

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES

Public present: Ray & Angie Majewski, Dave Bentzler, Barbara Uhl, Shirley Prudhomme.

- 1) **Call to Order:** President Grandaw called the meeting to order at 6:00pm.
- 2) **Roll Call:** Members present: President Amy Grandaw Trustee Michael Strandt
 Trustee George R. Gocht Trustee Ross Behrendt
 Trustee Stew Swanson
 Trustee Jeff Dorschner
- Members absent: Trustee Ginger Deschane (excused)
- Also present: Attorney Frank Calvert
 Acting Clerk/Treasurer Marilyn Padgett

Pres. Grandaw declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Strandt, seconded by Trustee Dorschner, that the agenda be adopted as presented. All aye. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve the minutes of the regular board meeting of April 19th. All aye. Motion carried.
- 5) **Financial Report:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve the financial report for the month of April 2022. All aye. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve payment of general fund vouchers numbered 2963 through 2968, 4151, 6130, 7053, 29930 through 29997, and V8017 to V8056. All aye. Motion carried.
- 6a) Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve payment from the general fund to the following:
- Sherwin Industries, Inc for street paint - \$978.85
Lange Enterprises, Inc for street signs - \$965.14
Cardmember Services for various training and office related expenses - \$2,297.22
Graese Electric for softball light rewiring - \$1920.95
Witt Auto Sales for vehicle maintenance - \$665.22
Frank Porth Chevrolet for police vehicle maintenance - \$828.18
Marinette County Highway Commission for manhole cover repair- \$686.50
- All aye. Motion carried.
- 6b) **Water Fund:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve payment of water fund vouchers numbered 4484 through 4491. All aye. Motion carried.
- 6c) **Sewer Fund:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve payment of sewer fund vouchers numbered 5753 through 5763. All aye. Motion carried.
- 6d) **Other Fund Vouchers:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve special revenue fund vouchers numbered 1010 through 1012. All aye. Motion carried.

- 6e) **Other Fund Vouchers:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve payment of TIF fund voucher numbered 5086. All aye. Motion carried.
- 7) **Committee & Attorney Reports:** Attorney Calvert reported that the petition for annexation was received from Omnia Wood Products, LLC, and he is in the process of preparing a full legal description of the property for the annexation ordinance.
- 8) **Comments from Pre-registered Citizens & Taxpayers:** None.
- 9) **Zoning Board of Appeal Appointment:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to appoint Damon Roman to the Zoning Board of Appeals. Discussion: Pres. Grandaw noted that Mr. Roman lives west on Main Ave. and had attended the last board meeting with his son, Liam. All aye. Motion carried.
- 10) **Recess Closed Session* to discuss Clerk/Treasurer Retirement (Admin):** Motion by Trustee Strandt, seconded by Trustee Dorschner, to convene in closed session to discuss Clerk/Treasurer Retirement. All aye. Motion carried. Pres. Grandaw read the following into the record before going into closed session: Closed session is in accordance with WI Statute sec. 19.85(1)(c) which states that "...any meeting of a...governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section... (c)...Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 11) **Reconvene an Open Session, announce action taken if any (Admin):** Motion by Trustee Dorschner, seconded by Trustee Gocht, to reconvene in open session. Discussion: Pres. Grandaw announced that during the closed session the board passed a motion to continue payment of retiring Clerk/Treasurer Marilyn Padgett's health insurance premium through 12/31/22 in exchange for consultation and training of the new Clerk/Treasurer on the budget process, tax roll and July 4th duties. The motion passed with 5 voting in favor and 1 against. Vote: All aye. Motion carried.
- 12) **Operation Bandshell Street Use Permit (Operations):** Motion by Trustee Dorschner, seconded by Trustee Strandt, to approve the street use permit for the Operation Bandshell parade, August 13th, 2022. All aye. Motion carried.
- 13) **Security Cameras for Softball Field, Don Brooks Park and Control Hub for Village Hall (Operations):** Motion by Trustee Dorschner, seconded by Trustee Swanson, to accept the proposal from M & M Automated Services for the purchase and installation of security cameras and monitoring station in an amount not to exceed \$12,500, to be funded from the Parks Fund. Aye: 5, Nays: 1 (Strandt). Motion carried.
- 14) **New 65 Gallon Garbage Cans for Playscape (Operations):** Motion by Trustee Dorschner, seconded by Trustee Swanson, to purchase 8 garbage cans and trash bags from Quill in an amount not to exceed \$1,100, to be funded from the Parks Fund. All aye. Motion carried.
- 15) **Playscape Landscaping (Operations):** Bypassed.
- 16) **Parking and No Parking Signs for Don Brooks Park (Operations):** Motion by Trustee Dorschner, seconded by Trustee Strandt, to purchase parking and no parking signs for Don Brooks Park in an amount not to exceed \$1,500, to be funded from the Special Revenue (ARPA) Fund. All aye. Motion carried.
- 17) **ATV/UTV Signage (Operations):** Bypassed.
- 18) **Designated Representative for Sludge Storage Facility Project (Operations):** Motion by Trustee Dorschner, seconded by Trustee Strandt, to make Kaitlin Deschane the designated Representative for the Sludge Storage Facility Project. All aye. Motion carried.
- 19) **Compliance Maintenance Annual Report (Operations):** Motion by Trustee Dorschner, seconded by Trustee Strandt, to accept the Compliance Maintenance Annual Report without final audited financial numbers. All aye. Motion carried.

- 20) Rescinding Offer to Purchase 10 Acres of Land from Town of Stephenson (Operations):** Motion by Trustee Dorschner, seconded by Trustee Swanson, to rescind the offer of \$10,000 to purchase 10 acres of land from the Town of Stephenson. All aye. Motion carried.
- 21) Oak St. Deed for West half of Right of Way from CSD to Village (Operations):** Bypassed.
- 22) Recycling Contract with Town of Stephenson (Operations):** Motion by Trustee Dorschner, seconded by Trustee Strandt, to accept the contract from the Town of Stephenson for recycling services. All aye. Motion carried.
- 23) Job Descriptions:** Motion by Trustee Strandt, seconded by Trustee Dorschner, to accept the presented job descriptions for Summer Help Employee, Deputy Clerk/Treasurer, Clerk/Treasurer, and Building & Grounds Employee. All aye. Motion carried.
- 24) Purchasing lights for the Softball Field (Operations):** Motion by Trustee Dorschner, seconded by Trustee Swanson, to replace the remaining five lights at the Softball field in an amount not to exceed \$9,500 to be paid from the Special Revenue (ARPA) Fund. All aye. Motion carried.
- 25) Sabel Mechanical – Fixing Rotating Bar Screen at Wastewater Treatment Facility (Operations):** Motion by Trustee Dorschner, seconded by Trustee Swanson, to accept the proposal from Sabel Mechanical to replace/repair the Rotating Bar Screen in an amount not to exceed \$3,000.00 to be paid from the Sewer Fund. All aye. Motion carried.
- 26) Certified Survey Map for Jerry Herrell (Admin):** Motion by Trustee Strandt, seconded by Trustee Dorschner, to approve the certified survey map for property owned by Jerry Herrell as prepared by Jeff Lieuwen. All aye. Motion carried.
- 27) Employee Handbook Changes (Admin):** Motion by Trustee Strandt, seconded by Trustee Dorschner, to accept the changes to the Employee Handbook. All aye. Motion carried.
- 28) Agent Change – On a Whim (Admin):** Motion by Trustee Strandt, seconded by Trustee Dorschner, to remove Melissa Oleck as an Appointed Agent for Yell Rambling Solutions, LLC (On a Whim) and have Jacob Figas as the sole Agent All aye. Motion carried.
- 29) Public Depository Resolution Update (Admin):** Motion by Trustee Strandt, seconded by Trustee Swanson, to adopt Resolution #289: A Resolution Designating Public Depositories. All aye. Motion carried.
- 30) Liquor and Cigarette License Renewals (Admin):**

Motion by Trustee Strandt, seconded by Trustee Dorschner, to renew Class B Liquor & Fermented Malt Beverage licenses for the term of 7/1/22 through 6/30/23 for the following

Fuzzy's Bar, Inc., Norella Jahnke (Crivitz), Agent, for Fuzzy's Bar, 1115 F.J. St.
 Crivitz Gateway, Ltd., Scott Busick (Agent), for Crivitz Gateway, 706 Hwy 141
 Dan & Tim's Riverside, LLC, Daniel Piasecki (Crivitz) Agent, for Dan & Tim's Riverside, 1010 Main Ave.
 Dudek's Hot Stone Pub, LLC, Jamie Dudek (Crivitz), Agent for Dudek's Hot Stone Pub, 707 Angle St.
 Thor's Wolverine Den, LLC, Brian Thoreson (Crivitz), Agent for Thor's Wolverine Den, 423 Hall Ave.

All aye. Motion carried.

Motion by Trustee Strandt, seconded by Trustee Dorschner, to renew Class A Liquor & Fermented Malt Beverage licenses for the term of 7/1/22 through 6/30/23 for the following:

Witt's Foods, Inc., Sally A. Witt (Crivitz) Agent, for Witt's Piggly Wiggly, 214 Hwy 141
 Dolgencorp, LLC, John Greene (Appleton) Agent, for Dollar General Store #6637, 610 S USH 141
 (Contingent on receiving their application and payment)

Yell Rambling Solutions, LLC, Jacob Figas (Crivitz) Agents, for On A Whim Boutique Wines & Gifts, 907 USH 141N.
De Smidt Oil II, Inc., Charlie De Smidt II (Crivitz) Agent, for T & B One Stop, 717 Hwy 141,
Krist Oil Company, 303 Selden Rd., Iron River, MI, Lynn Thompson (Crivitz), Agent, for Krist Food Mart, 403 USH 141.
Kwik Trip, Inc., Angela Loukus (Pembine), Agent, for Kwik Trip #1101, USH 141S.
Pelkin's Smokey Meat Market, LLC, Dennis Pelkin (Crivitz), Agent, Pelkin's Smokey Meat Market, 600 USH 141S.

All aye. Motion carried.

Motion by Trustee Strandt, seconded by Trustee Dorschner, to renew Class A Fermented Malt Beverage licenses for the term of 7/1/22 through 6/30/23 for the following:

LaFaive Crivitz Co., Shane Ellison (Niagara), Agent, for Northland Mini-Mart, 216 Henriette Ave.
Richard E. Porfilio (Crivitz), Owner, for Crivitz 141 Shell, 13 S. USH 141.

All aye. Motion carried.

Motion by Trustee Strandt, seconded by Trustee Dorschner, to issue cigarette licenses for the term of 7/1/22 through 6/30/23 for the following

Crivitz 141 Shell, 13 USH 141S
Witt's Piggly Wiggly, 214 USH 141
T & B One Stop, 717 USH 141
Northland Mini-Mart, 216 Henriette Ave.
Krist Food Mart, 403 USH 141
Family Dollar Store #6028, 117 USH 141S
Dollar General Store #6637, 610 USH 141S (**Contingent on receiving their application and payment**)
Thor's Wolverine Den, 423 Hall Ave.
Kwik Trip #1101, 212 USH 141S

All aye. Motion carried.

31) Operators Licenses (Admin) Motion by Trustee Strandt, seconded by Trustee Dorschner, to issue operators licenses effective 07/1/2022 through 06/30/2024 to Benjamin J Phillippe, Bethamy J Blackhawk, Bobbie Jo Knaws, Vicki L Duprey, Kanittha Kruse, Mary Ann Moriva, Sara Jo Porfilio, Alexis J Degrave, Nicole M Holsonback, Bridget B Schulz, Tina M Earley, Patti J Willoughby, Ashly Lawe, Holly Anderson, Robert Woulf, Kathryn Fiedorowicz, Rebecca M Zillges, Susan Verdine, Lynn M Smiley, Lewis W Strupp, Garrett S Witt, Jan E Nisleit, Judith A Gerlach, Gail M Berry, Carmen M Schindel, Lynne M Bywater, Paul C Weber, Jennifer M Pryes, Jerome E Swanson, Nora A Swanson, Joyce Wene, Melissa A Paris, Luke P Johnson, Julie A Mahr

Vote: All aye. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS: Retiring Clerk Marilyn Padgett was presented with a plaque and card in appreciation for her service to the Village.

CORRESPONDENCE: Pres. Amy Grandaw read an email complimenting Officer Alan Leiser for taking the time to give her daughter a tour of his police squad.

QUESTIONS FROM THE FLOOR: Dave Bentzler stated that installing cameras in the park is a good idea, especially near the pavilion, where they have been finding new and used needles. Pres. Grandaw added that the cameras are also to monitor people dropping garbage in the park areas.

ADJOURNMENT: Motion by Trustee Dorschner, seconded by Trustee Swanson, that the meeting be adjourned. Vote: All aye. Motion carried.

Respectfully submitted,

Amy Grandaw
President

Marilyn L Padgett
Acting Clerk/Treasurer