

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

April 19, 2005

**Public present:** Luke Westrich, Stewart Swanson, Marie & Dave Tomaszewski (Peshtigo Times)

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 5:30PM.
- 2) **Roll Call:** Members present:           President John Deschane           Trustee Duane Swanson  
  Trustee Kurt Kostuch           Trustee Gene Golla  
  Trustee Rich Porfilio           Trustee Jo Di Volk  
  Trustee Janis Porfilio
- Also present:                   Clerk/Treasurer Marilyn Padgett
- Absent:                            Attorney Frank Calvert (out of town)

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: 6. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Janis Porfilio seconded by Trustee Rich Porfilio, that the minutes of the regular meeting of March 15<sup>th</sup> meeting and special meeting of March 24<sup>th</sup> be approved as presented. Vote: Ayes: 6. 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 March as presented. Vote: Ayes: 6. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment of general fund vouchers numbered 2253 through 2257 and 14121 through 14241. Vote: Ayes: 6. 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:

Fivestar Fireworks for fireworks	\$	2,500.00
Crivitz Youth Center (WPS Donation)	\$	500.00
<del>Ditch repairs at Hanson property (not to exceed)</del>	<del>\$</del>	<del>1,500.00</del>
Mower trailer (not to exceed)	\$	1,400.00

**Motion amended:** Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to strike the ditch repairs at Hanson property from the main motion. Discussion: Pres. Deschane recalled that Glen Franzen had reported that this bill would be paid by the utility. Vote on amendment: Ayes: 6. Motion carried. **Vote on main motion as amended:** Ayes: 6. Motion carried.

- 6a) **Sewer Fund Vouchers:** Motion by Trustee Swanson, seconded by Trustee Golla, to approve payment of sewer fund vouchers numbered 3930 to 3939. Vote: Ayes: 6. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to approve payment from the sewer utility to

USA Bluebook for equipment and supplies	\$	1,674.35
Engineered Products for Lift Station repairs	\$	1,402.00

Vote: Ayes: 6. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to transfer \$1,128.67 from the Clean Water Fund Replacement account to the sewer money market to cover eligible April expenses. Vote: Ayes: 6. Motion carried.

**6b) Water Fund Vouchers:** Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to approve payment of water fund vouchers numbered 3130 through 3135. Vote: Ayes: 6. Motion carried.

**6c) Other Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment of TIF fund vouchers numbered 115 through 119. Vote: Ayes: 6. Motion carried.

## **7) Committee Reports:**

**Services:** Trustee Swanson reported on a meeting held on 3/30 at which members agreed to advertise for bids for the Louisa St. project, keep the John Deere tractor for a few more years, have the utility pay for ditch repairs near the Hanson property, and purchase a pressure washer, mower trailer and backflow valves. Members discussed the water emergency response plan and funding of the Louisa St. project. At another meeting on 4/11, Jack Gerlach was present to discuss CTH A improvements. Members instructed him to continue to include this project in his annual request for STP funding. Glen Franzen updated the committee on stormwater control projects and the committee went into closed session to review employment applications. At another meeting on 4/18, members interviewed several job applicants in closed session, and, in open session, agreed to recommend hiring Rudi Jensen and approving a contract with Ayres & Associates for design, bid and construction administration for the Dyer Business Park project.

**Parks & Recreation:** Trustee Swanson reported on a meeting held on 3/25 at which members agreed to recommend allowing Julie Chilcote, Dan Johnston and Justin Pusick to use the ball park, and that the village will try to get the scoreboard and lights fixed. Members discussed the bandshell project, which will receive some help from the CBA. The committee asked that funding for the project be included in the 2006 budget.

**Finance:** Trustee Golla reported on a meeting held on 4/18 at which members agreed to recommend reserving the available class A liquor license for Kurt Kostuch for his business in Dyer Business Park, setting the flea market schedule and approving fee increases, allowing the WPS foundation donation for Crivitz Youth Center to be passed through village accounts, accepting the 2005 assessors contract, renewing and issuing fireworks licenses, instructing Pres. Deschane on voting at the Crivitz Community, Inc., meeting and approving the purchase of fireworks.

**Department Reports:** Copies of the reports for March, 2005 were distributed to board members. The Police Department was the only department that submitted a report for March.

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

## **9) TIF District Projects: (Whole)**

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to contract with Ayres & Associates for design, bid and construction services for Dyer Business Park in an amount not to exceed \$85,000.00. Discussion: Pres. Deschane noted that if the village does not receive a Bebr grant award, the total of this contract would be \$30,000.00, as the remaining work will not be needed. Vote: Ayes: 6. Motion carried.

**10) Committee Appointments:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept committee appointments as presented by President Deschane. Vote: Ayes: 6. Motion carried. (Clerk's note: A copy of the appointments is attached and hereby made a part of these minutes.)

**11) April Appointments:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the following appointments for a one-year term as presented by President Deschane:

Recycling Coalition Representative	Duane Swanson
Employee Facilitator	Duane Swanson
Weed Commissioner	Greg Gocht
Sister City Coordinator	Luke Westrich

Vote: Ayes: 6. Motion carried.

Motion by Trustee Rich Porfilio, seconded by Trustee Janis Porfilio, to accept the appointment of Stewart Swanson as Fire Chief for a two-year term as presented by President Deschane. Vote: Ayes: 6. Motion carried.

**12) Job Descriptions & Wage Scales:** (Services) Motion by Trustee Swanson, seconded by Rich Porfilio, to approve the change to current job descriptions and wage scales to allow for a Public Works/Utilities Assistant with a wage scale of \$9.00 to \$14.00 per hour. Vote: Ayes: 6. Motion carried.

**13) Public Works/Utilities Assistant:** (Services) Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to hire Rudi Jensen as the Public Works/Utilities Assistant effective May 1, 2005, at an initial wage of \$9.00 per hour, with a .50 cent raise after 90 days, and additional \$1.00 per hour for each utility certification obtained, with the village to pay 100% of the employee insurance and the employee to pay 20% of each covered dependent. **Motion amended:** Motion by Trustee Janis Porfilio, seconded by Trustee Volk, to amend the motion to change \$9.00 per hour to \$10.00 per hour. Vote on amendment: Ayes 5, Nays: 1(Rich Porfilio). Motion carried. **Vote on main motion as amended:** Ayes: 6. Motion carried

**14) Ball Park Use:** (Parks & Rec) Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to allow Julie Chilcote, High School Girls Softball Coach, Dan Johnston, Crivitz Youth Baseball Representative, and Justin Pusick, Adult Men's Softball League Representative, to use the ball park on Louisa St. & Hall Ave., pursuant to the current agreement form. Vote: Ayes: 6. Motion carried.

**15) Fireworks License Renewals:** (Finance) Motion by Trustee Golla, seconded by Trustee Rich Porfilio, to approve the annual review of 5-year fireworks licenses held by American Fireworks and Joker Fireworks, upon receipt of applications and fees. Vote: Ayes: 6. Motion carried.

Motion by Trustee Golla, seconded by Trustee Rich Porfilio, to issue 1-year fireworks licenses to T & B One Stop, Northridge Distributing, and Witt's Piggly Wiggly, upon receipt of applications and fees. Vote: Ayes: 6. Motion carried.

**16) Class A Retail Liquor License:** (Finance) Motion by Trustee Golla, seconded by Trustee Rich Porfilio, to reserve the available class A retail liquor license for Kurt Kostuch, Lot 4 in Dyer Business Park, for 12 months after the date property owners can break ground. Vote: Ayes: 5, Abstentions: 1(Kostuch). Motion carried.

**17) Flea Market Schedule:** (Finance) Motion by Trustee Golla, seconded by Trustee Rich Porfilio, to schedule the 2005 flea market season for Thursdays, from May 26<sup>th</sup> through September 1<sup>st</sup>, with an additional market on July 4<sup>th</sup>, and to increase fees for residents to \$10.00, non-residents to \$15.00 and extra spaces to \$5.00. Vote: Ayes: 6. Motion carried.

**18) Crivitz Community, Inc.:** (Finance) Motion by Trustee Golla, seconded by Trustee Rich Porfilio, to instruct President John Deschane, acting as shareholder for the Village of Crivitz, to vote in favor of the proposed resolution dissolving the corporation, or any other similar action consistent with the board's goals. Discussion: Pres. Deschane noted that the village share is held in the name of the Crivitz Fire Department. According to Atty Calvert, because the department is owned and operated by the village, Pres. Deschane is automatically authorized to vote on behalf of the village. If the share were in the name of the Crivitz Volunteer Firefighters Association,

the fire department would send a voting representative from its association membership. Vote: Ayes: 6. Motion carried.

**19) Operator's Licenses:** (Finance) Motion by Trustee Golla, seconded by Trustee Rich Porfilio, to issue operators licenses effective April 19, 2005, through June 30, 2006, to Christa Wiedemeier and Bonnie Reinke, who have both received satisfactory police records checks. Vote: Ayes: 6. Motion carried.

**OLD BUSINESS:**

**Property Cleanup:** Trustee Rich Porfilio reported that a substantial number of dump truck loads had been taken out of one of the problem properties on USH 141. He noted that the village has not yet sent any letters, so the property owner must have read about it in the newspaper coverage of the last board meeting. Pres. Deschane asked that the Police Dept. continue to compile a list of problem properties, submit the list to the Public Safety committee, and then have a friendly letter sent to the owners before taking any action. Trustee Volk suggested that a reminder of the annual spring clean-up be included in the letters.

**NEW BUSINESS:**

**Directory:** Copies of the new directory were distributed. Pres. Deschane asked that any errors found be reported to the clerk.

**Bandshell:** Pres. Deschane asked Trustee Kostuch to include Luke Westrich in any Parks & Recreation meetings regarding planning for the bandshell project.

**Property:** Pres. Deschane asked Trustee Volk to hold a Development meeting regarding an individual who is interested in selling property located in the TIF District to the village.

**Spring Clean-up:** Pres. Deschane asked Trustee Golla to hold a Public Works meeting to plan for the annual spring clean-up event and to invite Curt Spears from GAD to assist with planning.

**Employee Handbook:** Pres. Deschane asked Trustee Janis Porfilio to hold a Finance meeting to discuss changes needed in the employee handbook, as well as updating wage scales.

**Commendations:** Pres. Deschane commended Debbie Atwood on receiving the CBA Person of the Year award. Also, Jim Orlovski on receiving the CRA "Sherm Wolf" award.

**CORRESPONDENCE:** None.

**QUESTIONS FROM THE FLOOR:** County Supervisor Don Witt introduced himself and offered to attend any meetings board members felt would be beneficial.

**ADJOURNMENT:** Motion by Trustee Volk, seconded by Trustee Rich Porfilio, that the meeting be adjourned at 6:30pm. Vote: Ayes: 6. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer