

**MINUTES**  
**REGULAR MEETING**  
**VILLAGE OF CRIVITZ BOARD OF TRUSTEES**

February 22, 2005

**Public present:** Marie Tomaszewski, Paul Dyer

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:30PM.
- 2) **Roll Call:** Members present:           President John Deschane           Trustee Duane Swanson  
  Trustee Luke Westrich           Trustee Rich Porfilio  
  Trustee Janis Porfilio           Trustee Gene Golla
- Members absent:           Trustee George Gocht (out of town)
- Also present:           Clerk/Treasurer Marilyn Padgett

Pres. Deschane declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, that the minutes of the regular meeting of January 18<sup>th</sup> be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the financial reports for all funds for the month of January as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment of general fund vouchers numbered 2248 through 2251 and 13859 through 14050, except for number 14017. Vote: Ayes: 5. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment of general fund voucher number 14017 payable to Bridgestone Firestone in the amount of \$140.00. Vote: Ayes: 5, Abstentions: 1(Deschane). Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve the following payments or payment commitments from the general fund, which require specific board action according to the current purchasing policy:

WI Supreme Court for Municipal Judge training	\$	550.00
County Treasurer for tax roll fees	\$	592.51
J & T Electric for a phone, taking decorations down & repairing park lights	\$	758.00
Ayres & Associates – Berm Impact Study & Louisa St. design	\$	3,101.31

Vote: Ayes: 5. Motion carried.

- 6a) **Sewer Fund Vouchers:** Motion by Trustee Swanson, seconded by Trustee Westrich, to approve payment of sewer fund vouchers numbered 3912 to 3919. Vote: Ayes: 5. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Westrich, to approve payment from the sewer fund to Engineered Products in the amount of \$ 693.00 for installing a check valve in Lift #2. Vote: Ayes: 5. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Westrich, to transfer \$445.00 from the Clean Water Fund Replacement Account to the sewer fund to cover eligible February expenses. Vote: Ayes: 5. Motion carried.

**6b) Water Fund Vouchers:** Motion by Trustee Swanson, seconded by Trustee Westrich, to approve payment of water fund vouchers numbered 3117 through 3118. Vote: Ayes: 5. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Westrich, to approve payment from the water fund to CTW Corporation in the amount of \$9,806.00 for Well #2 maintenance work. Vote: Ayes: 5. Motion carried.

**6c) Other Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to approve payment of TIF fund vouchers numbered 108 through 114. Vote: Ayes: 5. Motion carried.

Motion by Trustee Westrich, seconded by Trustee Swanson, to approve payment of Sister City fund vouchers numbered 1025 through 1026. Vote: Ayes: 5. Motion carried.

## 7) Committee Reports:

**Development:** Trustee Porfilio reported on a meeting held on 2/3 at which members discussed Dyer Business Park issues, including the use of foundry sand for land filling, a proposal from James Bublitz for Lot #1, advertising signs, development of a village website, and building inspector position and rate schedule.

**Buildings & Grounds/Parks & Recreation:** Trustee Westrich reported on a meeting held on 2/3 at which custodial and grounds maintenance job duties and whether to hire or contract for these duties was discussed. 2005 projects include finishing the soffit and fascia on the front of the hall and flower boxes and putting in a 20 x 16 concrete slab in front of the stage area at the park. Members agreed to look into a main supervisor.

**Finance:** Trustee Golla reported on a meeting held on 2/22 at which members agreed to accept the 2005 rescue squad contract and issue 4 operators licenses.

**Committee of the Whole:** Trustee Janis Porfilio reported that there were several meetings held at which members discussed the sale of lots in Dyer Business Park, deeding a triangle shaped strip of land to neighboring property owners, purchasing 2 advertising signs at a total cost of \$1,100.00, and requesting Dennis LaFaive to vacate an unused easement abutting the park. Work on development of property regulations continued, as well as working with potential developers.

**Sister City:** Trustee Westrich reported that the committee is in the process of incorporating. After doing so, they will have a membership drive. Crivitz, Germany, is in the process of doing the exact same thing. Plans continue for a trip to Germany in 2006. Pres. Deschane noted the village should budget for additional expenses in 2006.

**Department Reports:** Copies of reports for January, 2005, were distributed to board members.

**8) Comments from Pre-registered Citizens:** None.

**9) Ordinance No. 2005-01:** (Development) Motion by Trustee Janis Porfilio, seconded by Trustee Duane Swanson, to adopt Ordinance No. 2005-01: An Ordinance Creating Section 23-11, Building Inspector, Under the Provisions of the Village of Crivitz Code of Ordinances. Discussion: Trustee Janis Porfilio noted that the village had a building inspector in the past, and that this ordinance is reinstating the position. Vote: Ayes: 5. Motion carried.

- 10) Ordinance No. 2005-02:** (Development) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to adopt Ordinance No. 2005-02: An Ordinance Relating to Building Permit Fees in the Village of Crivitz, Marinette County, Wisconsin. Discussion: Trustee Janis Porfilio noted that the fee schedule is the same as the Town of Stephenson. They will be changing their schedule in the near future and the committee will look into changing the village schedule again to match theirs, if desirable. By matching the schedules the committee is hoping to make things easier for contractors, property owners and the building inspector. Vote: Ayes: 5. Motion carried.
- 11) Building Inspector/Zoning Administrator:** (Development) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to hire Jane Meissner as Building Inspector & Zoning Administrator effective immediately at the rate of \$ 14.00 per hour, plus mileage, with a \$2.00 per hour increase upon obtaining each of the two remaining certifications needed. Discussion: Trustee Janis Porfilio clarified that once Jane has received all of her certifications, she will be paid \$18.00 per hour. Also, the fee schedule should be sufficient to cover the cost of building inspector wages. Vote: Ayes: 5. Motion carried.
- 12) Building Inspector:** (Development) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to hire Janis Schnabl as Building Inspector at \$21.00 per hour, plus mileage, and \$50.00 per electrical service inspection, to assist Jane Meissner until she obtains her remaining two certifications. Vote: Ayes: 5. Motion carried.
- 13) TIF District Projects:**
- Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve the preliminary plat of Dyer Business Park, previously known as TIF Project #3. Vote: Ayes: 5. Motion carried.
- Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to purchase two advertising signs for Dyer Business Park from Boyle Design Group not to exceed \$550.00 each. Vote: Ayes: 5. Motion carried.
- Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to sell Lot #1 in Dyer Business Park to James & Peggy Bublitz, owners of Thunder River Log Homes, contingent upon receipt of an executed developers agreement. Vote: Ayes: 5. Motion carried.
- Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to complete required paperwork and pay all fees associated with vacating the Dennis LaFaive easement located immediately east of Dyer Business Park. Vote: Ayes: 5. Motion carried.
- Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to deed a small triangle of land measuring approximately 4' x 151' in Dyer Business Park to Hok Development LLC and Bakers Kitchen as shown on documents submitted by Kamps Land Surveying. Vote: Ayes: 5. Motion carried.
- 14) Hall Soffit & Fascia:** (Buildings & Grounds) Motion by Trustee Westrich, seconded by Trustee Swanson, to contract with A-1 Remodeling to install soffit and fascia on the front entrance of the Village Hall at a cost not to exceed \$850.00. Vote: Ayes: 5. Motion carried.
- 15) Website Development:** (Whole) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the quote from Mike Orlando of Creative Connection to develop a website at a cost not to exceed \$500.00, not including registration fees. Vote: Ayes: 5. Motion carried.
- 16) Crivitz Rescue Squad:** (Finance) Motion by Trustee Golla, seconded by Trustee Rich Porfilio, to accept the 2005 service contract with the Crivitz Rescue Squad at an annual fee of \$7,500.00. Vote: Ayes: 5. Motion carried.

- 17) Operator's Licenses:** (Finance) Motion by Trustee Golla, seconded by Trustee Rich Porfilio, to issue operators licenses effective February 22, 2005, through June 30, 2006, to Sara Porfilio, Cheryl Maney, Rebecca Witt, and Brittany Krzewina, all having received satisfactory police records checks. Vote: Ayes: 5. Motion carried.

**OLD BUSINESS:**

**Firefighter Employment Agreement:** Trustee Rich Porfilio reported that an addendum to the employee handbook for firefighters has not yet been presented, but will be addressed with Chief Swanson at a Public Safety meeting in the near future.

**NEW BUSINESS:**

**Upcoming Meetings:** Summer Celebration, Feb. 23<sup>rd</sup> at 6:30pm  
Services, Feb. 24<sup>th</sup> at 7:00pm

**Committee Duties & Employee Supervisor:** Pres. Deschane reported that the Committee of the Whole will meet to discuss these two issues sometime before March 10<sup>th</sup>.

**Dyer Business Park Dedication:** Pres. Deschane presented the sign proof and plat for Dyer Business Park, which will be framed at a later date, to Paul Dyer. The business park was named in his honor and as recognition of his service to the community as the first President of the Village of Crivitz.

**ELS Property:** Pres. Deschane reported that the ELS property immediately west of Dyer Business Park is not available for sale at this time. The pulpwood being stored on the property will be moved later in the spring. The railroad will work on the cleaning up the depot building with a local group and an old piece of railroad equipment will be removed soon.

**CORRESPONDENCE:**

**Justin Pusick:** A letter expressing interest in starting a men's softball league was referred to the Parks & Recreation Committee.

**Fire Dept. Equipment Purchase:** Pres. Deschane reported that the fire department recently purchased a power point projector at a cost of about \$1,500 from funds raised by their volunteer firefighters association.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, that the meeting be adjourned at 8:25pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

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John Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer