

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

**Public present:** None.

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:00pm.
- 2) **Roll Call:** Members present:           President John Deschane           Trustee Duane Swanson  
  Trustee Kurt Kostuch           Trustee Janis Porfilio  
  Trustee Dick Kaminski       Trustee Fred Franzen
- Members absent:           Trustee Shirley Keller
- Also present:           Clerk/Treasurer Marilyn Padgett

Pres. Deschane declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the minutes of the regular meeting of December 17<sup>th</sup> 2013, be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the financial reports for December for all funds be approved as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve payment of general fund vouchers numbered 2664 through 2666, 4048 through 4049, 6031, 23482 through 23553 and V5839 through V5858. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve the following payments from the general fund:

Workhorse Software for annual technical support	\$ 3,075.00
Command Central for voting machine annual maintenance	\$ 510.00
Marinette County Property Listing for tax roll expenses	\$ 849.74

Vote: Ayes: 5. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Franzen, seconded by Trustee Swanson, to approve payment of water fund vouchers numbered 3823 through 3829. Vote: Ayes: 5. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Franzen, seconded by Trustee Swanson, to approve payment of sewer fund vouchers numbered 4911 through 4920. Vote: Ayes: 5. Motion carried.
- 6c) **Other Vouchers:** None.
- 7) **Committee & Department Reports:** Copies distributed.
- 8) **Comments from Pre-registered Citizens:** None.

- 9) **Sewer Lift Station Sensors:** (Utilities) Motion by Trustee Franzen, seconded by Trustee Swanson, to purchase 2 sensors for sewer lift stations #3 and #5 from USA Bluebook at a cost not to exceed \$1,075.00. Discussion: Trustee Franzen explained that both lift station sensors went out. Glen used one from inventory and had to order one from USA Bluebook. He asked the committee for permission to order an extra one to keep in stock. Vote: Ayes: 5. Motion carried.
- 10) **Close Clean Water Fund Replacement Account:** (Utilities) Motion by Trustee Franzen, seconded by Trustee Swanson, to close the Clean Water Fund Replacement Account and transfer the balance to the Sewer Designated Funds account, pending approval from the WI Department of Natural Resources. Discussion: Trustee Franzen explained that the account was required by the Clean Water Fund loan for construction of the wastewater treatment facility. The loan was paid off in 2013 and the account may no longer be necessary. The clerk is awaiting a response from the DNR Environmental Loans section. Vote: Ayes: 5. Motion carried.
- 11) **Fire Dept. Turnout Gear Purchase:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to purchase 2 sets of turnout gear from Paul Conway Shields for the Fire Department at a cost not to exceed \$3,200.00 to be funded from the Fire Equipment savings account. Discussion: Trustee Porfilio explained that these two sets of gear are for Mindy Jungblut and Danielle Weddel, whose gear is very old and no longer fits well. Replacement of their gear has been put on hold over the years when new firefighters have come onto the department who are taller and no gear has been in inventory that would fit them. Vote: Ayes: 5. Motion carried.
- 12) **Fire Dept. Badges & Helmet Shields:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to purchase 7 badges from Pomasl not to exceed \$500.00 and 6 helmet shields from Paul Conway Shields not to exceed \$375.00 for new Fire Department officers. Vote: Ayes: 5. Motion carried.
- 13) **Fire Dept. Job Descriptions:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to approve job descriptions for Firefighter, Chief Investigator, Fire Marshall, Fire Captain, Fire Lieutenant, and Assistant Fire Chief. Discussion: Trustee Porfilio explained that Fire Chief Rudi Jensen presented a very detailed and well put together set of job descriptions to the committee for review and approval. Vote: Ayes: 5. Motion carried.
- 14) **St. Mary Parish Valentines Dance Picnic License:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to grant a temporary class B fermented malt beverage license to St. Mary Catholic Church, for the St. Mary Valentine Dance on February 15, 2014, from 6:00 to 10:00pm at the Parish Hall. Vote: Ayes: 5. Motion carried.
- 15) **Operator's Licenses:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to grant an operator's license effective from 01/21/14 through 06/30/14 to Patti Domingue who has received a satisfactory background check. Vote: Ayes: 5. Motion carried.
- 16) **Recess to Closed Session:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to recess to closed session for the purpose of conferring with legal counsel regarding current and future potential litigation. Vote: Ayes: 5. Motion carried. Pres. Deschane stated that closed session is in accordance with WI Statute sec. 19.85(1)(g) 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...(g)...conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
- 17) **Reconvene in Open Session:** Motion by Trustee Kaminski, seconded by Trustee Porfilio, to reconvene in open session and announce action taken in closed session, if any. Vote: Ayes: 5. Motion carried. In open session Pres. Deschane announced that there was no action taken in closed session.

#### **OLD BUSINESS:**

**Ice Skating Party & Christmas Tree Burn:** Pres. Deschane announced the annual Ice Skating Party & Christmas Tree Burn, a free public event on Saturday, February 1st starting at 6pm at the Crivitz Fire Station, which is hosted by the Crivitz Firefighters Association and the Crivitz Rescue Squad.

**NEW BUSINESS:**

**Presidents Corner:** Pres. Deschane congratulated Stewart Swanson on his retirement from 40 years as Fire chief and on the new Fire Chief, Rudi Jensen, who took his oath of office on January 2nd. He reminded board members of the retirement ceremony on January 25th at the Village Hall from 5:00 to 6:30pm, followed by the retirement party open to the public at Riverside. He commended the Public Works crew on a great job with the last snow storm.

**CORRESPONDENCE:** None.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Kaminski, seconded by Trustee Franzen, that the meeting be adjourned at 7:34pm.  
Vote: Ayes: 5. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer