

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

**May 17, 2005**

**Public present:** Clark Caine, Vicki Markert, Don Witt, Stew & Sharon Swanson, Dennis Broza, Oren Harris, Joe Harley, Marie Tomaszewski (Peshtigo Times), Del Henquinet, Auditor.

1) **Call to Order:** Pres. Deschane called the meeting to order at 7:35PM.

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:

Attorney Frank Calvert
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: 6. Motion carried.

**2004 AUDIT REPORT:** Auditor Del Henquinet presented copies of the 2004 audit of all village funds to board members and explained the documents. He noted there is a good fund balance and that the recently approved water rate increase will help bring the utility back to financial stability. He also suggested that the minimum value for logging of fixed assets be raised from \$50 to \$5,000.

4) **Minutes Approval:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, that the minutes of the regular meeting of April 19<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 April 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 2258 through 2260 and 14242 through 14328. Vote: Ayes: 6. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment from the general fund to the WDNR for Fire Dept. Equipment in the amount of \$4,161.00, with ½ to be reimbursed by a grant program, and to transfer this amount from the Fire Equipment savings account. Vote: Ayes: 6. Motion carried.

Motion by Trustee Rich Porfilio, seconded by Trustee Janis Porfilio, to transfer \$176.91 from the Police Auxiliary account to the Police Expenditure account of the general fund to cover the cost of auxiliary uniform purchases. Vote: Ayes: 6. Motion carried.

**6a) Sewer Fund Vouchers:** Motion by Trustee Swanson, seconded by Trustee Volk, to approve payment of sewer fund vouchers numbered 3940 to 3949. Vote: Ayes: 6. Motion carried.

**6b) Water Fund Vouchers:** Motion by Trustee Swanson, seconded by Trustee Golla, to approve payment of water fund vouchers numbered 3136 through 3140. Vote: Ayes: 6. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Golla, to approve payment from the water utility to

Porfilio Construction for leak repairs	\$	660.00
Davies Water Equipment for water pipe	\$	705.00

Vote: Ayes: 5, Abstentions: 1(J. Porfilio). Motion carried.

**6c) Other Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve purchase of a file cabinet for TIF District files from Viking Office Products not to exceed \$500.00. Vote: Ayes: 6. Motion carried.

**7) Committee Reports:** Due to the length of the agenda, board members agreed to dispense with reading the committee reports.

**Department Reports:** Reports for April, 2005, were distributed to board members.

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

**9) May Appointments:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the following appointments for two-year terms as presented by President Deschane:

Attorney	Frank Calvert
Health Officer	Mary Mursau
Assessor	Mel Raatz, R & R Assessing Services
Building Inspector	Jane Meissner & Janis Schnabl

Vote: Ayes: 6. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the 2005 assessing contract with Mel Raatz of R & R Assessing Services in the amount of \$6,600.00. Vote: Ayes: 6. Motion carried.

**10) Ordinance #2005-02:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to adopt Ordinance #2005-02: An Ordinance Increasing Flea Market Vending Permit Fees. Vote: Ayes: 6. Motion carried.

**11) Ordinance #2005-03:** (Development) Motion by Trustee Volk, seconded by Golla, to adopt Ordinance #2005-03: An Ordinance Amending Title 15 Chapter 1 Section 14 of the Village of Crivitz Code of Ordinances Relating to Building Permit Fees. Vote: Ayes: 6. Motion carried.

**12) Resolution # 194:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Janis Porfilio, to adopt Resolution No. 194: Designation of the National Incident Management Systems (NIMS) as the Basis for All Incident Management in the Village of Crivitz. Vote: Ayes: 6. Motion carried.

- 13) HIPPA Resolution:** (Finance) Bypassed to June meeting.
- 14) Dyer Business Park:** (Whole) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to sell Lot #5 in Dyer Business Park to Eric Myszka for \$5,000.00, contingent upon receipt of a signed developers agreement. Discussion: Pres. Deschane noted that 4 lots have become available, since the people who were going to build a strip mall have backed out. Vote: Ayes: 6. Motion carried.
- 15) TIF Projects:** (Development) Motion by Trustee Volk, seconded by Trustee Golla, to accept the quote from DeGroot, Inc., in the amount of \$ 28,414.25 for the Chaikowski utility project. Vote: Ayes: 6. Motion carried.
- 16) Water Tower Project:** (Utilities) Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to accept change order #1 and #2 to the contract with Lane Tank for UV Inhibitor and Wolverine lettering, for a total of \$12,000.00, with the school to reimburse the village for the Wolverine lettering. Discussion: Trustee Swanson explained that the change orders are to add Wolverine lettering, to be reimbursed by the school district, and ultraviolet protective coating. Vote: Ayes: 6. Motion carried.
- 17) Street Sweeping:** (Public Works) Motion by Trustee Golla, seconded by Trustee Swanson, to have the streets swept at a cost not to exceed \$1,000.00. Vote: Ayes: 6. Motion carried.
- 18) Crack Filling:** (Public Works) Motion by Trustee Golla, seconded by Trustee Swanson, to have street cracks filled at a cost not to exceed \$4,000.00. Vote: Ayes: 6. Motion carried.
- 19) Part-Time Employee:** (Public Works) Motion by Trustee Golla, seconded by Trustee Swanson, to hire Dea Dudkiewicz as a part-time seasonal employee at \$8.50 per hour for approximately 20 hours per week for the months of June, July and August. Vote: Ayes: 6. Motion carried.
- 20) 2005 Spring Clean-up:** (Public Works) Motion by Trustee Golla, seconded by Trustee Swanson, to contract with Great American Disposal for Spring Clean-up on May 21<sup>st</sup> not to exceed \$750.00, with the village to pay landfill tipping fees. Vote: Ayes: 6. Motion carried.
- 21) Contractor Pre-qualification Policy:** (Utilities) Bypassed to June meeting.
- 22) Summer Celebration:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Volk, to transfer \$400.00 from Parks Contracted Services to Programs & Events to pay for the music at the 2005 Summer Celebration. Vote: Ayes: 6. Motion carried.
- 23) Employee Handbook:** (Whole) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the change to the employee handbook regarding zero tolerance for alcohol and drugs. Discussion: Pres. Deschane thanked the board for getting through this difficult issue and asked that Atty Calvert write the zero tolerance policy referred to in the handbook. The Public Safety committee was asked to work with the Fire Department on recruiting so that 2 separate squads can be defined for scheduling. Vote: Ayes: 6. Motion carried.
- 24) Employee Wage Scales:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve the updated employee wage scales as presented. Discussion: Trustee J. Porfilio explained that the motion just updates the scales and does not authorize automatic wage raises. Wage raises would need to come to the appropriate committee and be addressed on a case by case basis, as

has been past procedure. The clerk was asked to obtain a survey of elected official salaries paid by other municipalities. Vote: Ayes: 6. Motion carried.

**25) Sister City Fund:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to close the Sister City checking account and give the balance to the Sister City Committee when the are officially incorporated. Vote: Ayes: 6. Motion carried.

**26) K-9 Unit Fund:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Golla, to turn over donated K-9 Unit funds to Mike Frievalt, the owner of the dog. Vote: Ayes: 6. Motion carried.

**27) Officer Kasten Wage Raise:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Golla, to increase Officer Craig Kastens base salary from \$26,000.00 to \$30,000.00 per year effective May 17, 2005. Discussion: Trustee Swanson noted that he agrees with a wage increase, but not in this amount. Trustee Rich Porfilio noted that Officer Kasten has a lengthy list of credentials and this raise shows that the village wants him to remain in its employment. Trustee Janis Porfilio clarified that the salary breaks down to an hourly rate increase from \$12.50 to \$14.42. Vote: Ayes: 5, Nays: 1(Swanson). Motion carried.

**Budget Transfer:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Janis Porfilio, to transfer \$2,000 from the Police Vehicle depreciation account to the Police wages account. Discussion: The clerk noted that an actual monetary transfer would not occur. The 2005 budgeted deposit to the depreciation account of \$5,000 would simply be reduced to \$3,000. Vote: Ayes: 5, Nays: 1(Swanson). Motion carried.

**28) Operator's Licenses:** (Finance) None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

<b>Upcoming Meetings:</b>	May 18 <sup>th</sup> at 6:00pm	Summer Celebration
	May 25 <sup>th</sup> at 7:00pm	Public Hearing & Special Meeting
	June 23 <sup>rd</sup> 7 to 9:00pm	Board of Review

**Commendations:** Trustee Janis Porfilio commended Glen Franzen on his efforts to design and construct the stormwater control berm, which so far has been effective in controlling stormwater. Pres. Deschane commended Missy Wichman on receiving the WFRV TV Hometown Hero Award for her involvement in the Crivitz Rescue Squad.

**Jake Brakes:** Trustee Rich Porfilio asked that the Public Safety committee look into controlling jake brakes, as residents have complained.

**CORRESPONDENCE:**

**Crivitz School District:** Copies of an updated listing of officers were distributed.

**Area Representatives:** Copies of an updated listing of representatives were distributed

**Northstar II Improvements:** Letters from George Gocht & Frank Calvert were referred to the Utilities Committee.

**Website:** The clerk asked board members to provide brief bios that will be placed along with their photos on the village website.

**Harris USH 141 Property:** Joe Harley, Dennis Broza and Oren Harris gave a report on the property cleanup. To date 76 dump truck loads were taken from the property. 54 loads went to the recycling center with 30 tons of scrap metal. 60-70 appliances were removed and they have a buyer for 10 antique vehicles.

**QUESTIONS FROM THE FLOOR:**

**Sharon & Stew Swanson:** Complained about people speeding on Oak Street. The Public Works committee was asked to look into options to control the problem, including the possibility of rumble strips. The Police Department was asked to monitor the area.

**ADJOURNMENT:** Motion by Trustee Swanson, seconded by Trustee Volk, that the meeting be adjourned at 8:52pm. Vote: Ayes: 6. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer