

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

**Public present:** Marie Tomaszewski (Peshtigo Times)

- 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 Kurt Kostuch           Trustee Trustee Dick Kaminski  
  Trustee Rich Porfilio           Trustee Jo Di Volk  
  Trustee Janis Porfilio (see item #6)

                                  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 Rich Porfilio, seconded by Trustee Kostuch, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Rich Porfilio seconded by Trustee Kostuch, that the minutes of the regular meeting of May 15, 2007, be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to accept the financial reports for all funds for the month of May as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to approve payment of general fund vouchers numbered 2333 to 2334 and 16482 through 16572. Vote: Ayes: 5. Motion carried.

(Note: Trustee Janis Porfilio arrived at this point in the meeting.) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment from the general fund to Wiedemeier Garage for Tahoe police vehicle repairs in the amount of \$ 560.59. Vote: Ayes: 6. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Swanson, seconded by Trustee Kaminski, to approve payment of water vouchers numbered 3265 through 3275. Vote: Ayes: 6. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Kaminski, to approve payment from the water fund to the following:

CTW Corporation for Well #1 & #2 pump repairs	\$ 783.80
Dama Plumbing for water service repairs	\$ 585.00

Discussion: Trustee Swanson explained that the CTW bill was for general maintenance and the Dama bill was for repairs in front of the Bublitz property. Vote: Ayes: 6. Motion carried.

- 6b) **Sewer Fund:** Motion by Trustee Swanson, seconded by Trustee Kaminski, to approve payment of sewer vouchers numbered 4158 through 4175. Vote: Ayes: 6. Motion carried.
- 6c) **Other Vouchers:** Motion by Trustee Volk, seconded by Trustee Swanson, to approve payment of TIF fund vouchers numbered 192 through 194, and to withhold payment of number 195. Discussion: There was a lengthy discussion regarding voucher number 195 payable to Pott's Construction for the Mira Ave. road

project. Several board members stated there were some items that were not yet done, some questions regarding the work that needed to be discussed in committee, and that a change order for landscaping work did not appear on the pay request. Vote: Ayes: 6. Motion carried.

- 7) **Committee & Department Reports:** Copies distributed.
- 8) **Comments from Pre-registered Citizens:** None.
- 9) **Zoning Board of Appeals Appointment:** Motion by Trustee Volk, seconded by Trustee Kostuch, to accept the appointment of Greg Deschane to the Zoning Board of Appeals for a three-year term ending in April, 2010, as presented by President Deschane. Vote: Ayes: 6, Abstentions: 1 (Deschane). Motion carried.
- 10) **Resolution #213:** (Development) Motion by Trustee Volk, seconded by Trustee Kostuch, to adopt Resolution #213 – A Resolution Adopting Written Public Participation Procedures for Comprehensive Planning. Vote: Ayes: 6. Motion carried.
- 11) **MOU with Marinette County:** (Development) Motion by Trustee Volk, seconded by Trustee Kostuch, to accept the Memorandum of Understanding with Marinette County regarding participation in the comprehensive planning grant project. Vote: Ayes: 6. Motion carried.
- 12) **Wolverine Outfitters DBP Lot Purchase Refund:** (Development) Bypass.
- 13) **Sarah Magnusek – DBP Construction Project:** (Development) Bypass.
- 14) **Ordinance No. 2007-07:** (Finance) Pres. Deschane reported that action on this agenda item would be bypassed and referred to the Public Safety Committee for further discussion per the request of the Police Department.
- 15) **Ayres & Associates – Finnelli Ave. Project:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to contract with Ayres & Associates for engineering services on the Finnelli Avenue completion project at a cost not to exceed \$1,720.16. Vote: Ayes: 6. Motion carried.
- 16) **Ayres & Associates – Drainage Ditch Project:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to contract with Ayres & Associates for engineering services on the Drainage Ditch project at a cost not to exceed \$5,000.00. Vote: Ayes: 6. Motion carried.
- 17) **Street Lights – Witt & Finnelli:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Porfilio, to authorize installation of two new street lights on Witt Avenue and two new street lights on Finnelli Avenue. Discussion: Pres. Deschane explained that there is no cost for installation; only for the monthly electric service. Vote: Ayes: 6. Motion carried.
- 18) **Michael Dama - Interceptor:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to authorize Michael Dama to install an interceptor and fill the ditch that runs from east to west at the Crivitz Medical Clinic at no cost to the Village of Crivitz. Discussion: Pres. Deschane clarified that the east/west ditch runs along Deschane Ave. Vote: Ayes: 6. Motion carried.
- 19) **American Legion Street Use Permit:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to approve a street use permit for the American Legion for the July 4<sup>th</sup> parade. Vote: Ayes: 6. Motion carried.
- 20) **Police Department Tazer Purchase:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to approve the purchase of a tazer for the Police Department not to exceed \$850.00, with a portion to be reimbursed by a grant program, and to transfer this amount from the Police Equipment savings to the Police – Equipment Purchases account of the 2007 general fund budget. Discussion: Trustee Rich Porfilio

explained that \$250 would be charged to the 2007 budget for Police equipment purchases, with the remaining \$600 to come from savings. Vote: Ayes: 6. Motion carried.

- 21) **Fire Building Fund:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to close the Fire Building Fund, which carries a zero balance. Vote: Ayes: 6. Motion carried.
- 22) **Girl Scouts – Don Brooks Park Project:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to accept the trail improvement project plan as presented by Katie Deschane and Abby Fisher of Girl Scout Troop #438, to provide \$400.00 toward the project, and to transfer this amount from the Programs & Events/Other account to the Parks/Other account of the 2007 general fund budget. Vote: Ayes: 6. Motion carried.
- 23) **Emergency Fund:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to change the title of the “Undesignated Balance” to the “Emergency Fund” and to transfer the 2007 budget allocation to the Designated Funds savings account of the general fund. Discussion: Trustee Janis Porfilio explained that it will require 5 votes to use money from this fund. Vote: Ayes: 6. Motion carried.
- 24) **2007 Budget Adjustments:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve 2007 budget adjustments numbered 1 through 7, as presented by the Clerk/Treasurer. Vote: Ayes: 6. Motion carried.
- 25) **2008 Budget:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to set the 2008 budget at \$780,000.00. Vote: Ayes: 6. Motion carried.
- 26) **Capitalization Threshold:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to increase the capitalization threshold from \$50.00 to \$2,000.00. Vote: Ayes: 6. Motion carried.
- 27) **Farmers Market:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to sponsor the Farmers Market to be held on Crivitz Youth Center property and in the George Street right of way, with the understanding that the Crivitz Business Association is solely responsible for the administration of the market and will reimburse the village for any costs associated with liability insurance. Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to amend the main motion to specify George Street between Henriette and Main Avenues on Saturday mornings. Vote on amendment: Ayes: 6. Motion carried. Vote on main motion as amended: Ayes: 6. Motion carried.
- 28) **Charlie’s Island Café Liquor/Beer License:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue a Class B Liquor & Fermented Malt Beverage license effective 7/1/07 through 6/30/08 to Charlie Desmidt, Agent of Charlie’s Island Café, LLC, for Charlie’s Island Café. Vote: Ayes: 6. Motion carried.
- 29) **Liquor/Beer License Renewals:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew the following Class B Liquor & Fermented Malt Beverage licenses for the term of July 1, 2007, through June 30, 2008:
  - Vito Congine, Sr., Agent of Trackside, LLC, for Trackside Saloon,
  - Dennis Jahnke, Agent of Fuzzy’s Bar, Inc., for Fuzzy’s Bar,
  - Scott Busick, Agent of Crivitz Gateway, Ltd., for Crivitz Gateway
  - Daniel Piasecki and Timothy Bublitz, Owners, for Dan & Tim’s Riverside.

Discussion: The clerk was directed to send a letter with all licenses reminding licensees of laws regarding closing hours. Vote: Ayes: 6. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew the following Class A Liquor & Fermented Malt Beverage licenses for the term of July 1, 2007, through June 30, 2008:

Nicholas Witt, Agent of Witt's Foods, Inc., for Witt's Piggly Wiggly,  
Martha Rechner, Agent of Rechner, LLC, for On a Whim.

Vote: Ayes: 6. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew the Class A Liquor & Fermented Malt Beverage license for the term of July 1, 2007, through June 30, 2008 for Kurt Kostuch, Agent of Wolverine Outfitters, LLC, for Wolverine Outfitters. Vote: Ayes: 5, Abstentions: 1(Kostuch). Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew the following Class A Fermented Malt Beverage licenses for the term of July 1, 2007, through June 30, 2008:

Barbara Hock, Agent of Corner Convenience, Inc., for T & B One Stop,  
Joy Weber, Agent of Krist Oil Co., Inc., for Citgo Quik Food Mart,  
Shane Ellison, Agent of LaFaive Crivitz Co., for Northland Mini-Mart.

Vote: Ayes: 6. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to renew the Class A Fermented Malt Beverage license for the term of July 1, 2007, through June 30, 2008 for Richard Porfilio, Owner of Crivitz 141 Shell. Vote: Ayes: 5, Abstentions: 1(Rich Porfilio). Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew the Limited Class A Liquor & Fermented Malt Beverage license for the term of July 1, 2007, through June 30, 2008 for Lori Myszka, Agent of Pine Cone Home Décor, Inc., for Pine Cone Home Décor. Vote: Ayes: 6. Motion carried.

**30) Scott Busick – License Agreement:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the memorandum of understanding in which the Village of Crivitz agrees to reserve a regular Class B Liquor & Fermented Malt Beverage license for Scott Busick for a period of two years. Vote: Ayes: 6. Motion carried.

**31) American Legion July 4<sup>th</sup> Picnic License:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue a picnic license to the American Legion for July 4<sup>th</sup> for Crivitz Community Veteran's Park, and to waive the license fee. Vote: Ayes: 6. Motion carried.

**32) Cigarette License Renewals:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue cigarette licenses for the period of July 1, 2007, through June 30, 2008, to the following:

Fuzzy's Bar	Dan & Tim's Riverside	Witt's Piggly Wiggly
T & B One Stop	Trackside Saloon	Citgo Quik Food Mart
Northland Mini-Mart	On a Whim	

Vote: Ayes: 6. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to issue a cigarette license for the period of July 1, 2007, through June 30, 2008, to Crivitz 141 Shell. Vote: Ayes: 5, Abstentions: 1(Rich Porfilio). Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue a cigarette license for the period of July 1, 2007, through June 30, 2008, to Wolverine Outfitters. Vote: Ayes: 5, Abstentions: 1(Kostuch). Motion carried.

**33) Operators Licenses:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue operators licenses effective 6/19/07 through 6/30/08 to Rebecca Sexton, Amy Sekey, Lynne Bywater, Corrine Kowalski, and Angela Adams, who have received satisfactory criminal records checks. Vote: Ayes: 6. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to issue an operators license effective 6/19/07 through 6/30/08 to Tamara Beitzel, who has received a satisfactory criminal records check. Vote: Ayes: 5, Abstentions: 1(Rich Porfilio). Motion carried.

**OLD BUSINESS:**

Trustee Rich Porfilio commended the quick response of the fire department to a recent garage fire.

**NEW BUSINESS:**

**President's Corner:**

**Emergency Response Plan Update:** Pres. Deschane referred this issue to the Public Safety Committee and asked that they also schedule a simulated exercise.

Pres. Deschane thanked Charlie Desmidt for helping with the Fire Department golf outing. He congratulated Kari Corbeille and Ryan Weber who won sports awards, and the Crivitz Baseball team. He also announced that the CBA would be hosting a circus at the elementary school playground on August 1<sup>st</sup>.

**CORRESPONDENCE:**

**Mark Hannemann:** A letter regarding the siren on the fire station and early warning systems was referred to the Public Safety Committee.

**Kay Eaton:** Copies of a brochure regarding a Wisconsin Departments of Tourism and Commerce listening session were distributed.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Rich Porfilio, seconded by Trustee Volk, that the meeting be adjourned at 8:30 pm. Vote: Ayes: 6. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer