

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES

Present: Stewart Swanson, Bill Keller

Oaths of office were issued to re-elected Trustees Shirley Keller and Duane Swanson before the meeting began.

1) **Call to Order:** Pres. Deschane called the meeting to order at 7:00pm.

2) **Roll Call:** Present: President John Deschane Trustee Duane Swanson
 Trustee Kurt Kostuch Trustee Shirley Keller
 Trustee Dick Kaminski Trustee Fred Franzen

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 , seconded by Trustee Kostuch, that the minutes of the regular meeting of March 18, 2014, be approved as presented. Vote: Ayes: 5. Motion carried.

5) **Financial Report:** Motion by Trustee , seconded by Trustee Kostuch, that the financial reports for March for all funds be approved as presented. Vote: Ayes: 5. Motion carried.

6) **General Fund Vouchers:** Motion by Trustee , seconded by Trustee Kostuch, to approve payment of general fund vouchers numbered 2673 through 2676, 4052, 6034, 23672 through 23757, and V5890 through V5913. Vote: Ayes: 5. Motion carried.

6a) **Water Fund:** Motion by Trustee Franzen, seconded by Trustee Keller, to approve payment of water fund vouchers numbered 3845 through 3851. Vote: Ayes: 5. Motion carried.

6b) **Sewer Fund:** Motion by Trustee Franzen, seconded by Trustee Keller, to approve payment of sewer fund vouchers numbered 4937 through 4946. Vote: Ayes: 5. Motion carried.

6c) **Other Vouchers:** Motion by Trustee Kostuch, seconded by Trustee Kaminski, to approve payment of TIF fund vouchers numbered 364 through 365. Vote: Ayes: 5. Motion carried.

7) **Committee & Department Reports:** Copies were distributed to board members prior to the meeting.

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

- 9) **Annual Committee Appointments:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve committee appointments as presented by President Deschane. Vote: Ayes: 5. Motion carried. (Clerk's note: A copy of appointments is attached and hereby made a part of these minutes.)
- 10) **Recycling Coalition Representative Appointment:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the appointment of Duane Swanson as Northwoods Recycling Coalition Representative for the one-year term beginning 04/15/2014. Vote: Ayes: 5. Motion carried.
- 11) **Trustee Ben Kamps Resignation:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the resignation of Trustee Ben Kamps, who has moved outside the jurisdictional limits of the Village of Crivitz and is no longer eligible for the position. Discussion: Pres. Deschane asked interested persons to contact any board member and request that they be nominated for the vacant position. Nominations will take place at the May board meeting. Vote: Ayes: 5. Motion carried.
- 12) **Municipal Court Clerk Barbara Tobison Resignation:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the resignation of Municipal Court Clerk Barbara Tobison, who has agreed stay on until training of the new court clerks is completed. Discussion: The board thanked Barb for her service to the community. Vote: Ayes: 5. Motion carried.
- 13) **Appoint Municipal Court Clerks:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to appoint Barbara Uhl and Marilyn Padgett to share the position of Municipal Court Clerk and to authorize a \$1.00 per hour wage raise for each employee effective 04/15/2014. Vote: Ayes: 5. Motion carried.
- 14) **Joey Pickett - Honorary Firefighter:** (Public Safety) Motion by Trustee Kostuch, seconded by Pres. Deschane, to appoint Joey Pickett as an honorary firefighter with the Crivitz Fire Department. Discussion: Pres. Deschane explained that Joey is an elementary student who has been battling a brain tumor. Stew Swanson added that Joey is interested in the Fire Department. Rudi Jensen and Luke Deschane brought him to the fire department and presented him with a child sized set of turnout gear and a helmet, purchased by the department, which Joey was very excited to receive. Pres. Deschane said that Joey's prognosis is good and thanked the community for everything they did for the family, adding that fundraising efforts were astounding. Vote: Ayes: 5. Motion carried.
- 15) **Part-time Public Works Employees:** (Public Works) Motion by Trustee Swanson, seconded by Trustee Franzen, to hire Sally Hastings as a part-time public works employee effective 04/15/2014 at an hourly rate of \$8.00, with a \$.50 per hour raise upon a satisfactory 30 day performance review, with a 6-month probationary period. Discussion: Trustee Swanson explained that this position would year round for approximately 520 hours per year and consist primarily of custodial duties at Village owned buildings. Vote: Ayes: 5. Motion carried.
- Motion by Trustee Swanson, seconded by Trustee Franzen, to hire Brian Scheuer as a part-time public works employee effective 04/15/2014 at an hourly rate of \$8.00, with a \$.50 per hour raise upon a satisfactory 30 day performance review, with a 6-month probationary period. Discussion: Trustee Swanson explained that this position would be seasonal for approximately 780 hours per year and consist primarily of outdoor maintenance duties. Vote: Ayes: 5. Motion carried.
- 16) **Snow Plow Repair - Elias Auto Value:** (Public Works) Motion by Trustee Swanson, seconded by Trustee Franzen, to approve payment from the general fund to Elias Auto Value in the amount of \$1,242.00 for repairs to the snow plow. Discussion: Trustee Swanson explained that this was replacement of the metal blades. Board members complimented the Public Works crew on an excellent job of keeping up with the exceptional amount of snow this year. Vote: Ayes: 5. Motion carried.

- 17) **Street Sweeping: (Public Works)** Motion by Trustee Swanson, seconded by Trustee Franzen, to contract with MJB Industries for street sweeping in an amount not to exceed \$1,250.00. Discussion: Trustee Swanson noted that streets with curb and gutter and by the elementary school are typically swept, however, due to excessive amounts of sand put on the street this winter there may be more areas requiring sweeping which may cause the cost to exceed \$1250.00. Vote: Ayes: 5. Motion carried.
- 18) **ELS Railroad - Spur Street Agreement: (Public Works)** Motion by Trustee Swanson, seconded by Trustee Franzen, to accept the Spur Street Agreement with Escanaba & Lake Superior Railroad. Discussion: Pres. Deschane noted that this agreement settles the issue of who owns Spur St. and gives the railroad the assurance that current driveways will continue to be allowed. The agreement will be recorded with the ELS tax parcel. Vote: Ayes: 5. Motion carried.
- 19) **2014 Fireworks Licenses: (Finance)** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to grant fireworks licenses effective 05/01/2014 through 04/30/2015 to Victory Fireworks, Witt's Piggly Wiggly and T & B One Stop. Vote: Ayes: 5. Motion carried.
- 20) **Cross Connection Inspections: (Utilities)** Motion by Trustee Franzen, seconded by Trustee Keller, to contract with Hydro Design for cross connection inspections at a cost not to exceed \$15,000.00. Discussion: Trustee Franzen explained that this contract is only for commercial accounts and includes inspection, enforcement of violations, follow-up and other services. Cross connection inspection is mandatory to prevent chemicals and contaminants from entering the water system and the utility has one year to complete the inspections at the expense of the water utility. Pres. Deschane noted this is yet another unfunded mandate. Roll call vote: Keller: Yes, Franzen: Yes, Swanson: Yes, Kaminski: Yes, Kostuch: No, Deschane: No. Ayes: 4. Motion carried.
- 21) **Utility Vehicle Tires: (Utilities)** Motion by Trustee Franzen, seconded by Trustee Keller, to purchase tires for the Utilities truck from Wiedemeier Garage at a cost not to exceed \$640.00. Vote: Ayes: 5. Motion carried.
- 22) **Utility Tri-Gas Detector: (Utilities)** Motion by Trustee Franzen, seconded by Trustee Keller, to purchase a tri-gas detector from Paul Conway Shields for the utility department at a cost not to exceed \$1,300.00. Discussion: Trustee Franzen explained that this equipment is used to detect dangerous gasses in manholes from the surface prior to employees entering the manhole, as opposed to other detectors that only work inside the manhole. This detector is very similar to the equipment used by the Fire Department. Vote: Ayes: 5. Motion carried.
- 23) **Easter Egg Hunt: Bypass -** event will be held at the High School due to condition of the park.
- 24) **Operator's Licenses: (Finance)** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to grant an operator's license effective from 04/15/14 through 06/30/14 to Joan Kastendieck, who has received a satisfactory background check. Vote: Ayes: 5. Motion carried.
- 25) **Recess to Closed Session: Bypassed.**
- 26) **Reconvene in Open Session: Bypassed.**
- 27) **Oakwood Haven Apartment Building Agreement with Marinette County: Motion** by Trustee Swanson, seconded by Trustee Franzen, to accept the Oakwood Haven Apartment building agreement with Marinette County. Discussion: Pres. Deschane noted that this is a 2-year agreement. Vote: Ayes: 5. Motion carried.

OLD BUSINESS:

Emergency Water Run: Pres. Deschane reminded board members that utility customers are to continue running their water until further notice. Glen Franzen estimated the water run would continue for another 3-4 weeks.

NEW BUSINESS:

Presidents Corner: Pres. Deschane thanked the Cub Scouts, who recently picked up trash in the Village. He also announced that the CBA Easter Egg Hunt is scheduled for Saturday, April 19th at 11:30am sharp at the Crivitz High School. It had to be moved from the park because of the conditions due to the extended winter.

CORRESPONDENCE: None.

QUESTIONS FROM THE FLOOR: None.

ADJOURNMENT: Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the meeting be adjourned at 7:50pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

Joseph J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer

COMMITTEE APPOINTMENTS

4/15/14 - 4/14/15

PARKS & RECREATION

Vacant, Chair
Dick Kaminski
Shirley Keller

DEVELOPMENT

Kurt Kostuch, Chair
Vacant
Fred Franzen

UTILITIES

Shirley Keller, Chair
Fred Franzen
Vacant

FINANCE

Dick Kaminski, Chair
Kurt Kostuch
Duane Swanson

PUBLIC SAFETY

Duane Swanson, Chair
Dick Kaminski
Kurt Kostuch

PUBLIC WORKS

Fred Franzen, Chair
Shirley Keller
Duane Swanson

OTHER APPOINTMENTS

Recycling Coalition Representative (4/14-4/15)	Duane Swanson
Employee Facilitator (4/14-4/15)	Vacant
Weed Commissioner (5/13-5/14)	Greg Gocht
Sister City Coordinator (Indefinite)	John Deschane
Fire Chief (4/13-4/15)	Rudi Jensen
Building Inspector/Zoning Admin (5/13-5/15)	Jane Meissner
Attorney (5/13-5/15)	Frank Calvert
Assessor (5/13-5/15)	Mel Raatz, R & R Assessing
Health Officer (5/13-5/15)	Nancy Rosner

Zoning Board of Appeals (4/16/13-4/19/16)

Herald Porfilio, Chair
Paul Dyer
Robin Hanson
Randy Atwood
Greg Deschane
Luke Deschane – 1st Alternate
Gene Golla – 2nd Alternate