

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

**Public present:** Steve Klein

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:00pm.
- 2) **Roll Call:** Present:           President John Deschane           Trustee Duane Swanson  
  Trustee Amy Deschane           Trustee Dick Kaminski  
  Trustee Fred Franzen           Trustee Stew Swanson
- Absent:           Trustee Kurt Kostuch
- Also present:    Attorney Dick Boren  
                          Clerk/Treasurer Marilyn Padgett

Pres. Deschane declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Franzen, seconded by Trustee Kaminski, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Franzen, seconded by Trustee Kaminski, that the minutes of the regular meeting of September 20th and public hearing of September 28th be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Franzen, seconded by Trustee Kaminski, that the financial reports for all funds for the month of September be approved as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Franzen, seconded by Trustee Kaminski, to approve payment of general fund vouchers numbered 2766 through 2769, 4082, 6064, 25817 through 25910, V6512 through V6536. Vote: Ayes: 5. Motion carried.
- 6a) **Water Fund:** Motion by Trustee Deschane, seconded by Trustee Franzen, to approve payment of water fund vouchers numbered 4040 through 4045. Vote: Ayes: 5. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Deschane, seconded by Trustee Franzen, to approve payment of sewer fund vouchers numbered 5189 through 5192. Vote: Ayes: 5. Motion carried.
- Motion by Trustee Deschane, seconded by Trustee Franzen, to approve the following payments from the sewer fund:
- |   |           |
|---|-----------|
| Biehl Construction for Kosir sewer service              | \$ 660.00 |
| PJ Kortens & Co. for WWTF annual flow meter calibration | \$ 547.75 |
- Vote: Ayes: 5. Motion carried.
- 6c) **Other Vouchers:** Motion by Trustee Franzen, seconded by Trustee Stew Swanson, to approve payment of TIF fund vouchers numbered 5015 through 5016. Vote: Ayes: 5. Motion carried.
- 7) **Committee & Attorney Reports:** Committee reports were distributed prior to the meeting. Atty Boren had no report but said he was happy to see the drainage ditch project was almost completed.
- 8) **Comments from Pre-registered Citizens:** None.

- 9) **2017 General Fund & TIF Fund Budgets:** (Whole) Motion by Trustee Franzen, seconded by Trustee Kaminski, to set the proposed 2017 General Fund budget at \$954,364.00 and TIF Fund budget at \$288,481.00, and to schedule the budget hearing for Tuesday, November 15th at 6:45pm. Vote: Ayes: 5. Motion carried.
- 10) **Employee Handbook Amendment:** (Whole) Motion by Trustee Franzen, seconded by Trustee Kaminski, to amend Section 2(c) of the Employee Handbook to add one floating holiday and 1/2 day for Christmas Eve, provided it falls on a working day, to the list of paid holidays for full-time employees. Discussion: The motion was amended by unanimous consent to state that the effective date would be January 1, 2017. Vote on motion as amended: Ayes: 5. Motion carried.
- 11) **Part-time Employee Wage Raises:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to approve a .50 per hour raise effective January 1, 2017, for part-time employees Barbara Uhl, Brian Scheuer and Sally Hastings. Vote: Ayes: 5. Motion carried.
- 12) **Limited English Proficiency Plan:** (Finance) Motion by Franzen, seconded by Trustee Kaminski, to approve the Limited English Proficiency Plan as presented. Discussion: Pres. Deschane noted that this plan is required for federal grant and loan programs. Vote: Ayes: 5. Motion carried.
- 13) **Ad Hoc Committee: Citizens Group for Industrial Development:** (Development) Motion by Trustee Franzen, seconded by Trustee Stew Swanson, to create an ad hoc committee called the 'Citizens Group for Industrial Development' to research and discuss attracting industry, with no municipal authority or funding, consisting of one Town of Stephenson board member, five Marinette County citizens, with John Deschane to represent the Crivitz Village Board and chair the committee. Discussion: Pres. Deschane reported that he had spoken with Stephenson Town Chairman, Mike Kudick, who will represent the town on the committee and is enthusiastic about the program. Vote: Ayes: 5. Motion carried.
- 14) **2017 Northwoods Recycling Coalition Dues:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Duane Swanson, to approve the 2017 Northwoods Recycling Coalition dues at \$8.00 per capita in the total amount of \$7,672.00. Discussion: Trustee Swanson explained that expenses to dispose of items are more costly than revenues. The coalition is looking at another company in Eagle River that may help out. Vote: Ayes: 5. Motion carried.
- 15) **Snow Removal Bid Award:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Deschane, to accept the bid from Richlen Excavating for 2016/17 season snow removal. Vote: Ayes: 5. Motion carried.
- 16) **Vacuum Cleaner Purchase:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Deschane, to purchase a vacuum cleaner from Belson Supply at a cost not to exceed \$1,000.00 and to fund the purchase from the general equipment savings fund. Vote: Ayes: 5. Motion carried.
- 17) **Wastewater Treatment Plant Water Transfer Pump:** (Utilities) Motion by Trustee Deschane, seconded by Trustee Franzen, to purchase a grinder pump from USA Bluebook for the wastewater treatment plant at a cost not to exceed \$925.00. Vote: Ayes: 5. Motion carried.
- 18) **Operators Licenses:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to deny the operators license application from Tylar Grandaw due to providing false information on the application in accordance with the current Operators License Review Policy. Vote: Ayes: 5. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**Halloween Trick-or-Treat:** Monday, October 31st from 3-6pm.

**Presidents Corner:** Pres. Deschane reported he had walked the drainage ditch project route and it appeared to be flat with the trees removed. He also reported that the Thunder River Fish Hatchery was scheduled to be closed by January 1, 2017, and urged board members to contact their state representatives to encourage them to work on keeping it open. The hatchery had been in operation since the 1930's.

**CORRESPONDENCE:** None.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, that the meeting be adjourned at 7:23pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer