OFFICE DEPOT BUSINESS CREDIT	100-212000	130.84
02/18	02/18/2018	24975	10501	SCHOOL DISTRICT OF JEFFERSON	100-212000	162,410.66
02/18	02/18/2018	24976	6068	STRUBE, MEGAN	100-212000	225.00
02/18	02/18/2018	24977	1029	WE ENERGIES - STREET	100-212000	1,113.38
02/18	02/18/2018	24978	1653	WESTERN LAKES FIRE DISTRICT	100-212000	22,165.00
02/18	02/18/2018	24979	1105	WMCA	100-212000	65.00
02/18	02/19/2018	24980	6111	GREAT AMERICA FINANCIAL SERVIC	100-212000	362.00
02/18	02/07/2018	20720181	1640	EFTPS	100-212000	3,078.94
02/18	02/07/2018	20720182	1024	WI DEPT OF REVENUE	100-212000	552.13
02/18	02/18/2018	21820181	1517	EMPLOYEE TRUST FUNDS	100-212000	4,145.64
02/18	02/18/2018	21820182	1486	WI RETIREMENT SYSTEM	100-212000	716.04
Grand Totals:						346,340.06

Report Criteria:  
 Report type: Summary  
 Bank Bank Number = 60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/18	02/12/2018	7010	1364	MENARDS-JOHNSON CREEK	600-212000	164.23- V
02/18	02/06/2018	7041	1019	DALEE WATER CONDITIONING	600-212000	18.95
02/18	02/06/2018	7042	1145	KELCHNER'S ARCTIC AIR LLC	600-212000	278.00
02/18	02/06/2018	7043	1364	MENARDS-JOHNSON CREEK	600-212000	32.54
02/18	02/06/2018	7044	1670	NORTHERN LAKE SERVICE INC	600-212000	412.80
02/18	02/06/2018	7045	6010	UNITED LABORATORIES	600-212000	286.80
02/18	02/06/2018	7046	1028	WE ENERGIES - ELECTRIC/GAS	600-212000	1,509.24
02/18	02/06/2018	7047	1027	WE ENERGIES - GAS	600-212000	869.26
02/18	02/06/2018	7048	1007	AFLAC	600-212000	147.36
02/18	02/13/2018	7049	1364	MENARDS-JOHNSON CREEK	600-212000	164.23
02/18	02/17/2018	7050	1043	BAKER TILLY VIRCHOW KRAUSE LLP	600-212000	709.01
02/18	02/17/2018	7051	1047	CAPITAL ONE BANK (USA), NA	600-212000	236.26
02/18	02/17/2018	7052	1009	CENTURYLINK	600-212000	331.52
02/18	02/17/2018	7053	1464	CHARTER COMMUNICATIONS	600-212000	138.06
02/18	02/17/2018	7054	1013	EXXON/MOBIL	600-212000	181.43
02/18	02/17/2018	7055	1670	NORTHERN LAKE SERVICE INC	600-212000	236.80
02/18	02/17/2018	7056	1585	THOM, DEAN	600-212000	96.82
02/18	02/17/2018	7057	1033	VILLAGE OF SULLIVAN	600-212000	140.24
02/18	02/17/2018	7058	1028	WE ENERGIES - ELECTRIC/GAS	600-212000	163.72
02/18	02/17/2018	7059	1033	VILLAGE OF SULLIVAN	600-212000	5,873.01
02/18	02/17/2018	7060	10331	VILLAGE OF SULLIVAN	600-212000	2,072.82
Grand Totals:						13,534.64

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
02/06/2018	PC	02/06/2018	42759	RUPNOW, HEATHER	15	45.25-
02/06/2018	PC	02/06/2018	42761	MATTKE, BRIAN W.	21	576.61-
02/06/2018	PC	02/06/2018	42760	PENOSKY, DIANE M	18	3,464.33-
02/06/2018	PC	02/06/2018	42762	KONKOL, RONALD J.	28	92.35-
02/06/2018	PC	02/06/2018	42763	FLOOD, KATHY	57	30.00-
02/15/2018	PC	02/15/2018	42764	THOM, DEAN W.	26	1,490.89-
02/15/2018	PC	02/15/2018	42765	GOECKNER, BARBARA	19	1,331.67-
02/28/2018	PC	02/28/2018	42766	THOM, DEAN W.	26	1,490.89-
02/28/2018	PC	02/28/2018	42767	PENOSKY, DIANE M	18	1,535.06-
02/28/2018	PC	02/28/2018	42768	GOECKNER, BARBARA	19	1,331.67-
02/28/2018	PC	02/28/2018	101	PENOSKY, DIANE M	18	
Grand Totals:			<u>11</u>			<u>11,388.72-</u>