

**MINUTES**  
**REGULAR MEETING**  
**VILLAGE OF CRIVITZ BOARD OF TRUSTEES**  
**May 15, 2007**

**Public present:** Savannah Schwarz, Ali Zeitler, Rich Oastler, Elliott Padgett, Mary Lou Porfilio, Dave & Marie Tomaszewski (Peshtigo Times)

- 1) **Call to Order:** Pres. Deschane called the meeting will be called to order at 7:35PM.
- 2) **Roll Call:** Members present:           President John Deschane           Trustee Janis Porfilio  
  Trustee Kurt Kostuch           Trustee Trustee Dick Kaminski  
  Trustee Rich Porfilio           Trustee Jo Di Volk
- Members absent:           Trustee Duane Swanson
- 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 rich Porfilio, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, that the minutes of the regular meeting and public hearing of April 17, 2007, be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the financial reports for all funds for the month of April as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment of general fund vouchers numbered 2330 to 2332, and 16392 through 16481. Vote: Ayes: 5. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment from the general fund for the following:

Peshtigo Times for various publications	\$ 773.05
Ayres for Cemetery project engineering	\$ 6,736.38

Discussion: Board members agreed that committees need to be more specific in their instructions for engineering work and should get lump sum contracts, instead of time and expense contracts. Vote: Ayes: 5. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to waive the requirement of the Accounts Payable Policy for committee review for items purchased under the Assistance to Firefighters Grant program. **Motion amended:** Motion by Trustee Rich Porfilio, seconded by Trustee Volk, to amend the main motion to add "...subject to consultation and approval of the Public Safety Committee chair prior to the

ordering of any items.” Discussion: Board members agreed that waiving the requirement for committee review would avoid delays in ordering the equipment approved in the grant, as the fire department would not have to wait for meetings to be scheduled and the items to be purchased are detailed in the grant application Also, that the requirement for approval of the committee chair would serve to maintain control over the expenditure of funds. Vote on amendment: Ayes: 5. Motion carried. Vote on main motion as amended: Ayes: 5. Motion carried.

- 6a) Water Fund:** Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to approve payment of water vouchers numbered 3263 through 3264. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to approve the following payments from the water fund:

Davies Water for new water laterals	\$524.59
Porfilio Construction for repairs	\$600.00

Vote: Ayes: 4, Abstentions: 1 (Janis Porfilio). Motion carried.

- 6b) Sewer Fund:** Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to approve payment of sewer vouchers numbered 4147 through 4157. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to approve payment from the sewer fund to Energenec in the amount of \$833.00 for telemetry work. Vote: Ayes: 5. Motion carried.

- 6c) Other Vouchers:** Motion by Trustee Kostuch, seconded by Trustee Kaminski, to approve payment of Littleland Park fund vouchers numbered 1019 and 1020. Vote: Ayes: 5. Motion carried.

Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to approve payment of TIF fund vouchers numbered 190 and 191. Vote: Ayes: 5. Motion carried.

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

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

- 9) Zoning Board of Appeals Appointments:** Motion by Trustee Volk, seconded by Trustee Rich Porfilio, to accept Zoning Board of Appeals appointments as submitted by President Deschane for a three-year term ending in April, 2010:

Herald Porfilio, Chair  
Paul Dyer  
Randy Atwood  
Robin Hanson  
Vacant (to be appointed at a later date)  
Luke Deschane, 1<sup>st</sup> Alternate  
Gene Golla, 2<sup>nd</sup> Alternate:

Vote: Ayes: 5. Motion carried.

**10) May Appointments:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the following appointments for a 2 year term ending in May, 2009 as presented by Pres. Deschane:

Village Attorney	Frank Calvert
Health Officer	Mary Mursau
Assessor	Mel Raatz, R & R Assessing Services
Building Inspector	Jane Meissner

Vote: Ayes: 5. Motion carried.

**11) Proclamation:** Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to adopt the Legislative Proclamation to Designate the Week of May 20-26, 2007, as Emergency Medical Services Week. Discussion: Pres. Deschane read the proclamation into the record. The board acknowledged and thanked rescue squad members Marilyn Padgett and Mary Lou Porfilio, who were at the meeting. Vote: Ayes: 5. Motion carried.

**12) General Fund Undesignated Fund Balance Transfers:** (Whole) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to designate a portion of the general fund undesignated fund balance reported in the 2006 audit as follows:

Increase Undesignated Balance to \$100,000.00  
Deposit \$65,000.00 in the CTH A Project Savings Account.

Discussion: The Finance Committee was requested to consider changing the name of the "Undesignated Balance" and transferring it to a savings account. Vote: Ayes: 5. Motion carried.

**13) Randall Rhode Proposed Lot Division:** Bypassed.

**14) Dyer Business Park Sign:** (Development) Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to authorize payment of TIF voucher #187 to Signs & Designs in the amount of \$3,800.00 for the balance due on the DBP sign installation. Vote: Ayes: 5. Motion carried.

Motion by Trustee Volk, seconded by Trustee Janis Porfilio, that the TIF fund pay for one set of business signs per development in Dyer Business Park. Discussion: Trustee Volk explained that one set of signs consists of 4 sign plates that are installed on the main DBP sign. Vote: Ayes: 5. Motion carried.

**15) CTH A Project Sidewalks:** (Whole) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to contract with Ayres & Associates to mark the location of proposed sidewalks on F.J. Street at a cost not to exceed \$875.00. Discussion: Pres. Deschane noted that sidewalks will be marked on both sides of the street. Vote: Ayes: 4, Nays: 1 (Volk). Motion carried.

**16) Asphalt Crack Sealing:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to contract with Crack Filling Services Corp. to seal asphalt cracks on various streets at a cost not to exceed \$5,000.00. Vote: Ayes: 5. Motion carried.

- 17) Crivitz Community Veterans Park Pavilion:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to allow the American Legion to erect a pavilion in Crivitz Community Veterans Park as shown in the photo and location drawing dated 5/07 at no cost to the village with the understanding that the pavilion will be the property of the Village of Crivitz. Vote: Ayes: 5. Motion carried.
- 18) Don Brooks Park:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to approve the purchase and delivery of topsoil and landscaping materials at Don Brooks Park not to exceed \$1,000.00, with landscaping work to be performed by village employees. **Motion amended:** Motion by Trustee Kostuch, seconded by Trustee Volk, to amend the main motion to strike \$1,000.00 and insert \$750.00. Vote on amendment: Ayes: 5. Motion carried. Vote on main motion as amended: Ayes: 5. Motion carried.
- 19) Fireworks Purchase:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to purchase July 4<sup>th</sup> fireworks from Five Star Fireworks for \$2,000.00. Vote: Ayes: 5. Motion carried.
- 20) Well #2 Roof:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to approve the purchase of materials to replace the roof on Well #2 at a cost not to exceed \$750.00, with the work to be performed by village employees. Vote: Ayes: 5. Motion carried.
- 21) Well #1 Pump Maintenance:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to contract with CTW to perform regular maintenance on the Well #1 pump at a cost not to exceed \$1,500.00. Vote: Ayes: 5. Motion carried.
- 22) Wastewater Treatment Plant Effluent Sampler:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to purchase a wastewater treatment plant effluent sampler from Mulcahy Corporation at a cost not to exceed \$4,200.00 including installation, and to pay this expense from the Clean Water Fund Replacement Account. Vote: Ayes: 5. Motion carried.
- 23) Sewer Lab Supplies:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to purchase sewer lab supplies at a cost not to exceed \$1,000.00. Vote: Ayes: 5. Motion carried.
- 24) Sewer Main Replacement Account:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to open a Sewer Main Replacement Account with an opening balance of \$1,000.00. Vote: Ayes: 5. Motion carried.
- 25) 2006 Audit – Utilities Funds:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to accept the explanation provided by Glen Franzen and Marilyn Padgett regarding three items referenced in the 2006 Audit of utilities funds. Vote: Ayes: 5. Motion carried.
- 26) Operators Licenses:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue operators licenses effective 5/15/07 through 6/30/08 to Santana Saldana, Lewis Strupp, Ashlie Wagner, Michael Walters, Nancy Welton, Erin Brunette, Bonnie Delaruelle, and Tina Uhl, who received satisfactory criminal records checks. Vote: Ayes: 5. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**President's Corner:** Pres. Deschane thanked the Lion's Club, Rescue Squad and Greg Deschane family for their work on the new playground in Don Brooks Park. He encouraged board members to attend the Crivitz Rescue Squad open house on May 22<sup>nd</sup> from 2-6pm. He asked committees to specify the vendor, item description, cost and source of funding for purchases with separate motions, noting that item 22 on the meeting agenda is exactly what should be specified.

**Rich Porfilio/FJ Street:** Trustee Rich Porfilio reported that he has started counting pedestrians he sees on F.J. Street when he passes through that location. Since the Sunday before the meeting, (2 days) he had seen 17 pedestrians.

**CORRESPONDENCE:**

**Kevin Everson – Crosswalks:** Referred to Public Works Committee.

**Cara Behrendt – Triangle Park:** A letter complimenting the village on the Triangle Park waterfall and providing input on the new sign.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Rich Porfilio, seconded by Trustee Volk, that the meeting be adjourned at 8:21pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer