

Town of Sullivan
Board Meeting Minutes
April 9, 2019 at 7:30pm
Town Hall-N3866 West Street, Sullivan

- I. **Call to Order:** The meeting was called to order at 7:30pm by Clerk Dawn Lynn
- II. **Oath of Office:** Clerk Dawn Lynn swore in new Chairman, Scott Buth and new Supervisor Gary Jackson
- III. **Roll Call:** Chairman Scott Buth, Supervisor Gary Jackson, Clerk Dawn Lynn, and Treasurer, Shirley Boos
- IV. **Verification of Proper Notice:** The meeting notice/agenda was published on the Town website and on the board at the Town Hall by Clerk, Dawn Lynn.
- V. **Approval of Minutes:** A Motion was made by Supervisor Gary Jackson and 2nd by Chairman Scott Buth to approve minutes from the Regular March 2019 meeting as presented. *Motion carried 2-0*
- VI. **Reports & Correspondence:**

- A. **Treasurer's Report:** Treasurer, Shirley Boos gave the report which included the payment of approved invoices. Monthly revenues and invoices were reviewed by the Board Members and a motion was made by Gary Jackson and 2nd by Scott Buth to approve the report and the payment of the bills. *Motion carried 2-0*

Account Balance

General Acct	67,108.42
Money Market Acct	274,305.91
Capital Expenditure	57,567.55
Summer Hill Park Fund	4,587.63
Tax Acct – Checking	5,812.76
Cemetery Perpetual Care Savings	5,711.78
Cemetery Savings	4,469.95
Cemetery Perpetual Care CD	9,500.00
Cemetery Savings Premier	8,800.00
Cemetery Savings CD Associated	15,455.00
Cemetery Saving CD Plot Sales	15,000.00

- B. **Fire District Report:** No one was present to give the Fire District report
 - C. **Road Report:** No one was present to give a Road Report. Scott said that Kevin Heckert, new town employee should be ready to give the report next month.
 - D. **Clerk Correspondence:**
 - 1) The Board of Commissioners of Public Lands sent a statement saying that the loan for the skid loader has been paid off in full.
 - 2) Sanitary District is looking to upgrade the plant and there is a public hearing on April 24th at 6:00pm run by the Town & Country Engineering firm to inform residents and answer questions.
 - 3) A phone call was received from a resident inquiring about opening up an Animal Crematory business and asked if the Town allows that. John Kannard from the Planning Committee stated he should contact the Zoning office.

- E. **Chairman Correspondence:**

- 1) Former Chairman, Norm Stoner stated that the lawyer is still working on getting paperwork together for the sale of the Town lots. Chairman Scott Buth requested the lawyers' number and will give them a call tomorrow to find out where they are at with it.
 - 2) Norm Stoner spoke regarding the Turner Road bridge. Ayers inspected the bridge and stated it was fine, and then the state of WI inspected it and stated that it was in need of repairs. Ayers went back and re-inspected it (which was not approved by anyone) and did an analysis on it. They then sent the County a bill for \$5,000. Brian, from the County got bids from 3 other contractors and they came in between \$3000 and \$5000. So Ayers agreed to lower their bill to \$3000. This bill should be coming in the mail in a few weeks and needs to be paid

3) Reminder of Annual Meeting on Tuesday, April 17th at 7:00pm. By State Statute, the former Chairman is required run this meeting.

F. EMS Report: Chief Brad Bowen was not present to give a report.

G. Planning Committee Report: Scott Buth asked John Kannard how often the Planning Committee members are appointed. John did not know, but former Chair Norm Stoner said he would look into it and let him know.

VII. New Business:

- A. **Consider approval for rezoning/land division request from Chris Shult on 1424 Main Street:** After discussion and looking over the maps, Gary Jackson made a motion and Scott Buth 2nd to approve the rezoning/land division request. *Motion carried 2-0*
- B. **Consider acceptance of Special Meeting Minutes/Memo of Understanding regarding new employee Kevin Heckert:** After looking over the Memo of Understanding and discussion, Gary Jackson made a motion and Scott Buth 2nd to accept the meeting minutes and MoU. *Motion carried 2-0*
- C. **Consider acceptance of Town employee resignation:** DuWayne Hunt submitted his two weeks' notice on April 1, 2019. His last day will be April 12th. After discussion, Gary made a motion and Scott 2nd to accept the resignation. *Motion carried 2-0.*
- D. **Consider process to fill Town employee position:** At Town ad hoc personnel committee meeting to hire for the Town Operations Manager position, it was discussed that some of those candidates applying for that job may also be interested in the General Maintenance job as well. An ad will be put in the newspaper and stated that we will accept applications until the position is filled. A date in the future will be set to go over applicants.
- E. **Consider new road salt contract:** After reviewing the contract from Morton Salt, it was decided that the Board needed more information to complete it and therefore once the remaining information is provided, Gary and Scott agreed to go through Morton for the salt contract.
- F. **Review 2018 Financial Report from Johnson Block:** After discussion and reviewing the documents Gary made a motion and Scott 2nd to accept the report and allow them to file the Form CT. *Motion carried 2-0*
- G. **Consider donation to Rome/Sullivan Youth Baseball Association:** After discussion, Scott made a motion with Gary 2nd to donate \$300 to them and this check will be signed at the May meeting. *Motion carried 2-0*
- H. **Set date for Annual Road Inspection:** It was decided that the Annual Road Inspection would be held on Monday, April 29th at 5:00pm.

VIII. Old Business:

- A. **New website update:** Dawn Lynn, clerk spent time with JB Systems learning how to navigate the new website. They suggested spending some time playing around with it before we go "live".
- IX. **Hearing from Citizens:** Norm Stoner W2031 Highway Y spoke regarding the culvert on Turner road. He stated there was a drainage tile going under that culvert that needs to be replaced. He is requesting the replacement of the culvert when the drainage district replaces the tile.
Chris Keller W1246 Schuyler Road requested that his road be on the list to get paved this year. Scott stated that it is on the list.
- X. **Other Non-Action Items:** Chairman Scott Buth stated there are workshops to learn more about being a Town Board meeting. Scott has signed up for one upcoming.
 - XI. **Set next Town meeting:** May 2019 meeting will be held on Tuesday, May 7th at 7:30pm
 - XII. **Adjourn:** Supervisor, Gary Jackson made a motion to adjourn the meeting with Scott Buth 2nd. *Motion carried: 3-0*

Respectfully Submitted, Dawn Lynn, Clerk