

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES
June 20, 2006

Public present: Glen Franzen, Paul Kueber, Loren Fleischfresser, Marie & Dave Tomaszewski (Peshtigo Times)

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:30PM.
- 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 of May 16th 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 May 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 2298 through 2299 and 15351 through 15441. Vote: Ayes: 5. Motion carried.

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

Quill for new office furniture	\$ 531.67
Bridgestone/Firestone for tires	\$ 406.34
Crivitz Lumber for supplies	\$ 414.67
County Highway Dept for Jan-April Fuel	\$ 3,094.84
WI Property Maintenance for street sweeping	\$ 881.25

Vote: Ayes: 5, Abstentions: 1 (Pres. Deschane). Motion carried.

- 6a) **Water Fund:** Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to approve payment of water vouchers numbered 3216 through 3220. Vote: Ayes: 5. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to approve payment of sewer vouchers numbered 4062 through 4073. Vote: Ayes: 5. Motion carried.

6c) **Other Vouchers:** Motion by Trustee Kostuch, seconded by Trustee Kaminski, to approve payment of Littleland Park vouchers numbered 1016 through 1017. Vote: Ayes: 5. Motion carried.

Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to approve payment of TIF fund vouchers numbered 162 through 166. Vote: Ayes: 5. Motion carried.

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

8) **2005 Audit Report:** Delayed to take place after agenda item #27.

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

10) **Ordinance No. 2006-03:** (Whole) Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to adopt Ordinance No. 2006-03: An Ordinance Annexing Territory to the Village of Crivitz. Discussion: Glen Franzen explained that this is a 33' x 151' piece of property located at the northwest corner of Mira Avenue & USH 141, which is owned by Roger & Mary Wytkewicz. Vote: Ayes: 5. Motion carried.

11) **CMAR Resolution No. 206:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to adopt Resolution No. 206: A Resolution Accepting the 2005 Compliance Maintenance Annual Report for the Crivitz Wastewater Treatment Plant. Discussion: Glen Franzen reported that this is a performance report for the 13-year old wastewater treatment plant. The 2005 report indicates a score of 4.00, which is the highest score available. Vote: Ayes: 5. Motion carried.

12) **Sister City Proclamations:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to adopt Sister City Proclamations. Discussion: Trustee Volk explained that one of the proclamations is honoring the 50th Anniversary celebration in Washington, DC in July of 2006. The send sets 9/11/06 as Sister City Day and urges citizens to celebrate. Vote: Ayes: 5. Motion carried.

13) **Fireworks Purchase:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to purchase fireworks from Fivestar Fireworks for \$3,000.00. Vote: Ayes: 5. Motion carried.

14) **Fireworks License:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Volk, to issue a one-year fireworks license to Northridge Distributing, provided that the "trailer" used is secured and has at least one 10 pound fire extinguisher, lighted entrance and exit signs and electrical service. Discussion: Pres. Deschane noted that this license expires on 4/30/06, as is the expiration of all fireworks licenses, and that the committee intends to bring a motion at a future meeting to amend the ordinance to disallow the use of trailers for fireworks sales. However, Mr. Fleishfresser will be allowed to sell from a trailer until the end of the term of this license. Vote: Roll call vote: Kaminski: No, Volk: Yes, Rich Porfilio: Yes, Janis Porfilio: Yes, Kostuch: No, Deschane: Yes. Motion carried.

15) **Fire Hose Purchase:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Volk, to purchase 22 lengths of 3" fire hose from Flemings Fire 1 at a cost not to exceed \$1,000.00. Discussion: Trustee Rich Porfilio reported that this is used hose that has been tested and is available at ¼ of the retail purchase price. Vote: Ayes: 5. Motion carried.

16) **Fire Department Pager Purchase:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Volk, to purchase 5 pagers from the Lake Fire Department and have JS Electronics reprogram them at a total combined cost not to exceed \$600.00. Vote: Ayes: 5. Motion carried.

17) **Fire Building Fund:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Volk, to close the Fire Building Fund account at Bank North and transfer the balance to the "Fire Department Training Site Development" account of the Designated Funds account. Vote: Ayes: 5. Motion carried.

- 18) Fire Danger Sign:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to permit the Wisconsin Department of Natural Resources to install a Smokey the Bear Fire Danger Sign on the north side of Henriette Avenue west of Dyer Street. Discussion: Trustee Rich Porfilio explained that the sign will be located between Thunder River Log Homes and Kamps Land Surveying. Vote: Ayes: 5. Motion carried.
- 19) Forest Home Cemetery:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to raise the price on grave sales in Forest Home Cemetery to \$300.00 for residents and \$400.00 for non-residents, effective July 1, 2006. Discussion: Trustee Kostuch explained that there is going to be a major improvement project in the cemetery and the committee felt that the cost of the project warrants a raise in grave prices. Vote: Ayes: 5. Motion carried.
- 20) Littleland Park Landscaping:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to accept the quote from Eric Myszka of Backyard Beautiful for landscaping Littleland Park in the amount of \$750.00, to be paid from the Littleland Park fund. Discussion: Trustee Kostuch noted that the landscaping will consist of low maintenance shrubs and the Boy Scouts will be doing the planting as a community service project. He also understood that Eric is providing the plants at a reduced price as a contribution to the park. Vote: Ayes: 5. Motion carried.
- 21) Utility Telemetry System Repairs:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to accept the quote from Energenecs, Inc., in the amount of \$28,740.00 for repairing the telemetry system, which was damaged by a recent storm, and to continue to seek reimbursement through the insurance claim. Discussion: Glen Franzen explained that a master computer controls the alarms and data collection for the utility, and also starts and stops the pumps in the lift station. This equipment was damaged by lightning in May and an insurance claim is in progress. Vote: Ayes: 5. Motion carried.
- 22) Sewer Cleaning & Televising:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to accept the quote from Great Lakes TV Seal to clean and televise sewer mains at a cost not to exceed \$3,680.00. Discussion: Glen Franzen explained that this work is being done in preparation for the CTH A project scheduled for 2009 so that any problems can be fixed before that project begins. Motion Amended: Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to amend the main motion to specify that cleaning & televising would be done on CTH A from Louisa Street to North Avenue in preparation of the CTH A Project. Vote on amendment: Ayes: 5. Motion carried. Vote on main motion as amended: Ayes: 5. Motion carried.
- 23) Vehicle Toolbox Purchase:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to purchase a tool box for the Utilities truck at a cost not to exceed \$600.00. Discussion: It was noted that this is for the new Utilities truck. Vote: Ayes: 5. Motion carried.
- 24) WWTP Air Conditioner:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to purchase an air conditioner for the wastewater treatment plant at a cost not to exceed \$400.00. Vote: Ayes: 5. Motion carried.
- 25) Drainage Ditch Project:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to contract with Kamps Land Surveying to do survey work and Ayres & Associates to prepare project specifications and a dredging permit application for the drainage ditch project, both on a time and expense basis, at a combined total cost not to exceed \$4,000.00, and to fund this expense equally between the general fund and TIF fund. Discussion: Pres. Deschane stated that this project will address drainage problems on the north end of the village by unblocking the ditch to the east to allow the water to flow. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Kostuch, to apply to the Wisconsin Department of Natural Resources for a dredging permit for the drainage ditch project at a cost of \$500.00, and to fund this expense equally between the general fund and TIF fund. Discussion: Trustee Janis Porfilio stated it is admirable for the village to pay for this project, as well as for the berm project, with no help from any other agencies. The clerk noted that funds for this project will need to be transferred from somewhere within the general fund before the end of the year. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Kostuch, to hire Packer Valley Title to do full chain title searches on the parcels related to the drainage ditch at a cost of \$75.00 per parcel, not to exceed a total cost of \$1,100.00, and to fund this expense equally between the general fund and TIF fund. Vote: Ayes: 5. Motion carried.

26) Dyer Business Park Blacktopping: (Whole) Motion by Trustee Volk, seconded by Trustee Rich Porfilio, to contract with the Marinette County Highway Department to blacktop roads in Dyer Business Park at the same price as was originally bid, and to remove blacktopping from the Jossart Brothers contract. Vote: Ayes: 5. Motion carried.

27) Dyer Business Park Sign Purchase: (Whole) Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to accept the quote from Signs & Designs for 2 main signs for Dyer Business Park at a cost of \$9,498.00, and to pay for a full set of signs for one business on each lot at a cost of \$440.00 per set. Vote: Ayes: 5. Motion carried.

2005 Audit Report: Auditor Mary Smith of Kerber, Rose & Associates distributed copies of the 2005 audit report to board members and explained various sections of the report. Items addressed in the management letter were referred to the Finance Committee, except for vehicle advertising, which was referred to Public Safety.

28) Sew Much More Flag: (Whole) Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to permit Sew Much More to display and "Open" flag on the front of their building for one year. Discussion: The Development Committee was asked to review regulation of flags the next time they look at any changes to the restrictive covenants. Vote: Ayes: 5. Motion carried.

29) Finnelli Avenue Development: (Whole) Bypassed.

30) Liquor & Fermented Malt Beverage License Renewals: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew Class B Liquor and Fermented Malt Beverage licenses effective July 1, 2006, through June 30, 2007 for the following:

Trackside, LLC, Vito Congine Sr., Agent, for Trackside Saloon
Fuzzy's Bar, Inc., Dennis Jahnke, Agent, for Fuzzy's Bar
Crivitz Gateway, Ltd., Scott Busick, Agent, for Crivitz Gateway
Daniel Piasecki & Timothy Bublitz, Owners, for Dan & Tim's Riverside
Scott Busick, Owner, for Ellis Junction

Discussion: It was noted that Ellis Junction will be sent a reminder letter that according to ordinance a business has to operate for 150 days of the licensing term in order to retain the license. Also that the Red Apple is not and cannot use the Ellis Junction license for retail wine sales, even though they are located in the same building, because they are an entirely separate business requiring a different type of license. Vote: Ayes: 5. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew Class A Retail Liquor and Fermented Malt Beverage licenses effective July 1, 2006, through June 30, 2007, for the following:

Witt's Foods, Inc., Nicholas Witt Agent, for Witt's Piggly Wiggly
Rechner, LLC, Martha M. Rechner Agent, for On a Whim, Boutique Wines & Gifts

Vote: Ayes: 5. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew the Class A Retail Liquor and Fermented Malt Beverage license effective July 1, 2006, through June 30, 2007, for Wolverine Outfitters, LLC, Kurt Kostuch, Agent, for Wolverine Outfitters. Vote: Ayes: 4, Abstentions: 1(Kostuch). Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew Class A Retail Fermented Malt Beverage licenses effective July 1, 2006, through June 30, 2007, for the following:

Corner Convenience, Inc, Barbara Hock (Crivitz) Agent, for T & B One Stop, 717 Hwy 141,
Krist Oil Co, Inc., Joy Weber (Crivitz), Agent, for Citgo Quik Food Mart, 403 Hwy 141,
LaFaive Crivitz Co., Shane Ellison (Niagara), Agent, for Northland Mini-Mart, 216 Henriette
Ave.

Vote: Ayes: 5. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Volk, to renew the Class A Retail Fermented Malt Beverage license effective July 1, 2006, through June 30, 2007, for Richard E. Porfilio, Owner, for Crivitz 141 Shell. Vote: Ayes: 4, Abstentions: 1 (Rich Porfilio) Motion carried.

31) Limited Class A Retail License: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Volk, to issue a "Limited Class A" Retail Liquor & Fermented Malt Beverage License effective July 1, 2006, through June 30, 2007, to Lori Myszka, Agent, of Pine Cone Home Décor for 743 Dyer Street. Vote: Ayes: 5. Motion carried.

32) Cigarette License Renewals: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew cigarette licenses effective July 1, 2006, through June 30, 2007, to Fuzzy's Bar, Dan & Tim's Riverside, Witt's Piggly Wiggly, T & B One Stop, Trackside Saloon, Northland Mini-Mart, and Citgo Quik Food Mart. Vote: Ayes: 5. Motion carried.

Cigarette License Renewal: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Volk, to renew the cigarette license for Crivitz 141 Shell effective July 1, 2006, through June 30, 2007. Vote: Ayes: 4, Abstentions: 1 (Rich Porfilio). Motion carried.

Cigarette License Renewal: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew the cigarette license for Wolverine Outfitters effective July 1, 2006, through June 30, 2007. Vote: Ayes: 4, Abstentions: 1(Kostuch). Motion carried.

33) Operators License Renewals: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew operators licenses effective July 1, 2006, through June 30, 2008, to the following persons, who have received satisfactory records checks:

Watson, Kathleen	Mahr, Julie
Bartnik, Michael	Swanson, Nora
Witt, Sally	Tomaszewski, Denise
Ouradnik, Sheila	Budzinski, Janine
Witt, Rebecca	Nichols, Theresa
Wallace, Teresa	Heyrman, Diane
Behnke, Glen	Heyrman, Amanda
Wilson, Nancy	Bushey, Cindy
Fiedorowicz, Kathryn	Westrich, Julia
Porfilio, Norman	Stumrbris, Kellie
Sikowski, Jeannette	Bellie veau, Lisa
Thompson, Tabitha	Sullivan, Shawn
Wesoloski, Shayla	Halbur, Kimberly
Gerbenskey, Marlene	Guth, Judith
Jakups, Tara	Jahnke, Norella
Nicholson, Cassandra	Freeman, Dawn
Goldschmidt, Antonette	Frederick, Judith
VanDenHeuvel, Terri	Kniskern, Lorraine
Hartman, Stacey	Vannieuwenhoven, Julie
Weiss, Jennifer	Starzer, Justine
Weber, Christopher	Long, Brenda
Wesoloski, Wendy	Odom, Jamie

Vote: Ayes: 5. Motion carried.

Operators License Renewals: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Volk, to renew operators licenses effective July 1, 2006, through June 30, 2008, to Jolene Nicholson, Chandra LaRue, Brianne Mommaerts, Kathleen James and Sara Porfilio, all having received satisfactory records checks. Vote: Ayes: 4, Abstentions: 1 (Rich Porfilio). Motion carried.

34) New Operators Licenses: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue an operators license effective July 1, 2006, through June 30, 2008, to Amanda Smith, who has received a satisfactory records check. Vote: Ayes: 5. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Volk, to issue an operators license effective July 1, 2006, through June 30, 2008, to Gary Reynen, who has received a satisfactory records check. Vote: Ayes: 4, Abstentions: 1 (Rich Porfilio). Motion carried.

35) Computer Damage Claim: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to amend the 2006 budget as follows to allow for computer repair costs and insurance settlement receipt:

Increase revenue account #48400 – Insurance Recoveries	\$ 3,853.62
Decrease Undesignated Balance	\$ 6,520.77
Increase #52100 – Police Equipment	\$ 3,458.13
Increase #51400 – Clerk Equipment	\$ 3,458.13
Increase #51200 – Court Equipment	\$ 3,458.13

Vote: Ayes: 5. Motion carried.

OLD BUSINESS:

Dyer Business Park Ribbon Cutting: Pres. Deschane announced that this event is scheduled for Monday, July 3rd at 12:00 Noon.

Culverts: Trustee Kaminski reported that in response to a recent complaint about culverts on the corner of Anderson & Wilbert, the property owner has moved them back onto his property and out of the right of way.

NEW BUSINESS:

President's Corner: Pres. Deschane thanked Eric Myszka of Backyard Beautiful and the Boy Scouts for the park landscaping project. He also thanked Michelle Krzewina and Fiedorowicz Landscaping for donating and planting trees along the road on the north side of the park warehouse, and the railroad for cutting their grass nicely.

CORRESPONDENCE:

Sew Much More: A thank you letter was circulated.

Girls Softball Team: A thank you letter for use of the ball field was circulated.

Dyer Business Park Landowners: A letter requesting a covenant amendment to permit exterior gutter roof drainage systems on all sides of buildings and external downspouts only on the sides and backs of buildings was referred to the Development Committee.

Accounts Payable Policy: Copies of the accounts payable policy were distributed to board members and department heads, as requested by the Finance Committee to act as a reminder of the purchase order procedure.

QUESTIONS FROM THE FLOOR: None.

ADJOURNMENT: Motion by Trustee Rich Porfilio, seconded by Trustee Volk, that the meeting be adjourned at 9:07pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer