

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES
August 21, 2007

Public present: Jake Winters, Dave Tomaszewski, Marie Tomaszewskii (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 Kurt Kostuch
 Trustee Dick Kaminski Trustee Rich Porfilio
 Trustee Jo Di Volk Trustee Janis Porfilio
- 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 July 17th 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 July 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 2339 to 2341 and 16674 through 16671. Vote: Ayes: 5. Motion carried.
- Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment from the general fund to Airgas North Central for fire extinguisher annual maintenance for various departments in the amount of \$ 669.55. Vote: Ayes: 5. Motion carried.
- Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to transfer \$824.23 from the CTH A Savings account to the Streets – Contracted Services account of the general fund to cover the cost of staking sidewalks on F.J. Street. Vote: Ayes: 5. Motion carried.
- 6a) **Water Fund:** Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to approve payment of water vouchers numbered 3281 through 3288. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to approve payment from the water fund to Davies Water Equipment for miscellaneous supplies and equipment in the amount of \$2,135.40. Vote: Ayes: 5. Motion carried.

- 6b) Sewer Fund:** Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to approve payment of sewer vouchers numbered 4184 through 4191. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to approve payment from the sewer fund to Green Bay Pipe & TV for cleaning catch basins, lift stations and sanitary sewer lines in the amount of \$1,620.00, and to Community Insurance Corporation for the deductible on the telemetry damage claim in the amount of \$1,000.00. Vote: Ayes: 5. Motion carried.

- 6c) Other Vouchers:** Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to approve payment of TIF fund vouchers numbered 198 through 202. Vote: Ayes: 5. Motion carried.

Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to pay 50% of the cost of drainage improvements including engineering fees on Witt Ave., up to a maximum of \$2,000.00 from the TIF fund. Vote: Ayes: 5. Motion carried.

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

Recycling Coalition Report: Trustee Kaminski attended a coalition meeting on August 15th at which bylaws were approved, a DNR requirement that there must be penalties for those not recycling was discussed, per capita fees may be raised from \$3.00 to \$8.00, they are looking at buying a new baler that would reduce labor costs, and the next meeting is September 5th, at which time more should be known on the per capita fees.

- 8) Comments from Pre-registered Citizens:** Jake Winters publicly apologized for doing criminal damage to property in the community. Pres. Deschane stated that the board accepted his apology.

- 9) Ordinance No. 2007-08 – Swimming Pools & Hot Tubs:** (Development) Public Hearing to be scheduled.

- 10) Resolution No. 215:** (Whole) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to adopt Resolution No. 215: A Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Taxing Power Pursuant to Section 66.0701, Wisconsin Statutes. **Discussion:** It was noted that the assessments would be for Henriette Ave. “Streetscape” items and that the Public Works Committee must create a detailed report on the project before a formal assessment hearing can be held. **Vote:** Ayes: 5. Motion carried.

- 11) Multi-Jurisdictional Planning Committee Appointments:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the appointment of Paul Dyer as the Village representative on the Multi-Jurisdictional Planning Committee, and Jo Di Volk as the alternate representative, as presented by President Deschane. Vote: Ayes: 5. Motion carried.

- 12) **Sidewalks on East Side of F.J. Street:** (Whole) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to include sidewalks on the east side of F.J. Street in the CTH A Reconstruction project at an approximate cost of \$59,000.00. Vote: Ayes: 4, Nays: 1 (Volk). Motion carried.
- 13) **Sidewalks on West Side of F.J. Street:** (Whole): Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to include sidewalks on the west side of F.J. Street in the CTH A Reconstruction project if Cable Television and WPS Electric utility relocation costs are waived, resulting in an approximate cost of \$59,000.00. Roll call vote: Kostuch: Yes, Janis Porfilio: Yes, Rich Porfilio: Yes, Volk: No, Kaminski: Yes. Motion carried.
- 14) **Parking on F.J. Street:** (Whole) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to widen the F.J. Street roadway during the CTH A Reconstruction project to allow for 8-foot parking lanes on both sides of the street at an approximate cost of \$20,000.00. Vote: Ayes: 4, Nays: 1 (Volk). Motion carried.
- 15) **Computer Network Domain Project:** (Whole) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to add the fire station and wastewater treatment facility to the wireless computer network system when current internet service contracts expire at a cost not to exceed \$1200.00. **Discussion:** It was noted that \$600 would need to be included in the 2008 budget for the Fire Dept. portion of this expense. **Vote:** Ayes: 5. Motion carried.
- 16) **Dyer Business Park Lots #4 & #5:** (Whole) Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to list Dyer Business Park Lots #4 and #5 with White Pine Real Estate at a cost of \$2,000.00 per lot if sold, with all current policies and restrictions to be maintained, and provided that the current potential developer retains first right of purchase on both lots. Vote: Ayes: 5. Motion carried.
- 17) **Dyer Business Park Roadwork:** (Whole) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to submit final payment in the amount of \$47,039.31 to the Marinette County Highway Department for roadwork in Dyer Business Park. Vote: Ayes: 4, Nays: 1 (Kostuch). Motion carried.
- 18) **Wellhead Protection Plan:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to adopt the Wellhead Protection Plan. Vote: Ayes: 5. Motion carried.
- 19) **Water Production Analysis:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to accept the contract with Ayres & Associates for a water production analysis at a cost not to exceed \$6,500.00. **Discussion:** Pres. Deschane explained that Well #2 is reaching its maximum capacity. This analysis will result in a report detailing options available to the village, such as digging a new well, or putting in the necessary filtration to make Well #1 useable. **Vote:** Ayes: 5. Motion carried.
- 20) **Wastewater Treatment Plant Effluent Testing:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to do wastewater treatment plant effluent testing at a cost not to exceed \$500.00. Vote: Ayes: 5. Motion carried.
- 21) **Wastewater Treatment Plant Sampler Purchase:** (Utilities) Motion by Trustee Kaminski, seconded by Trustee Janis Porfilio, to purchase wastewater treatment plant sampling equipment from Mulcahy/Shaw Water, Inc., at a cost not to exceed \$200.00, including installation. Vote: Ayes: 5. Motion carried.

- 22) **Littleland Park Surveillance Camera:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Volk, to purchase a surveillance camera for Littleland Park at a cost not to exceed \$500.00. Vote: Ayes: 5. Motion carried.
- 23) **Driveway & Parking Lot Plan Approval – Kathy Gilligan:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to approve the driveway and parking lot plan for Kathy Gilligan at 913 Mira Avenue as presented in her proposal dated July 30, 2007. Vote: Ayes: 5. Motion carried.
- 24) **Henriette Ave. Crosswalks:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to accept the quote from Dunn Rite in the amount of \$ 712.00 for painting crosswalks on Henriette Ave. Vote: Ayes: 5. Motion carried.
- 25) **Finnelli Ave Completion Project Bid Award:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Porfilio, to award the bid for the Finnelli Ave. completion project to Kakuk Construction in the amount of \$ 72,903.25. **Discussion:** Pres. Deschane explained that this project includes extension of water and sewer, curb and gutter, and roadway, and \$75,000 of the funding will come from 2 developers on Finnelli Ave. He reported that the project expenses are currently about \$1,700 over this amount, which will have to be funded by the TIF District. **Vote:** Ayes: 5. Motion carried.
- 26) **Posting of Weight Limits on Spur Street:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to post and enforce weight limits on Spur Street. **Discussion:** Pres. Deschane reported that he found a map dated 1919 that indicated Spur Street. **Vote:** Ayes: 5. Motion carried.
- 27) **Village Hall Boiler System Repairs:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to accept the quote from Sessler Plumbing for Village Hall boiler system repairs and updates at a cost not to exceed \$1,700.00, and to transfer \$1,621.67 from the Hall Heating of the Designated Funds to Village Hall – Equipment Maintenance. Vote: Ayes: 5. Motion carried.
- 28) **John Dory Property Sale Offer:** (Development) Bypass.
- 29) **Witt Auto Sales TIF Developers Agreement Amendment:** (Development) Bypass.
- 30) **Witt Auto Sales TIF Developers Agreement Payments:** (Development) Bypass.
- 31) **Crivitz Floral Certified Survey Map:** (Development) Bypass.
- 32) **Statewide Voter Registration:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew the Memorandum of Understanding with Marinette County to provide services for the statewide voter registration system at the same cost as the prior arrangement. Vote: Ayes: 5. Motion carried.

OLD BUSINESS:

Board of Review Reminder: Thursday, September 6th from 7-9pm. The Board of Review is comprised of all of the members of the Finance Committee, the Village President and clerk.

NEW BUSINESS:

President's Corner: Pres. Deschane commended the CBA for the Circus, thanked Eriks Garden Center for the donation of geraniums, thanked the Thrivent ladies for planting the flower pots and Bill Keller and various citizens for taking care of them, complimented the village employees on how well the village buildings look, which was mentioned in a recent newspaper article, and commended the Lion's Club on the beautiful new sign in Don Brooks Park. In answer to a question, he stated that the 125th Anniversary Events would be on August 2, 3 and 4 of 2008, and encouraged local groups to contact Ginger Deschane to help with planning.

Pres. Deschane referred the following items to the following committees:

Public Works – The Legion pavilion landscaping is very bad and needs to be re-done,

Public Works – Look into creating a “Village Engineer” position to address things like the Witt Ave drainage problem, Dyer Business Park east ditch, and various other similar construction that has been a problem recently. He added that if Glen Franzen were to be given this responsibility, other duties would have to be taken from him as his “briefcase is full”.

Finance – Develop an investment policy.

Public Safety – Delegate department heads to go through and update the emergency response plan and bring it back to the committee for review and approval.

CORRESPONDENCE:

WI Dept. of Administration: The department estimates the January 1st, 2007, population to be 1,033.

QUESTIONS FROM THE FLOOR: None.

ADJOURNMENT: Motion by Trustee Rich Porfilio, seconded by Trustee Kaminski, that the meeting be adjourned at 8:26pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer