

**MINUTES**  
**REGULAR MEETING**  
**VILLAGE OF CRIVITZ BOARD OF TRUSTEES**  
**September 20, 2011**

**Public present:** Bill Keller, Marie Tomaszewski (Peshtigo Times)

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 Jo Di Volk
Trustee Janis Porfilio	

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 Kaminski, seconded by Trustee Kostuch, that the agenda be adopted as presented. Vote: Ayes: 6. Motion carried.

4) **Minutes Approval:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the minutes of the regular meeting of August 16 and special meeting of August 20, 2011 be approved as presented. Vote: Ayes: 6. Motion carried.

5) **Financial Report:** Bypassed due to program problem – will be presented at October meeting.

6) **General Fund Vouchers:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve payment of general fund vouchers numbered 2580 through 2581, 4020, 6004, 21444 through 21525, and V5106 through V5122. Vote: Ayes: 6. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve the following payments from the general fund:

Pomasl for fire equipment and vehicle repairs	\$ 788.32
Green Thumb for cemetery trees	\$ 599.94

Vote: Ayes: 6. Motion carried.

6a) **Water Fund:** Motion by Trustee Volk, seconded by Trustee Porfilio, to approve payment of water fund vouchers numbered 3633 through 3641. Vote: Ayes: 6. Motion carried.

Motion by Trustee Volk, seconded by Trustee Porfilio, to approve payment from the water fund to Richlen Excavating in the amount of \$732.50 for water line repairs on Rosa Ave. Vote: Ayes: 6. Motion carried.

6b) **Sewer Fund:** Motion by Trustee Volk, seconded by Trustee Porfilio, to approve payment of sewer fund vouchers numbered 4640 through 4645. Vote: Ayes: 6. Motion carried.

**6c) Other Vouchers:**

Motion by Trustee Swanson, seconded by Trustee Keller, to approve payment of Well #3 Project vouchers numbered 1055 and 1056. Vote: Ayes: 6. Motion carried.

Motion by Trustee Kostuch, seconded by Trustee Porfilio, to approve payment of TIF fund voucher number 294. Vote: Ayes: 6. Motion carried.

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

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

**9) Ordinance No. 2011-02:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to adopt Ordinance No. 2011-02: An Ordinance Creating Section 2-3-13 of the Crivitz Municipal Code of Ordinances, establishing the position of 'Town Crier', and to appoint Peter White of Seaford, England, as the Town Crier. Discussion: Pres. Deschane explained that Mr. White is the Town Crier for our sister city Crivitz, Germany, their twin city of Seaford, England, and also of Bonningstadt, Germany. It is a traditional position and Mr. White had asked if Crivitz, Wisconsin, would also appoint him to the position here. Vote: Ayes: 6. Motion carried.

**10) Ordinance No. 2011-03:** (Public Works) Motion by Trustee Swanson, seconded by Trustee Keller, to adopt Ordinance No. 2011-03: An Ordinance Amending the Provisions of the Village of Crivitz Code of Ordinances Relating to Stop Signs. Vote: Ayes: 5, Nays: 1 (Kostuch). Motion carried.

**11) 2011 Budget Adjustment #4:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve 2011 budget adjustment #4. Vote: Ayes: 6. Motion carried.

**12) 2012 Attorney, Assessor & Auditor Contracts & Fees:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the 2012 contracts and fees as follows:

Attorney Frank Calvert for Legal Services	\$12,000.00
R & R Assessing for Assessing Services	\$ 8,220.00
Unger & Walters for Audit Services	\$16,000.00

Vote: Ayes: 6. Motion carried.

**13) Employee Handbook Amendments:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the employee handbook amendments regarding cost of living increases, health insurance, grievance procedure and workplace safety. Vote: Ayes: 6. Motion carried.

**14) Employee Grievance Procedure – Hearing Officer:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the appointment of the Crivitz School District Superintendent as the employee grievance hearing officer. Vote: Ayes: 6. Motion carried.

**15) Rudi Jensen Health Insurance Premiums:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to rescind the agreement dated 05/09/2005 with employee Rudi Jensen regarding payment of dependent health insurance premiums. Vote: Ayes: 6. Motion carried.

**16) 2012 Crivitz Rescue Squad Contract:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to accept the 2012 service contract with Crivitz Rescue Squad, Inc., in the amount of \$ 8,515.00. Vote: Ayes: 6. Motion carried.

- 17) Approval of New Firefighter:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to approve hiring of firefighter Joseph Foutch effective September 1, 2011. Discussion: Several board members stated they would like new firefighters to attend the board meetings so that they can meet them. It was not clear if this had been previously discussed at a committee or board meeting. Vote: Ayes: 6. Motion carried.
- 18) Halloween Trick-or-Treat Hours:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to set 2011 trick-or-treat hours for Monday, October 31<sup>st</sup> from 3:00pm to 6:00pm. Vote: Ayes: 6. Motion carried.
- 19) Homecoming Parade Street Use Permit:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to issue a street use permit for the 2011 Homecoming Parade for September 30, 2011. Vote: Ayes: 6. Motion carried.
- 20) Crivitz Ski Cats Street Use Permit:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to issue a street use permit to the Crivitz Ski Cats to block a portion of 6<sup>th</sup> Alley for an event on Friday, September 23, 2011. Discussion: The alley would be blocked from just east of the Iceburg to just south of the park and ride. Vote: Ayes: 6. Motion carried.
- 21) Animal Control:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kostuch, to accept the agreement with Countryside Vet for boarding and treating stray dogs. Discussion: Trustee Porfilio noted that cats will still be taken to the Crivitz Vet Clinic. Vote: Ayes: 6. Motion carried.
- 22) WI Rural Water Association Donation:** (Utilities) Motion by Trustee Volk, seconded by Trustee Porfilio, to donate \$500.00 from the water fund to the Wisconsin Rural Water Association building fund. Discussion: It was noted that the building will be used for training and educational purposes. Also that the association will no longer be receiving government funding. Vote: Ayes: 6. Motion carried.
- 23) Wastewater Treatment Facility Transfer Switch:** (Utilities) Motion by Trustee Volk, seconded by Trustee Porfilio, to accept the quote from J & T Electric in the amount of \$11,630.92 for a transfer switch at the wastewater treat plant. Discussion: Trustee Volk explained that this will allow the staff to switch to generator power in the event of an electrical power failure. Vote: Ayes: 6. Motion carried.
- 24) Crivitz Ski Cats Picnic License:** Bypassed.
- 25) Operators License Revocation:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to revoke the operators license for Cassandra Williams, due to convictions making her ineligible to hold the license and providing false information on the original license application.. Vote: Ayes: 6. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None

**President's Corner:** Pres. Deschane reported that the village received a commendation from the Regulatory Commission. He also reported that he had recently applied for a homeowners insurance quote and the company told him that because Crivitz has a highly rated Fire Department the premium would be decreased.

## Upcoming Meetings:

Thursday, September 22<sup>nd</sup> at 7:00pm – Committee of the Whole  
Tuesday, October 6<sup>th</sup> at 7:00pm – Public Safety  
Tuesday, October 11<sup>th</sup> at 7:00pm – Public Works  
Wednesday, October 12<sup>th</sup> at 7:00pm – Finance  
Thursday, October 13<sup>th</sup> at 7:00pm – Committee of the Whole

The Committee of the Whole meeting will include finalizing the 2012 budget and discussing employment and standard operating procedure documents. All committees were urged to have their proposed 2012 budgets in to the office prior to the date of the meeting.

## CORRESPONDENCE:

**WI Government Accountability Board:** 2011 senate recall election costs for the 40 counties involved were approximately \$2,144,000.00.

**Marinette County Highway Dept.:** The 2012-13 MSIP program meeting will be held on October 4<sup>th</sup> at 3:30pm at the Peshtigo shop. Trustee Janis Porfilio will attend the meeting.

**QUESTIONS FROM THE FLOOR:** None.

**Recess to closed session:** Motion by Trustee Volk, seconded by Trustee Kostuch, to recess to closed session for the purpose of conferring with legal counsel. Vote: Ayes: 6. Motion carried.

**Pres. Deschane stated:** Closed session is in accordance with WI Statute sec. 19.85(1)(g) which states that "...any meeting of a...governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section...(g)...conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

**Reconvene in open session:** Motion by Trustee Volk, seconded by Trustee Keller, to reconvene in open session at 8:03pm, announce action taken in closed session, if any, and adjourn the meeting. Vote: Ayes: 6. Motion carried. In open session Pres. Deschane stated that there was no action taken in closed session.

**ADJOURNMENT:** Motion by Trustee Kostuch, seconded by Trustee Volk, that the meeting be adjourned at 8:04pm. Vote: Ayes: 6. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer