

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

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by President Kevin.

ROLL CALL:

President Kevin, Trustees: Horton, Kernodle, McHugh, Montague. Others: Clerk/Treasurer Barbara Goeckner, Deputy Clerk/Treasurer Diane Penosky, DPW/WWTP Director Dean Thom, Mark Flood, Heather Rupnow, Kathy Flood, John Kannard, Dave Hellekson, Kim Hellekson, Mark Catton, Nick Skretta, Pearl Mary Goetsch and Brad Bowen

Approval of Minutes:

MOTION (Horton/McHugh) to approve the minutes of the January 25, 2018 Special Village Board meeting, carried. Minutes from February 6, 2018 are unavailable at this time.

Treasurer Reports, Budget Comparisons:

Clerk/Treasurer Goeckner provided Trustees with a computer generated Budget Comparison document. Prior document created through manual input on a spreadsheet which took several hours. New format generated through financial software in use by the Village. Clerk Goeckner will work on creating the computer report to show each of 12 months individually for Board information.

Jefferson County Sheriff's Department Report: None

Jefferson County Board/District 21 Representative Report:

Discussion of snowplowing.

Fire Department:

- a) Report (Flood): Chief Flood provided information on a natural gas call/leak that caused numerous 911 calls in the Village.
- b) Request Payment of Grant Funds to Fire Department from Village: **MOTION (Montague/Kernodle) to approve release of \$775, DNR grant funds for Fire Department, carried.**
- c) Town of Concord 2018 Fire Contract not returned: Contract has not been signed and returned, but the bill has been paid.

EMS Commission Report:

- a) Report (McHugh): None

Parks, Buildings, Grounds & Safety Committee Report:

- a) Report (Horton, Kernodle): None

Streets, Sidewalks, Sewer, utilities & Recycling:

- a) Report (Kernodle, McHugh): None

Personnel Committee:

- a) Report (Montague, Kernodle): None
- b) Discussion of Personnel Manual Update: Discussion of Personnel Manual update and process. Use attorney or do it internally. President Kevin requested Deputy Clerk/Treasurer Penosky to make phone calls to firms.

Budget, Finance, Legal Affairs Committee:

- a) Report (Kevin, Montague): None

Public Works Department and/or Wastewater Treatment Plant:

- a) Report: None

Chamber of Commerce Report:

Mark Catton stated the Easter egg hunt will be held on March 25th. 10:30 a.m. will be set up with the hunt at 1:00 p.m. Group is working on an event for summer.

Sullivan Citizen Watch (Swatch) Report:

President Kevin thanked Dave Hellekson for starting the Next Door.com system. Discussion of program.

Citizen Participation:

School information:

- Ride Across America good event.
- Spring Concert scheduled for March 16th at 6:30 p.m.
- Middle School choir and jazz band to perform Monday morning 8:30 a.m.
- School checks in visitors for security purposes.
- Blood Drive May 16th – will have two more stations.
- High School will be doing a service project June 1st. If in need of helping hands, let them know.
- Discussion of ability for them to pick up trash along roads.

Dave Hellekson spoke regarding use of sharing materials and information that have already been vetted through other communities rather than starting over. Stated it would be nice for Village to use information provided to employees at conferences for a return on the investment. Asked about ordinance change for discharge of clear water. Request to send those ordinance changes to him.

Western Lakes Fire District Report: (Bowen) (arrived mid-meeting)

- a) February 7, 2018 Report: Information provided – 287 calls for February. Town of Concord extremely busy. Went through audit. Will be available the end of April and will provide a copy for our records.
- b) March 2018 Report: Invites Board to spring meeting on April 25th. Completed bid process for ambulances. Price of \$275,000 per ambulance. Finishing up construction items. New engine stationed at Dousman will be in place in May. Working on bring equipment up to speed to be used in type of situations for school shootings etc. Have committed \$25,000 to that and will continue fundraising efforts.

New phone system going in to help users get a hold of them. Adding items to their website as well.

Started with Leadership and Development Training. 3 different courses over one year. Gets members engaged with instructional staff to resolve conflicts.

There were 12 calls in January in the Village.

Unfinished Business:

a) Storm Drain Deterioration Follow-up:

Dave Hellekson expressed issues with connecting before leaving for duty in Guam. Locations in front of his property on corner of Pheasant and Cardinal and other on Pheasant with large concrete chunk missing from it. DPW/WWTP Director Dean Thom stated he would pull grates and repair and patch things when the snow is gone. He will be checking them all at that time.

New Business:

a) **RESOLUTION NO. 01-2018** – Approving the Salaries and Compensation for Village Clerk/Treasurer and Deputy Village Clerk/Treasurer Calendar Year 2018:

MOTION (Kernodle/Horton) to approve Resolution No. 01-2018 Approving the Salaries and Compensation for Village Clerk/Treasurer and Deputy Village Clerk/Treasurer for the Calendar Year 2018, carried.

b) Ruekert-Mielke Wastewater Treatment Facility Study:

Discussion of quote provided to the Board, whether or not a 40 year study is needed, individual costs provided. Trustee McHugh expressed concerns. Request for Clerk to send back to R & M Engineer Dave Arnott and ask for itemization of costs. Also ask what terms of payment for contract are. Further discussion on prior study and when it was done.

c) Operator Licenses – March 7, 2018 – June 30, 2018: Ashley Curtis, Dawn Marie Gaatz, Ahnika Frisch:

MOTION (McHugh/Montague) to approve operator licenses for Ashley Curtis, Dawn Marie Gaatz and Ahnika Frisch as presented, carried.

d) Contract for Winter Road Maintenance – Clarify Duties, Contract Dates & Rates:

Information brought to Board for clarification due to contract dates overlapping. Need to verify what rates are in place currently. Trustee Montague stated the contract signed on September 28, 2017 is the contract in place. Trustee Kernodle will speak with Spencer to verify which rates are in effect at this time and ask him about plowing curbs as well, as requested by resident.

e) Open Book and Board of Review Dates set:

Open Book – April 19, 2018 for 12:00 p.m. to 2:00 p.m.,
Board of Review – June 7, 2018 for 5:00 p.m. to 7:00 p.m.

- f) 2018 League Workshops, Institutes & Conferences:
Clerk/Treas. Goeckner provided information to Trustees regarding upcoming training put on by the League of Wisconsin Municipalities which is very informative and may be helpful to Trustees.
- g) 2018 WI DNR Outdoor Recreation Grants – Jefferson County
Provided to Trustees for information and consideration if Village qualifies.
- h) Electricity Use at 624 Bakertown Road
Information received from We Energies. DPW/WWTP Director Dean Thom stated this is an annual occurrence in winter months.
- i) Congressman Sensenbrenner Town Hall Meetings to be held March 9th and 29th,
11:30 am

Approval of Vouchers Payable:

Office unable to get these prepared for tonight due to other duties. Clerk/Treasurer Goeckner questioned billing from Attorney Harvey for ordinance submitted by him where other communities have asked for information regarding the item. Is this something the Village usually moves forward with for approval and pays the billing, even if it is not something we have sought? Recommendation to contact Mr. Harvey for more information.

Adjournment:

MOTION (McHugh/Horton) to adjourn the meeting at 8:10 p.m., carried.

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

(Vouchers Payable listing for March 1-31, 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
03/18	03/09/2018	24981	1554	10-33 VEHICLE SERVICES LLC	100-212000	124.35
03/18	03/09/2018	24982	1014	ADVANCED DISPOSAL - FORT-A1	100-212000	2,695.13
03/18	03/09/2018	24983	1007	AFLAC	100-212000	147.35
03/18	03/09/2018	24984	1083	BENDLIN FIRE EQUIPMENT	100-212000	81.00
03/18	03/09/2018	24985	1047	CAPITAL ONE BANK (USA), NA	100-212000	247.73
03/18	03/09/2018	24986	1464	CHARTER COMMUNICATIONS	100-212000	331.10
03/18	03/09/2018	24987	1183	CPS ELECTRIC MOTORS	100-212000	897.20
03/18	03/09/2018	24988	1057	DAILY JEFFERSON UNION	100-212000	85.05
03/18	03/09/2018	24989	1019	DALEE WATER CONDITIONING	100-212000	51.15
03/18	03/09/2018	24990	1084	EMERGENCY APPARATUS MAINTENA	100-212000	297.00
03/18	03/09/2018	24991	1075	GENERAL COMMUNICATIONS INC,	100-212000	1,803.15
03/18	03/09/2018	24992	1054	GEORGE'S SALES & REPAIR	100-212000	15.50
03/18	03/09/2018	24993	6111	GREAT AMERICA FINANCIAL SERVIC	100-212000	181.00
03/18	03/09/2018	24994	1121	LORLEBERG TRUE VALUE	100-212000	27.56
03/18	03/09/2018	24995	1364	MENARDS-JOHNSON CREEK	100-212000	29.98
03/18	03/09/2018	24996	1109	OFFICE DEPOT BUSINESS CREDIT	100-212000	21.62
03/18	03/09/2018	24997	1337	SPENCER ROBERTS PLOWING	100-212000	1,462.50
03/18	03/31/2018	24998	6068	STRUBE, MEGAN	100-212000	.00
03/18	03/09/2018	24999	1102	SULLIVAN SEWER UTILITY	100-212000	2,100.00
03/18	03/09/2018	25000	1387	SULLIVAN VOLUNTEER FIRE DEPT.	100-212000	2,000.00
03/18	03/09/2018	25001	1028	WE ENERGIES - ELECTRIC/GAS	100-212000	982.39
03/18	03/09/2018	25002	1029	WE ENERGIES - STREET	100-212000	86.63
03/18	03/23/2018	25003	1083	BENDLIN FIRE EQUIPMENT	100-212000	319.99
03/18	03/23/2018	25004	1641	Bond Trust Services Corp	100-212000	150.00
03/18	03/23/2018	25005	1464	CHARTER COMMUNICATIONS	100-212000	52.35
03/18	03/23/2018	25006	6124	Clark, Patricia	100-212000	40.00
03/18	03/23/2018	25007	6123	Couden, Charles	100-212000	40.00
03/18	03/23/2018	25008	1013	EXXON/MOBIL	100-212000	175.24
03/18	03/23/2018	25009	1003	JEFFERSON COUNTY - HWY DEPT	100-212000	1,390.93
03/18	03/23/2018	25010	1045	MTAW	100-212000	425.00
03/18	03/23/2018	25011	1256	RIDGEWAY NETWORKS LLC	100-212000	416.66
03/18	03/23/2018	25012	1337	SPENCER ROBERTS PLOWING	100-212000	3,710.00
03/18	03/23/2018	25013	6068	STRUBE, MEGAN	100-212000	225.00
03/18	03/23/2018	25014	6125	Sullivan United Methodist Church	100-212000	40.00
03/18	03/23/2018	25015	1029	WE ENERGIES - STREET	100-212000	1,113.38
03/18	03/23/2018	25016	1372	WI-DNR	600-212000	.00
03/18	03/09/2018	30920181	1640	EFTPS	100-212000	3,343.96
03/18	03/09/2018	30920182	1024	WI DEPT OF REVENUE	100-212000	614.25
03/18	03/23/2018	32320181	1517	EMPLOYEE TRUST FUNDS	100-212000	4,145.64
03/18	03/23/2018	32320182	1486	WI RETIREMENT SYSTEM	100-212000	1,108.53
Grand Totals:						30,978.32

Report Criteria:
Report type: Summary
Bank Number = 60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/08/2018	7061	1007	AFLAC	600-212000	147.36
03/18	03/08/2018	7062	1047	CAPITAL ONE BANK (USA), NA	600-212000	220.98
03/18	03/08/2018	7063	1464	CHARTER COMMUNICATIONS	600-212000	138.06
03/18	03/08/2018	7064	1579	CUMMINS NPOWER	600-212000	1,511.22
03/18	03/08/2018	7065	1019	DALEE WATER CONDITIONING	600-212000	18.95
03/18	03/08/2018	7066	1364	MENARDS-JOHNSON CREEK	600-212000	22.20
03/18	03/08/2018	7067	1670	NORTHERN LAKE SERVICE INC	600-212000	265.60
03/18	03/31/2018	7068	1033	VILLAGE OF SULLIVAN	600-212000	.00 V
03/18	03/08/2018	7069	1028	WE ENERGIES - ELECTRIC/GAS	600-212000	1,682.18
03/18	03/08/2018	7070	1027	WE ENERGIES - GAS	600-212000	692.10
03/18	03/21/2018	7071	1009	CENTURYLINK	600-212000	332.19
03/18	03/21/2018	7072	1670	NORTHERN LAKE SERVICE INC	600-212000	265.60
03/18	03/21/2018	7073	1096	RUEKERT & MIELKE	600-212000	998.25
03/18	03/21/2018	7074	6010	UNITED LABORATORIES	600-212000	221.70
03/18	03/21/2018	7075	1033	VILLAGE OF SULLIVAN	600-212000	554.27
03/18	03/21/2018	7076	10331	VILLAGE OF SULLIVAN	600-212000	2,072.82
03/18	03/24/2018	7077	1372	WI-DNR	600-212000	45.00
Grand Totals:						9,188.48

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
03/06/2018	PC	03/06/2018	42769	PENOSKY, DIANE M	18	2,578.65-
03/06/2018	PC	03/06/2018	42771	KONKOL, RONALD J.	28	277.05-
03/06/2018	PC	03/06/2018	42770	MATTKE, BRIAN W.	21	480.84-
03/06/2018	PC	03/06/2018	42772	SCHUETT, KAREN	30	142.50-
03/06/2018	PC	03/06/2018	42773	LAWSON, VIRGENE	45	128.25-
03/06/2018	PC	03/06/2018	42778	SMITH, ANNE P	47	128.25-
03/06/2018	PC	03/06/2018	42777	GOETSCH, PEARL MARY	40	142.50-
03/06/2018	PC	03/06/2018	42779	FLOOD, KATHY	57	145.00-
03/06/2018	PC	03/06/2018	42780	THOM, DEAN W.	26	42.79-
03/15/2018	PC	03/15/2018	42781	GOECKNER, BARBARA	19	1,331.67-
03/15/2018	PC	03/15/2018	42782	THOM, DEAN W.	26	1,490.89-
03/31/2018	PC	03/30/2018	42784	THOM, DEAN W.	26	1,411.92-
03/31/2018	PC	03/30/2018	42785	GOECKNER, BARBARA	19	1,038.35-
03/31/2018	PC	03/30/2018	42783	Void		
Grand Totals:			<u>14</u>			<u>9,338.66-</u>