

MINUTSE
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES
July 15, 2008

Public present: Todd Polzin, Joel & Karen Supita & Selmer Contractor, Karen Kerber, Marie Tomaszewski

- 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 Shirley Keller Trustee Rich Porfilio
 Trustee Jo Di Volk Trustee Janis Porfilio
- Members absent: Trustee Kurt Kostuch
- 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 Swanson, that the agenda be adopted with the exception of moving item #15 to #9. Vote: Ayes: 5. Motion carried. Pres. Deschane announced that he would also change the agenda to allow for Karen Kerber to give a presentation regarding utility rates, which was on the agenda as #21, immediately following the adoption of the agenda.

Consultant Services – Water Rate Increase & Sewer Rate Analysis: Karen Kerber, Kerber Rose & Associates, presented and explained the water rate increase application to the WPSC, which indicates a 65% rate increase. This is substantially less than the WPSC initial estimate of 92% earlier in the year. The application indicates public fire protection fees to increase to \$91,000.00, which is also substantially less than the WPSC initial estimate. She also presented and explained the sewer rate analysis, which recommends an across the board rate decrease of 12%. She noted that she will submit the water rate increase application to the WPSC upon approval by the village board. Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to approve the water rate increase application as presented by Karen Kerber and authorize her to submit it to the WPSC. Ayes: 5. Motion carried.

- 4) **Minutes Approval:** Motion by Trustee Janis Porfilio seconded by Trustee Swanson, that the minutes of the regular meeting of June 17th, Board of Review of June 24th, and Public Hearing of July 14th be approved as presented. Vote: Ayes: 5. Motion carried.

- 5) **Financial Report:** Motion by Trustee Janis Poriflio, seconded by Trustee Swanson, to accept the financial reports for all funds for the month of June as presented. Vote: Ayes: 5. Motion carried.

- 6) **General Fund Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to approve payment of general fund vouchers numbered 2450 through 2452, and 17736 through 17837. Vote: Ayes: 5. Motion carried.

- 6a) Water Fund:** Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to approve payment of water fund vouchers numbered 3372 through 3379. Vote: Ayes: 5. Motion carried.
- 6b) Sewer Fund:** Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to approve payment of sewer vouchers numbered 4289 through 4295. Vote: Ayes: 5. Motion carried.
- 6c) Other Vouchers:** Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to approve payment of TIF fund voucher numbers 226 through 228. Vote: Ayes: 5. Motion carried.
- 7) Committee & Department Reports:** Copies distributed. Pres. Deschane noted that the Development meeting notes did not indicate whether or not the Supita development plans were approved. Trustee Volk explained that this was an oversight, the committee had approved the plans, and that she would amend the original copy of the meeting notes.
- 8) Comments from Pre-registered Citizens:** None.
- 9) Dyer Business Park – Lot #5 Development Plan (Development)** Motion by Trustee Volk, seconded by Trustee Keller, to purchase 150 feet of 8” PVC pipe to extend the discharge of stormwater catch basins from Dyer Street west along the south end of Lot #5 to the drainage pond at a cost not to exceed \$1500.00, with the developer of Lot #5 to have the pipe installed at his expense. Discussion: Trustee Volk explained that this was a good recommendation from the developer to handle the flow of water from Dyer Street to the retention pond. Glen Franzen had told the committee that it would be easy to maintain with village equipment. Pres. Deschane noted that the water that will be draining through the pipe is actually village water from the Dyer Street right of way. Vote: Ayes: 5. Motion carried.
- Joel & Karen Supita presented their signed development agreement and check, and thanked the Development Committee and Village Board for working with them.
- 10) Ordinance No. 2008-04:** (Development) Motion by Trustee Volk, seconded by Trustee Keller, to adopt Ordinance No. 2008-04: An Ordinance Regulating Signs and Billboards Within the Village of Crivitz. Vote: Ayes: 5. Motion carried.
- 11) Ordinance No. 2008-05:** (Development) Motion by Trustee Volk, seconded by Trustee Keller, to adopt Ordinance No. 2008-05: An Ordinance Amending the Provisions of the Zoning Ordinance of the Village of Crivitz Relating to Swimming Pools and Hot Tubs. Discussion: Atty Calvert explained that nobody would be “grandfathered” from the requirement to cover hot tubs as set forth in the ordinance, this will apply even to existing hot tubs. Vote: Ayes: 5. Motion carried.
- 12) Ordinance No. 2008-06:** (Public Safety) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to adopt Ordinance No. 2008-06: An Ordinance Amending Title 2 Chapter 2 Section 8 of the Village of Crivitz Code of Ordinances Relating to Officials Salaries. Vote: Ayes: 5. Motion carried.

- 13) **Ordinance No. 2008-07:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to adopt Ordinance No. 2008-07: An Ordinance Amending Title 7 of the Village of Crivitz Code of Ordinances Relating to License Fees Vote: Ayes: 5. Motion carried.
- 14) **Resolution No. 227:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to adopt Resolution No. 227: A Resolution Providing for a Village Policy Regarding any Potential Legal Action. Vote: Ayes:: 5. Motion carried.
- 15) **Dyer Business Park – Unique Transitions Property Purchase Refund:** (Development) Bypassed.
- 16) **Well Station #3 Bid Award:** (Utilities) Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to award the bid for Well Station #3 to Alfredson Brothers in the amount of \$464,413.00, as recommended by Ayres & Associates. Vote: Ayes: 5. Motion carried.
- 17) **Well #3 Project – River Crossing & CTH a Utility Improvements Engineering Contract:** (Utilities) Motion by Trustee Swanson, seconded by Trustee Rich Porfilio, to approve a change order to the engineering contracts with Ayres & Associates for river crossing design, design survey work, and F.J. St. additional water main work, resulting in a total increase of \$21,550.00 to the existing contracts. **Motion amended:** Motion by Trustee Swanson, seconded by Trustee Rich Porfilio to amend the main motion to state “to approve a change order to the engineering contracts with Ayres & Associates *upon written approval of the USDA-RD* for river crossing design, design survey work, and F.J. St. additional water main work, resulting in a total increase of \$21,550.00 to the existing contracts. Vote on amendment: Ayes: 5. Motion carried. Vote on main motion as amended: Ayes: 5. Motion carried.
- 18) **Focus on Energy Grant – Engineering Services:** (Utilities) Motion by Trustee Swanson, seconded by Trustee Volk, to contract with Robert E. Lee & Associates for engineering services for wastewater treatment plant improvements associated with the Focus on Energy Grant in an amount not to exceed \$2,500.00. Discussion: Trustee Swanson noted that a quote was also submitted by Ayres, but it was much higher. Vote: Ayes: 5. Motion carried.
- 19) **Sewer Main Maintenance & Repairs** (Utilities) Motion by Trustee Swanson, seconded by Trustee Volk, to contract with Northern Pipe Equipment to perform lift station maintenance and televise sewer mains at a total cost not to exceed \$2,700.00. Discussion: Trustee Swanson explained that this is annual maintenance. Vote: Ayes: 5. Motion carried.
- 20) **Water Leak Repair at Bridge:** (Utilities) Motion by Trustee Swanson, seconded by Trustee Volk, to authorize repair of a water valve at the Peshtigo River Bridge in an amount not to exceed \$2,000.00. Discussion: Trustee Swanson noted that the contractor will be Richlen Excavating. Vote: Ayes: 5. Motion carried.
- 21) **Consultant Services – Water Rate Increase & Sewer Rate Analysis:** See page 1.

- 22) **Triangle Park Improvement Project:** (Parks & Recreation) Motion by Trustee Keller, seconded by Trustee Volk, to accept the proposal from Loyal Landscaping for Triangle Park improvements in an amount not to exceed \$18,500.00. Discussion: During a lengthy discussion it was determined that Todd Polzin will submit a certificate of insurance to the village, the entire project will be paid from the TIF fund, and \$15,000 is included in the 2008 budget for the project in the TIF fund. Todd Polzin stated that all electrical work, plant removal, and both signs are included in the proposal. The only additional cost would be if the existing tank cannot be used, which he will not know until he excavates it. Also the irrigation system will have to be reconnected by Mike Frievalt. The board indicated they would like the project done by July 31st and Todd Polzin said he could be able to do this, dependent upon weather and timely delivery of items he orders. Todd agreed to have the village order as many materials as possible to save on sales tax. Spring and fall maintenance contracts for the finished structure were referred to the Parks & Recreation Committee. Vote: Ayes: 5. Motion carried.
- 23) **2009 Budget:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to set the 2009 budget at \$856,728.00. Vote: Ayes: 5. Motion carried.
- 24) **2004 TIF Bond Anticipation Note & Debt Consolidation:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to proceed with plans to call the 2004 TIF bond anticipation note on September 1st, and issue a bond on that date, consolidating several debts of the TIF and general fund with the new bond. Vote: Ayes: 5. Motion carried.
- 25) **Computer Room Air Conditioner:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to purchase an air conditioner for the computer room at a cost not to exceed \$325.00. Vote: Ayes: 5. Motion carried.
- 26) **Board Room Map Display:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to purchase a map display fixture for the boardroom at a cost not to exceed \$850.00. Vote: Ayes: 5. Motion carried.
- 27) **125th Anniversary Celebration Picnic Licenses:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to issue a temporary Class B Fermented Malt Beverage license effective August 1st and 2nd, 2008, to the Crivitz Rescue Squad, Inc., for 125th Anniversary Celebration related events in the parking lot across from the Village Hall and at Crivitz Community Veteran's Park, and to waive fencing requirements for both events. Vote: Ayes: 5. Motion carried.
- 28) **125th Anniversary Celebration Street Use Permit:** (Public Safety) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue a street use permit to Ginger Deschane for the 125th Anniversary Celebration street dance to be held on August 1st, on Wilbert Street between Main & Henriette Avenue from 5:00pm to 10:00pm. Vote: Ayes: 5. Motion carried.
- 29) **Operators Licenses:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to issue operators licenses effective July 15th, 2008, through June 30th, 2010, to Phyllis VonSteffen, Shelley Aerts, Laurie Tomaszewski, Michael Prokash, Stacey Hoyer, Megan Gilligan, Nancy Lovgren and Marlene Gerbenskey, who have all had satisfactory records checks. Vote: Ayes: 5, Abstentions: 1(Rich Porfilio). Motion carried..

Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to issue operators licenses effective July 15th, 2008, through January 15th, 2009, to Todd Tobison and Barbara Tobison, who have both had satisfactory records checks. Vote: Ayes: 5. Motion carried.

OLD BUSINESS:

Drainage Ditch Project: This project was referred to the Committee of the Whole, as the village needs to identify an estimated project cost to be included in the upcoming bond issue. Pres. Deschane will request an engineering proposal from Ayres & Associates; Glen Franzen has already requested one from Robert E. Lee.

NEW BUSINESS:

President's Corner: Nothing to report.

CORRESPONDENCE: None.

QUESTIONS FROM THE FLOOR: None.

ADJOURNMENT: Motion by Trustee Volk, seconded by Trustee Keller, that the meeting be adjourned at 8:50pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer