

**Town of Sullivan**  
**Board Meeting Minutes**  
**November 7, 2023 at 6:30pm**  
**Town Hall-N3866 West Street, Sullivan**

- I. **Call to Order:** The meeting was called to order at 6:30pm by Chairman Barry Boos
- II. **Roll Call:** Chairman Barry Boos, Supervisor John Kannard, Supervisor Paul Goeglein, Treasurer Stacy Riedl, and Clerk Dawn Bauer were all present.
- III. **Verification of Proper Notice:** The meeting notice/agenda was published on the Town website, Town Facebook page, and on the board outside the Town Hall, by Clerk Dawn Bauer.
- IV. **Approval of Minutes:** A Motion was made by Supervisor Kannard and 2<sup>nd</sup> by Supervisor Goeglein to approve minutes from the Regular October meeting. **MOTION CARRIED 3-0**
- V. **Reports & Correspondence:**

- A. **Treasurer's Report:** Treasurer, Stacy Riedl read the Treasurer's report. Monthly revenues and invoices were reviewed by the Board members. A motion was then made by Supervisor Kannard and 2<sup>nd</sup> by Supervisor Goeglein to approve the report and payment of the bills. **MOTION CARRIED 3-0**

<u>Account Balances</u>	
(*021) General Acct	62,909.72
(*798) Tax Income Acct	142,249.06
(*315) Capital Expenditure	138,997.95
(*937) Park Fund	8,306.17
(*541) Tax Collections Acct	731.83
(*912) Cemetery Perpetual Care	26,014.57
Cemetery CD #367	9,222.35
Cemetery CD #567	15,508.36
Cemetery CD #759	9,961.06

- B. **Fire District Report:** No one was present to give a report

- C. **Road Report:**

- 1) Denny said that they have been cutting brush and trees around town that are hanging over the road.
      - 2) They're getting rid of the leaves in cemeteries and park.
      - 3) Culverts were checked for blockages.
      - 4) The turnaround by Steve Ott's house on Meadow Lane has been fixed using some road gravel and Denny has replaced the Town's pile at the Recycling Center.
      - 5) They have done some asphalt patching where needed.

- D. **Clerk Correspondence**

- 1) An email was received from Charter letting us know of their newest project of underground fiber optic cable starting January 1st. As we do not have a policy in place yet, there are no fees or contracts to fill out.
      - 2) A 1<sup>st</sup> notice of non-compliance was received regarding assessments. This was brought up at the Board of Review with the assessor.

- E. **Chairman Correspondence**

- 1) The Joint Powers Agreement letter from the Sheriff's Department regarding the 911 program was received and signed by the Chairman. It was then sent back to the Sheriff's Department.
      - 2) Bug Tussle called and said they are building a tower on F and CI.

- F. **EMS Report:** Chief Brad Bowen gave his report to the Board. He said that the State of WI is working on Grant Funding for "Leave-Behind Kits". What they are, is rehab materials, outreach materials, test kits, and Narcan when EMS goes on an overdose call. They just finished a full scale "active shooter" incident exercise. Supervisor Goeglein asked Chief Bowen about the contract with them that states if there is more than a 4% increase in a year, that the Municipalities have to bring their budget to their respective Boards to approve at a Town meeting.

- G. **Planning Committee Report:** John Kannard said they did have a meeting and there are items are on the agenda as New Business.

- H. **Cemetery:** Kent Hoffman said there will be a burial this Friday in Riverview, and a lot was sold in Hoffman Cemetery. There was a couple that had 2 plots in Hoffman Cemetery and then they got divorced. The wife called a couple years ago and asked to sell them back to the Town and we

said we would give her the money that they originally paid for them. She chose to not sell them back, and now the husband is asking what the status is. Kent told him that they are still owned by the two of them and he needs to contact her.

**VI. Hearing from Citizens:**

- A. Bill Tarman-Ramcheck from Circle Drive:** He talked more with Shelly from the DNR and also Brian Udovich from the County. He found out that if the Town decides to do the culvert project that has been discussed in the past, there will have to be an Engineering Study done which would cost about \$5,000-\$10,000. Brian said he may be able to help write an RFP for that. Bill also said Shelly from the DNR gave him some information on funding, etc. to help pay for some of it. He said that there will have to be specific permits because part of it is in a flood plain. Chairman Boos told Bill that he got some new information and would like to have a separate meeting with him to discuss it.

**VII. New Business:**

- A. Discussion & possible approval of rezone request and Conditional Use for a private cemetery from Richard Wenzlick along County Road CI:** Richard was not present. The Sexton, Kent Hoffman, along with the Board decided that they needed to research this further and get more information. Therefore, it will be tabled until December.
- B. Discussion & possible approval of Jefferson County Humane Society 2024 Contract:** There will be a 3.7% increase, and because we pay the entire bill in January, they give us a little bit of a discount. After discussion, Supervisor Kannard made a motion and Supervisor Goeglein 2<sup>nd</sup> to approve the 2024 Contract. *MOTION CARRIED 3-0*
- C. Discussion & possible action on increasing rental rate to Town of Hebron for the fire hall rental:** Chairman Boos said he didn't get ahold of the Town of Hebron. He would like to make sure how much we would like to increase it, and after discussion, it was decided that more information is needed to decide.
- D. Discussion & possible action on hiring a new Town Lawyer:** Attorney Brandon White addressed the Board stating his qualifications and ask that they consider hiring him in the future. Supervisor Kannard made a motion and Supervisor Goeglein 2<sup>nd</sup> to hire Brandon as the Town attorney when needed. *MOTION CARRIED 3-0*
- E. Set final Budget Workshop:** The final budget workshop for the Board will be Thursday, November 9<sup>th</sup> at 6pm.

**VIII. Old Business**

- A. Discussion and possible action on Utilities Permit application and fees:** Chairman Boos said that he doesn't agree with #7 on the proposed application which states there will be an extra \$750 fee for trenched construction in the roadway pavement and shoulders. It was decided that this will be changed to a \$1000 Security Deposit which will be returned if all repairs are made when completed. The other item Chairman Boos wanted to discuss was #8 which is in regards to open cuts in the highway. He would like it to read that once the project was complete, then 4 inches of cold patch will be put on it. Supervisor Kannard will make the changes. Supervisor Goeglein made a motion and Supervisor Kannard 2<sup>nd</sup> to approve the application after the revisions. *MOTION CARRIED 3-0*

**IX. Other Non-Action Items: NONE**

**X. Set next Town meeting:** The December meeting will be Tuesday December 5<sup>th</sup> at 6:30pm

**XI. Adjourn:** Supervisor Goeglein made a motion and Supervisor Kannard 2<sup>nd</sup> at 7:19pm *MOTION CARRIED 3-0*

Respectfully Submitted, Dawn Bauer, Clerk