

**MINUTES**  
**REGULAR MEETING**  
**VILLAGE OF CRIVITZ BOARD OF TRUSTEES**  
**December 18, 2007**

**Public present:** Ronald Saari (Crivitz Schools) and Marie Tomaszewski (Peshigo Times)

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:52PM.
- 2) **Roll Call:** Member Present:           President John Deschane           Trustee Duane Swanson  
  Trustee Kurt Kostuch           Trustee Trustee Dick Kaminski  
  Trustee Rich Porfilio           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 Janis Porfilio, seconded by Trustee Rich Porfilio, that the agenda be adopted as presented. Vote: Ayes: 6. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, that the minutes of the public hearing and regular meeting of November 15<sup>th</sup> be approved as presented. Vote: Ayes: 6. 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 November as presented. Vote: Ayes: 6. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment of general fund vouchers numbered 2431 through 2432, and 17033 through 17124. Vote: Ayes: 6. Motion carried.
- 6a) **Water Fund:** Motion by Trustee Swanson, seconded by Trustee Kaminski, to approve payment of water vouchers numbered 3309 through 3313. Vote: Ayes: 6. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Swanson, seconded by Trustee Kaminski, to approve payment of sewer vouchers numbered 4218 through 4227. Vote: Ayes: 6. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Kaminski, to approve payment from the sewer fund to the following:

County Electric Motor Service for pump repairs	\$ 365.00
North Central Labs for Lab equipment & supplies	\$ 775.45

Vote: Ayes: 6. Motion carried.

- 6c) **Other Vouchers:** Motion by Trustee Volk, seconded by Trustee Janis Porfilio to approve payment of TIF Fund vouchers numbered 211 through 215. Vote: Ayes: 6. Motion carried.
- 7) **Committee & Department Reports:** Copies distributed.

**Crivitz School District Annual Report:** Ronald Saari, Supt., reported that the school district is in good financial health. Due to declining student enrollment and increasing equalized values, which result in lower state aids, the district has had to solve budgeting problems by cutting staff and programs. However, even with these cuts over the years, students continue to test higher than state averages, which shows good program management and good teaching skills.

**8) Comments from Pre-registered Citizens:**

**9) Resolution No. 220:** (Whole) Motion by Trustee Volk, seconded by Trustee Rich Porfilio, to adopt Resolution No. 220: A Resolution Offering Property Owned by the Village of Crivitz to Habitat for Humanity for Residential Construction. Vote: Ayes: 6. Motion carried.

**10) Unique Transitions – DBP Lot Purchase Refund:** (Development) Motion by Trustee Volk, seconded by Trustee Kostuch, to acknowledge that fencing requirements were completed as directed at Unique Transitions in Dyer Business Park and to refund \$2,000.00 to Unique Transitions as part of the Dyer Business Park lot purchase refund that was previously withheld. Vote: Ayes: 6. Motion carried.

**11) Dyer Business Park Drainage Ditches – Engineering Invoices:** (Development) Bypassed.

**12) LML, LLC Property Sale:** (Development) Motion by Trustee Volk, seconded by Trustee Kostuch, to approve the sale of LML, LLC, property to Star Spangled Novelties in February, 2008, provided financial obligations under the TIF District Development agreement are met. Vote: Ayes: 6. Motion carried.

**13) Star Spangled Novelties Fireworks License:** (Public Safety): Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to issue a 5-year fireworks license to Star Spangled Novelties, upon successful completion of their purchase of American Fireworks and LML, LLC, property. Vote: Ayes: 6. Motion carried.

**14) Dana Harmon – 12/29/07 Fireworks Display at Ballfield:** (Public Safety & Parks & Rec) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to permit Mike Ford to provide a fireworks display on December 29<sup>th</sup>, 2007, per the request of Dana Harmon, at the ballfield located on the northeast corner of the intersection of Hall Avenue and Louisa Street, provided he cleans up the area following the display. Vote: Ayes: 6. Motion carried.

**15) Crivitz Rescue Squad 2008 Service Contract** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to accept the 2008 service contract with Crivitz Rescue Squad, Inc., at a total cost of \$8,185.00. Vote: Ayes: 6. Motion carried.

**16) Emergency Response Plan Update Ad Hoc Committee:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to form an Ad Hoc Committee for the purpose of updating the Emergency Response Plan, with the following members:

Marilyn Padgett, Clerk/Treasurer, Chair  
Stewart Swanson, Fire Chief  
Mike Frievalt, Police Chief,  
Glen Franzen, Utilities Operator

Vote: Ayes: 6. Motion carried.

**17) 2007 LOSA Contributions:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to approve 2007 LOSA contributions for 11 eligible fire department members. Vote: Ayes: 6. Motion carried.

- 18) **Tahoe Squad – Lights & Siren Replacement:** (Public Safety) Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, to approve the purchase of light and siren equipment from Gall's, Inc., for the Tahoe Police Squad vehicle at a cost not to exceed \$479.00. Vote: Ayes: 6. Motion carried.
- 19) **Update to Sidewalk Depreciation Schedule:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Swanson, to designate the Sidewalks savings fund for replacement of sidewalks on Henriette Avenue from Louisa Street to Sarah Street. Vote: Ayes: 6. Motion carried.
- 20) **Finelli Ave Project:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Swanson, to accept change orders number 2 and 3 to the Finelli Ave. project, and to release final payment to Kakuk Construction. Vote: Ayes: 6. Motion carried.
- 21) **Cemetery Project:** (Parks & Rec) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to pay \$52,193.30 to Richlen Excavating for the cemetery project, and withhold the remaining \$9,950.00 of the contract fee until such time as remaining work items are completed to the satisfaction of the village. Vote: Ayes: 6. Motion carried.

Motion by Trustee Kostuch, seconded by Trustee Kaminski, to transfer \$52,193.30 from the Perpetual Care Fund to the Cemetery – Contracted Services account of the general fund to cover cemetery project costs to date. Vote: Ayes: 6. Motion carried.

- 22) **Parks Depreciation Schedules Update:** (Parks & Rec) Motion by Trustee Kostuch, seconded by Trustee Volk, to designate Parks savings funds for the following purposes:

*River Ridge Park* – For improvements to park property in River Ridge South Subdivision  
*Park Equipment* – For purchases of picnic tables, grills, new trees, and garbage receptacles in all parks, and for electronic locks for Crivitz Community Veterans Park buildings

Vote: Ayes: 6. Motion carried.

- 23) **County Parcels:** (Whole) Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to propose that Marinette County convey two small parcels of land to the village at no cost, with the village to fund conveyance fees. Vote: Ayes: 6. Motion carried.
- 24) **Temporary Employee:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to hire Cara Behrendt as a part-time temporary employee to fill in for Deputy Clerk/Treasurer Jean Behrendt beginning on December 26, 2007, until such time as Jean is able to return to work. Vote: Ayes: 6. Motion carried.
- 25) **2007 Audit Proposal:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the proposal from Kerber & Rose for 2007 audit services at a cost not to exceed \$15,000.00. Discussion: Members agreed to seek quotes for the 2008 audit over the summer months. Vote: Ayes: 6. Motion carried.
- 26) **2007 Budget Adjustments:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve 2007 budget adjustments numbered 28 through 32. Vote: Ayes: 6. Motion carried.
- 27) **Punch Clock Replacement:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to purchase a new punch clock from Office Depot, at a cost not to exceed \$229.99, with ½ to be paid by the utility and ½ by the general fund. Vote: Ayes: 6. Motion carried.

28) **“Operators Licenses:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Kaminski, to issue an operators license effective 12/18/07 through 6/30/08 to Jamie Odom, who has received a satisfactory police records check. Vote: Ayes: 5, Abstentions: 1(Rich Porfilio). Motion carried.

**OLD BUSINESS:**

**Computer Services:** Motion made by Trustee Rich Porfilio, seconded by Trustee Kaminski, to rescind the previous motion to contract with N & M Automated Services for computer services, and to authorize President Deschane to make an arrangement with Mike Frievalt prior to 12/31/07, with a total cost to the village, including benefits, not to exceed \$7,500.00 per year, creating a separate position for computer services and hiring him to that position. Vote: Ayes: 5, Nays: 1 (Swanson). Motion carried.

**NEW BUSINESS:**

**President’s Corner:** Pres. Deschane welcomed Baraneks Meat Market on Main & Louisa to the village, congratulated new “grandpa” Duane Swanson, thanked the board for their efforts in making Crivitz a better place to live, work and play, and wished everyone a Merry Christmas.

**CORRESPONDENCE:**

**MAR-OCO Landfill:** A letter regarding increased tipping fees.

**Town of Stephenson:** A letter requesting the village apply for an ISO rating update was referred to the Public Safety Committee.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Rich Porfilio, seconded by Trustee Volk, that the meeting be adjourned at 9:03pm. Vote: Ayes: 6. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer