

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES
April 19, 2011

Public present: Bill Keller, Brad Walters, Dave & Marie Tomaszewski (Peshtigo Times)

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:00PM.

Newly re-elected officials were sworn in by the Clerk.

- 2) **Roll Call:** Present: President John Deschane Trustee Kurt Kostuch
 Trustee Shirley Keller Trustee Dick Kaminski
 Trustee Jo Di Volk Trustee Janis Porfilio

Absent: Trustee Duane Swanson

Also present: Attorney Frank Calvert
 Clerk/Treasurer Marilyn Padgett

Pres. Deschane declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Kaminski, seconded by Trustee Keller, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Kaminski, seconded by Trustee Keller, that the minutes of the regular meeting of March 15, 2011 be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Kaminski, seconded by Trustee Keller, that the financial reports for all funds for the month of March be approved as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Kaminski, seconded by Trustee Keller, to approve payment of general fund vouchers numbered 2563 through 2566, 4015, 21046 through 21146, and V5010 through V5028. Vote: Ayes: 5. Motion carried.
- 6a) **Water Fund:** Motion by Trustee Volk, seconded by Trustee Keller, to approve payment of water fund vouchers numbered 3604 through 3610. Vote: 5. Motion carried.
- Motion by Trustee Volk, seconded by Trustee Keller, to approve payment from the water fund to Northern Lake Service in the amount of \$1,597.00 for Safe Drinking Water Act testing. Discussion: The board complimented the Utility staff on their good work, which resulted in the water testing safe and well within all standards. Vote: Ayes: 5. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Volk, seconded by Trustee Keller, to approve payment of sewer fund vouchers numbered 4590 through 4602. Vote: Ayes: 5. Motion carried.

- 6c) **Other Vouchers:** Motion by Trustee Kostuch, seconded by Trustee Porfilio, to approve payment of TIF fund vouchers numbered 284 through 287. Vote: Ayes: 5. Motion carried.
- 7) **Committee & Department Reports:** Copies distributed.
- 8) **Comments from Pre-registered Citizens:** None.
- 9) **2010 Audit Report:** Brad Walters reviewed the 2010 audit and reported that Village finances are in good shape. Some of the recommendations from the audit report included having the President manually sign all checks, having the Finance chair review monthly reconciliation reports and creating separate accounts for capital purchases.
- 10) **April Appointments:** Motion by Trustee Kaminski, seconded by Trustee Keller, to accept committee appointments for the term ending April 17, 2012, as presented by Pres. Deschane as follows:

<u>Development</u>	<u>Finance</u>	<u>Public Safety</u>	<u>Public Works</u>	<u>Utilities</u>	<u>Parks</u>
Kostuch	Kaminski	Porfilio	Swanson	Volk	Keller
Porfilio	Keller	Kostuch	Volk	Swanson	Kaminski
Swanson	Kostuch	Kaminski	Keller	Porfilio	Volk

Vote: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Keller, to accept Plan Commission appointments as presented by Pres. Deschane as follows:

Term: May 1, 2011 to April 30, 2013
 Kurt Kostuch, Board Member, **Chair**
 Janis Porfilio, Board Member
 John Deschane, Board Member

Term: May 1, 2011 to April 30, 2014
 Arlin T. Grandaw, Citizen Member
 Richard Lardinois, Citizen Member

Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Keller, to accept the appointment of Duane Swanson as Recycling Coalition representative for the term ending April 17, 2012. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Keller, to accept the appointment of Duane Swanson as Employee Facilitator for the term ending April 17, 2012. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Keller, to accept the appointment of Stewart Swanson as Fire Chief for the term ending April 16, 2013. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Keller, to accept the appointment of Greg Gocht as Weed Commissioner for the term ending April 30, 2012. Vote: Ayes: 5. Motion carried.

- 11) **2011 Spring Clean-up:** (Public Works) Motion by Trustee Volk, seconded by Trustee Porfilio, to schedule the annual Spring Clean up for Saturday, May 14th from 9:00am to 2:00pm. Vote: Ayes: 5. Motion carried.
- 12) **Fire Dept. Radios & Grant:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to approve the purchase of radios in an amount not to exceed \$4,760.96 and transfer this amount from the Fire Capital

Improvements savings fund to the Fire Dept. Equipment Purchases account, with 85% to be reimbursed by a federal grant and placed back into the savings fund when received. Vote: Ayes: 5. Motion carried.

- 13) **New Firefighter – Stephen Kaufman:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to approve hiring Stephen Kaufman as a fire fighter effective March 1, 2011. Vote: Ayes: 5. Motion carried.
- 14) **Fireworks Licenses:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to issue fireworks licenses effective May 1, 2011, to April 30, 2012, to Joker Fireworks, Witt’s Piggly Wiggly, Victory Fireworks and T & B One Stop. Vote: Ayes: 5. Motion carried.
- 15) **High School Girls Softball Schedule:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to accept the 2011 agreement and schedule for use of the ball field at Louisa St. and Hall Ave. for the Crivitz High School Girls Softball team. Vote: Ayes: 5. Motion carried.
- 16) **Crivitz Men’s Softball League Schedule:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to accept the 2011 agreement and schedule for use of the ball field at Louisa St. and Hall Ave. for the Crivitz Men’s Softball League. Discussion: Trustee Kaminski explained that since the CTH A reconstruction project is complete and the detour route no longer affects the ballfield area, snow fencing along the roadway will not be required. Vote: Ayes: 5. Motion carried.
- 17) **Movies in the Park:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to accept the 2011 Movies in the Park schedule for Crivitz Community Veterans Park. Vote: Ayes: 5. Motion carried.
- 18) **Triangle Park Irrigation System Maintenance Contract:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to contract with M & M Irrigation for 2011 Triangle Park maintenance in an amount not to exceed \$225.00. Discussion: The Clerk was asked to confirm that this fee covers both the Triangle Park and Littleland Park irrigation systems. Vote: Ayes: 5. Motion carried.
- 19) **Triangle Park Irrigation System Backflow Prevention:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to contract with Sessler Plumbing for the purchase and installation of backflow prevention valves at Triangle Park and Littleland Park at a cost not to exceed \$400.00, and to transfer this amount from the Park Equipment savings fund to the Park Contracted Services account. Vote: Ayes: 5. Motion carried.
- 20) **Triangle Park Electric Service Upgrade:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to contract with J & T Electric to upgrade the service panel at Triangle Park at a cost not to exceed \$489.74, and to transfer this amount from the Park Equipment savings fund to the Park Contracted Services account. Vote: Ayes: 5. Motion carried.
- 21) **CBA Easter Egg Hunt:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to allow the Crivitz Business Association to hold their annual Easter Egg Hunt at Crivitz Community Veterans Park on April 23rd. Vote: Ayes: 5. Motion carried.

22) **2011 Flea Market Schedule:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to set the 2011 Flea Market schedule as Thursdays from May 26th through September 1st, and Monday July 4th. Vote: Ayes: 5. Motion carried.

23) **Parking Lot Striping:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to contribute \$490.00 to re-striping the St. Mary's & Village parking lots, per the flea market agreement with St. Mary's, and to transfer this amount from the Park Equipment savings fund to the Park Contracted Services account. Vote: Ayes: 5. Motion carried.

24) **Littleland Park Maintenance:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Kaminski, to schedule Littleland Park maintenance day for Saturday, May 21st, with expenses to be transferred from the Littleland Savings fund to the Parks Other account, not to exceed \$1,700.00. Vote: Ayes: 5. Motion carried.

25) **Crivitz Men's Softball League Picnic License:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Keller, to issue a picnic license to the Crivitz Men's Softball League, Ken Kacalo, President, for the dates and times shown below at the village ball field and to waive double snow fencing requirements and fees:

Tuesdays & Wednesdays, June 1 to Sept. 28	5:00pm to 11:00pm
Sundays, June 5 to Sept. 25	12:00pm to 10:00pm
July 1 thru 4	8:00am to 11:00pm
August 5 thru 7	8:00am to 11:00pm

Vote: Ayes: 5. Motion carried.

26) **Dolgencorp, LLC, Class A License:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Keller, to issue a Class A Alcohol & Fermented Malt Beverage license effect April 19, 2011, through June 30, 2011, to Dolgencorp, LLC, Jack Fehrmann, Agent, for the Dollar General store located at 610 USH 141S. Vote: Ayes: 5. Motion carried.

27) **Budget Adjustment #2:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Keller, to approve 2011 budget adjustment #2. Vote: Ayes: 5. Motion carried.

28) **Building Heating & Cooling Maintenance Contract:** (Utilities) Bypassed.

29) **Utility Telemetry Radio Work:** (Utilities) Motion by Trustee Volk, seconded by Trustee Keller, to replace the telemetry system radios at lift stations and well stations at a cost not to exceed \$12,600.00. Discussion: Pres. Deschane noted that this work is needed to comply with federal requirements for narrowband radio communications. However, the requirement is not funded by the federal government. Vote: Ayes: 5. Motion carried.

30) **Manhole Rebuilding:** (Utilities) Motion by Trustee Volk, seconded by Trustee Keller, to contract with Jim's Pumping to rebuild the benches in 10 manholes at a total cost not to exceed \$1,000.00. Vote: Ayes: 5. Motion carried.

31) **Lift Station #5 Maintenance:** (Utilities) Motion by Trustee Volk, seconded by Trustee Keller, to contract with Ed Proctor, Inc., for lift station #5 maintenance at a cost not to exceed \$2,900.00, and to transfer this amount from the Clean Water Fund Replacement account to the sewer fund to cover the expense. Vote: Ayes: 5. Motion carried.

32) Operators Licenses: (Finance) Motion by Trustee Kaminski, seconded by Trustee Keller, to issue an operators license effective 04/19/2011 through 6/30/2012 to Jennifer Zanzie, who has received a satisfactory records check. Vote: Ayes: 4, Nays: 1(Kostuch). Motion carried.

OLD BUSINESS: None.

NEW BUSINESS:

Trustee Porfilio extended congratulations to Craig Kasten for his daughter, Lauren winning the M & O Conference MVP award.

President's Corner: Pres. Deschane noted that the Men's softball game schedule is Tuesdays, Wednesdays, and Sundays. He thanked Mike Wieting, Kip Knudson and Witt's Piggly Wiggly for providing equipment for Movies in the Park, and Ginger Deschane for organizing and doing a great job with the events. He informed the board that he would meet with the new Stephenson Town Board chair the next day for an informal chat and asked the board if there were any particular issues they would like him to bring up. Suggestions included fire protection, extraterritorial zoning and wellhead protection.

CORRESPONDENCE: None.

QUESTIONS FROM THE FLOOR: None.

Recess to closed session (if needed): Bypassed.

ADJOURNMENT: Motion by Trustee Kostuch, seconded by Trustee Volk, that the meeting be adjourned at 7:59pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L Padgett
Clerk/Treasurer