

**Town of Sullivan**  
**Board Meeting Minutes**  
**March 3, 2020 at 6:30pm**  
**Town Hall-N3866 West Street, Sullivan**

- I. **Call to Order:** The meeting was called to order at 6:30pm by Chairman Scott Buth.
- II. **Roll Call:** Chairman Scott Buth, Supervisor Gary Jackson, Supervisor Barry Boos, Clerk Dawn Lynn, and Treasurer Shirley Boos were all present.
- III. **Verification of Proper Notice:** The meeting notice/agenda was published on the Town website, on the board at the Town Hall by Clerk, Dawn Lynn, and the three boards around town by Andy Bauer.
- IV. **Approval of Minutes:** A Motion was made by Supervisor Gary Jackson and 2<sup>nd</sup> by Supervisor Barry Boos to approve minutes from the Regular February 2020 meeting, and 2 special meetings in February. *Motion carried 3-0*

V. **Reports & Correspondence:**

- A. **Treasurer's Report:** Shirley Boos read the Treasurer report which included the payment of approved invoices. Monthly revenues and invoices were reviewed by the Board Members and a motion was made by Supervisor Jackson and 2<sup>nd</sup> by supervisor Boos to approve the report and the payment of the bills. *Motion carried 3-0*

Account Balance

General Acct	84,669.48
Money Market Acct	371,697.96
Capital Expenditure	57,741.26
Summer Hill Park Fund	6,992.99
Tax Acct – Checking	17,864.99
Cemetery Perpetual Care Savings	6,016.51
Cemetery Savings	6,124.98
Cemetery Perpetual Care CD	9,638.73
Cemetery Savings Premier	8,963.67
Cemetery Savings CD Associated	15,675.37
Cemetery Saving CD Plot Sales	15,065.45

- B. **Fire District Report:** Chief Paul Goeglein gave Chairman Buth an estimated bid for the new radios that are required from the State. The quote is for 10 hand-helds, 7 base radios at about \$1700 each. Bill Flood from the Village stated that their goal is for as many of the departments in Jefferson County to buy in bulk so they may be eligible for a discount. They are going to get a quote from Motorola, and the estimate is between \$2000-\$3000 per radio. They will be getting quotes from other companies also. There were some mechanical problems with the Fire Engine, and the estimated cost to fix it is just under \$10,000. They have spent approximately \$20,000 in the last 9 months, so it may have to be refurbished or replaced soon.
- C. **Road Report:** The new Town Operations manager Dennis Stair was introduced by Chairman Buth. They got prices for tires for the wheel loader. They have been doing maintenance on the Town Equipment, and cleaning up the Community Center.

D. **Clerk Correspondence:**

- 1) An email was received from Karen Patrick thanking the guys for the great job at plowing her road after the snow on February 9<sup>th</sup>.

E. **Chairman Correspondence: NONE**

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

G. **Planning Committee Report:** John Kannard stated they did not have a meeting last month.

## VI. New Business:

- A. Honorable Tim Kay to discuss the Annual Report for Lake Country Municipal Court:** Town of Sullivan has a contract with The Lake Country Municipal Court for 2 years. They do not ask for any dues, however they do get a portion of any citations that get written by the Town.
- B. Discussion & possible approval of Conditional Use Permit for Curtis & Susan Duchow for having more than 2 dogs on Summer Hill Drive:** John Kannard stated that at the planning committee meeting, there were no objections, however after that meeting he received some additional information from Treasurer Shirley Boos about the dates of letters, notices, non-payment or late payments. The board reviewed the additional information and decided to approve the Conditional Use Permit for having 4 dogs. Supervisor Boos made a motion and Supervisor Jackson 2<sup>nd</sup> to approve the permit. *Motion carried 3-0*
- C. Appointment of Fire District Board Member:** After discussion, Chairman Buth made a motion to appoint Wade Wilson, and Supervisor Boos 2<sup>nd</sup>. Clerk Lynn will look into the terms of the appointment. *Motion carried 3-0*
- D. Review value of assets for Insurance Renewal:** Chairman Buth made a spreadsheet of the equipment we own, and will be getting values to put on them for the insurance renewal.
- E. Request from Bill Flood for Fireworks Permit:** Bill stated that they will be working with Wolverine that is a state-certified company. After discussion, Chairman Buth said he would approve the permit and send it to them in the mail.
- F. Discussion about budgeted upgrade to LED Street Lights:** There are 68 street lights in the Town of Sullivan. WE Energies sent a letter stating that over 20 years, the Town can save approximately \$85,000. The cost of the upgrade is \$10,000. The Board decided that unless they hear complaints from Town residents, they will move forward to do the upgrade.
- G. Discussion of use of the Town Hall gym by Town, or Non-Profit Groups:** Chairman Buth stated that he feels any non-profit groups in the Town should be able to use it at no charge. However, he stated that there should be some more of a notice than a few hours. It was decided that as long as the Clerk is notified and no one else has it rented, it would be ok for other non-profit town groups to use it.
- H. Discussion of new time clock:** A new time clock was installed for the Town Employees to use. Chairman Buth said that a Supervisor needs to approve any overtime, and be aware of the use of comp time.
- I. Discuss the sale of surplus assets via Wisconsin Surplus Auction:** Chairman Buth gave the board a list of items that is owned by the Town but no longer needed. The auction including these items is running now and will end on March 16<sup>th</sup>. The items on auction include: the trailer-mounted crack filling melter, 3-point backhoe, the pressure washer, 9 empty LP tanks, and 2 ping pong tables.
- J. Discussion and possible approval of Election Contingency Plan:** In the event of an emergency, it is necessary to have a place to go and procedures to follow. The election will be moved to the Fire Station. Supervisor Boos made a motion and Supervisor Jackson 2<sup>nd</sup> to approve the plan. *Motion carried 3-0*
- K. Discussion and possible approval of donation to Rome Sullivan Youth Baseball:** After discussion, it was decided that the Board would like to do a sliver sponsorship as we did last year. Supervisor Jackson made a motion and Supervisor Boos 2<sup>nd</sup> to approve the \$300 donation. *Motion carried 3-0*
- L. Set date for Road Inspection:** After discussion, it was decided that the road inspection with the board and 2 town employees would be Thursday, April 9<sup>th</sup> at 8:00am.

**VII. Old Business: NONE**

**VIII. Hearing from Citizens:**

- A.** Norm Stoner-from County Road Y-Turner Road culver needs to be fixed/replaced. It is dangerous as it drops off sharply on the side of the road. He suggested guard rails, or at least some signage warning. Chairman Buth directed Dennis and Andy to put up some warning signs.
- B.** Cory Yost W1955 West Street brought up the fact that her neighbors often park on the road and this often prevents the town from plowing properly. She stated there is a no-parking sign, however they still park there. Chairman Buth stated that since there is a sign, the next time she sees them parking there, she can call the Sheriff's Department and have them enforce it. The other issue she wanted to bring to the Board, was the fact that her next-door neighbor has taken up bee keeping. Cory's husband is allergic to bees and with the hives right next to their fence, often times, they are unable to be outside because the bees are swarming around the fence line. Chairman Buth stated that on behalf of Cory, he will put a call into the Sheriff's Department to see if there's anything they would be able to do about it.

**IX. Set next Town meeting:** The April 2020 meeting will be held on Tuesday, April 14<sup>th</sup> at 6:30pm.

**X. Adjourn:** Supervisor Jackson made a motion to adjourn the meeting with Supervisor Boos 2<sup>nd</sup> at 7:29 pm  
*Motion carried: 3-0*

Respectfully Submitted, Dawn Lynn, Clerk