

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

Officers elected on April 2<sup>nd</sup> were sworn in prior to the meeting and Jo Di Volk was presented with an appreciation plaque for 8 years of service as a Village Trustee.

**Public present:** Dee Kaminski, Jo Di Volk

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 Shirley Keller  
  Trustee Dick Kaminski         Trustee Fred Franzen  
  Trustee Janis Porfilio

                                  Also present:           Deputy Clerk/Treasurer Barbara Uhl

                                  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: 6. Motion carried.

**2012 Annual Audit Report:** Brad Walters presented and reviewed the 2012 annual audit report. He noted that the general fund balance is in good shape, however the water fund showed a decrease in net assets and he recommended analyzing revenue and expenses and adjusting to avoid future losses.

4) **Minutes Approval:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the minutes of the regular meeting of March 19<sup>th</sup> be approved as presented. Vote: Ayes: 6. Motion carried.

5) **Financial Report:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the financial reports for March for all funds be approved as presented. Vote: Ayes: 6. Motion carried.

6) **General Fund Vouchers:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve payment of general fund vouchers numbered 2634 through 2637, 22863 through 22954 and V5663 through V5685. Vote: Ayes: 6. Motion carried.

6a) **Water Fund:** Motion by Trustee Keller, seconded by Trustee Swanson, to approve payment of water fund vouchers numbered 3765 through 3769. Vote: Ayes: 6. Motion carried.

6b) **Sewer Fund:** Motion by Trustee Keller, seconded by Trustee Swanson, to approve payment of sewer fund vouchers numbered 4823 through 4830. Vote: Ayes: 6. Motion carried.

6c) **Other Vouchers:** Motion by Trustee Kostuch, seconded by Trustee Kaminski, to approve payment of TIF Fund vouchers numbered 331 through 337. Vote: Ayes: 6. Motion carried.

7) **Committee & Department Reports:** Copies distributed.

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

- 9) **Committee Appointments:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the committee appointments for the term of 4/16/13 through 4/15/14 as presented by President Deschane. Vote: Ayes: 6. Motion carried.
- 10) **Annual April Appointments:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the following appointments for the terms indicated:
- |                                    |  |                    |
|------------------------------------|--|--------------------|
| Recycling Coalition Representative | Duane Swanson                            | 4/16/13 to 4/15/14 |
| Fire Chief                         | Stewart Swanson                          | 4/16/13 to 4/21/15 |
| Zoning Board of Appeals:           | 4/16/13 to 4/16/16                       |                    |
|                                    | Herald Porfilio, Chair                   |                    |
|                                    | Paul Dyer, Member                        |                    |
|                                    | Robin Hanson, Member                     |                    |
|                                    | Randy Atwood, Member                     |                    |
|                                    | Greg Deschane, Member                    |                    |
|                                    | Luke Deschane, 1 <sup>st</sup> Alternate |                    |
|                                    | Gene Golla, 2 <sup>nd</sup> Alternate    |                    |
- Vote: Ayes: 5, Abstentions: 1 (Swanson). Motion carried.
- 11) **Wastewater Treatment Plant Effluent Pump Repairs (Utilities):** Motion by Trustee Keller, seconded by Trustee Swanson, to approve repairs to the wastewater treatment plant effluent pump by Middle Inlet Electric Repair at a cost not to exceed \$1,250.00. Vote: Ayes: 6. Motion carried.
- 12) **Generator Maintenance Contracts (Utilities):** Motion by Trustee Keller, seconded by Trustee Swanson, to contract with Total Energy Systems to install a breaker for the Well #3 generator at a cost not to exceed \$1604.69. Vote: Ayes: 6. Motion carried.
- Motion by Trustee Keller, seconded by Trustee Swanson, to contract with Total Energy Systems for Well #2 generator maintenance for a 5 year term at a total cost not to exceed \$8,349.00. Vote: Ayes: 6. Motion carried.
- Motion by Trustee Keller, seconded by Trustee Swanson, to contract with Total Energy Systems for sewer mobile generator maintenance for a 5 year term at a total cost not to exceed \$8,349.00. Vote: Ayes: 6. Motion carried.
- 13) **Well #3 Drain Line Repair (Utilities):** Motion by Trustee Keller, seconded by Trustee Swanson, to contract with Richlen Excavating to repair the Well #3 drain line at a cost not to exceed \$865.00. Vote: Ayes: 6. Motion carried.
- 14) **Operators License Review Policy Revision (Finance):** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve the Operators License Review Policy revisions. Vote: Ayes: 6. Motion carried.
- 15) **Cigarette License – Dollar General (Finance):** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to issue a cigarette license effective 4/16/13 through 6/30/13 to Dollar General. Vote: Ayes: 6. Motion carried.
- 16) **Fireworks Licenses: (Public Safety):** Motion by Trustee Porfilio, seconded by Trustee Kostuch, to issue fireworks licenses effective 5/1/13 through 4/30/14 to Witt's Piggly Wiggly, T & B One Stop and Victory Fireworks. Discussion: Board members discussed which committee should be handling fireworks licenses, as opposed to the annual July 4<sup>th</sup> fireworks display. Vote: Ayes: 6. Motion carried.
- 17) **2013 General Fund Budget Adjustment #1 (Finance):** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve 2013 General Fund budget adjustment #1. Vote: Ayes: 6. Motion carried.

- 18) **Village Hall Security:** (Public Works): Motion by Trustee Swanson, seconded by Trustee Keller, to contract with M & M Automated Services for installation of a Proximity locking system at a cost not to exceed \$3,320.27 and to fund the expense from the unassigned fund balance. Vote: Ayes: 6. Motion carried.
- 19) **Hall Roof Project – Crivitz Lumber Company:** (Public Works): Motion by Trustee Swanson, seconded by Trustee Keller, to approve payment to Crivitz Lumber Company in the amount of \$7,628.52 for additional work on the hall roof project. Discussion: The excess cost was due to removal and disposal of an extra layer of roofing, replacement of insulation and wood sections, which the contractor did not know needed to be done until the existing roof was actually opened up. Trustee Kaminski felt that a 30% overrun of the total contract cost was excessive. Vote: Ayes: 5, Nays: 1 (Kaminski). Motion carried.
- 20) **Spring Clean-up** (Public Works): Motion by Trustee Swanson, seconded by Trustee Kostuch, to schedule the 2013 spring clean-up for May 18 from 9:00am to 3:00pm at the water tower at a cost not to exceed \$700.00. Vote: Ayes: 6. Motion carried.
- 21) **Catch Basin on Henriette Ave** (Public Works): Bypassed.
- 22) **2013 Street Projects** (Public Works): Bypassed.
- 23) **Community Service Program** (Public Works): Bypassed.
- 24) **Employee Temporary Leave of Absence** (Public Works): Motion by Trustee Swanson, seconded by Trustee Franzen, to accept the temporary leave of absence request from Bill Keller. Vote: Ayes: 5, Abstentions: 1 (Keller). Motion carried.
- 25) **Operators License Applications:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to issue operators licenses effective 4/16/13 through 6/30/14 to Lori Spencer, David Bovee and Tina Washuleski, all having received satisfactory records checks. Vote: Ayes: 6. Motion carried.  
  
Motion by Trustee Kaminski, seconded by Trustee Kostuch, to deny the operators license application of Suzanne Heroux. Vote: Ayes: 6. Motion carried.
- 26) **Recess to Closed Session for the purpose of hearing an operator’s license appeal from Ashley Busse:** Bypassed.
- 27) **Reconvene in Open Session:** Bypassed.
- 28) **Determination on Operators License Appeal from Ashley Busse:** Pres. Deschane reported that Ashley Busse had filed a written appeal to the March 19, 2013, denial of her operator’s license, along with the corresponding paperwork, and had been notified of the April 16<sup>th</sup> board meeting. However, since she did not appear at the board meeting the denial would stand.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**Presidents Corner:** Pres. Deschane congratulated Paul Dyer, who was elected Marinette County Legionnaire of the Year.

**CORRESPONDENCE:** None.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Kaminski, seconded by Trustee Franzen, that the meeting be adjourned at 7:45pm.  
Vote: Ayes: 6. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Barbara Uhl  
Deputy Clerk/Treasurer