

**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 Ruekert-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 | HORTU1GAL , 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: | | | 9 | | | 6,125.19- |