

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES

Public Present: Hon. Clifford Patz

- 1) **Call to Order:** President Deschane called the meeting to order at 7:00pm.
- 2) **Roll Call:** Members present: President John Deschane Trustee Aaron Patefield
 Trustee Kurt Kostuch Trustee Jeff Dorschner
 Trustee Fred Franzen Trustee Stew Swanson
- Members absent: Trustee Amy Grandaw
- Also present: Clerk/Treasurer Marilyn Padgett

Pres. Deschane declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Franzen, seconded by Trustee Swanson, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Franzen, seconded by Trustee Swanson, that the minutes of the regular meeting and public hearings of November 20th be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Franzen, seconded by Trustee Swanson, that the financial report for the month of November be approved as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Franzen, seconded by Trustee Swanson, to approve payment of general fund vouchers numbered 2848 through 2849, 4109, 6090, 7012, 27604 through 27675, and V7064 through V7080. Vote: Ayes: 5. Motion carried.

Motion by Trustee Franzen, seconded by Trustee Swanson, to approve payment from the general fund to the following:

J & T Electric for taking down flags & putting up decorations	\$ 727.42
Richlen Excavating for placing stones at waterfall for new sign	\$ 808.46
Richlen Excavating for George St & 7th Alley catch basin	\$ 4,658.00

Vote: Ayes: 5. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Patefield, seconded by Trustee Franzen, to approve payment of water fund vouchers numbered 4205 through 4219. Vote: Ayes: 5. Motion carried.

Motion by Trustee Patefield, seconded by Trustee Franzen, to approve payment from the water fund to Richlen Excavating for North Ave water lateral repair in the amount of \$6,107.00. Vote: Ayes: 5. Motion carried.

- 6b) **Sewer Fund:** Motion by Trustee Patefield, seconded by Trustee Franzen, to approve payment of sewer fund vouchers numbered 5389 through 5403. Vote: Ayes: 5. Motion carried.
- 6c) **Other Fund Vouchers:** Motion by Trustee Kostuch, seconded by Trustee Swanson, to approve payment of TIF fund voucher number 5050. Vote: Ayes: 5. Motion carried.
- 7) **Committee & Attorney Reports:** Committee reports were distributed prior to the meeting. There was no attorney report for the meeting.
- 8) **Comments from Pre-registered Citizens:** None.
- 8) **Employee Handbook Amendments:** (Finance) Motion by Trustee Franzen, seconded by Trustee Swanson, to approve amendments to the employee handbook regarding on-call employees and absence compensation. Vote: Ayes: 5. Motion carried.
- 9) **General & TIF Fund Budget Adjustments:** (Finance) Motion by Trustee Franzen, seconded by Trustee Swanson, to approve General and TIF Fund budget adjustments as presented and to authorize the Clerk/Treasurer to make minor final adjustments before year-end as may be needed. Discussion: The Clerk explained that the WI Dept of Revenue appeared to have increased stated shared revenue by \$29,456 in error. The increase appeared to be for the hydroelectric dam structures on the Peshtigo River in the Town of Stephenson. This money was electronically deposited in the Village funds in November. Although it is expected the DOR will require that it be refunded, the Clerk has been unsuccessful in getting anyone to respond to telephone calls or emails to their office. Updates will be given to the board as they are available. Vote: Ayes: 5. Motion carried.
- 10) **Temporary Class B License - St. Mary's:** (Finance) Motion by Trustee Franzen, seconded by Trustee Swanson, to grant a temporary class B beer and wine license to St. Mary's Church for the Valentine Dance on February 10, 2019 from 6:00pm to 11:59pm, provided that the facility is monitored to prevent underage drinking. Vote: Ayes: 5. Motion carried.
- 11) **Deputy Clerk/Treasurer Training:** (Finance) Motion by T Trustee Franzen, seconded by Trustee Dorschner, to approve training for Barbara Uhl, Deputy Clerk/Treasurer at the Clerks & Treasurers Institute in Green Bay from July 14 through 19, 2019, at a cost not to exceed \$1,150.00. Vote: Ayes: 5. Motion carried.
- 12) **Sewer Main Lift Station Backup Controls:** (Utilities) Motion by Trustee Patefield, seconded by Trustee Franzen, to contract with Energenecs to replace sewer main lift station backup controls at a cost not to exceed \$11,250.00. Vote: Ayes: 5. Motion carried.
- 13) **Wastewater Treatment Facility Air Compressor:** (Utilities) Motion by Trustee Patefield, seconded by Trustee Franzen, to approve the purchase of a new air compressor from Carquest Auto Parts for the wastewater treatment facility at a cost not to exceed \$1,511.00. Vote: Ayes: 5. Motion carried .
- 14) **Operators Licenses:** (Finance) Motion by Trustee Franzen, seconded by Trustee Dorschner, to grant operators licenses to Kerry Nerat and Sarah Parr for the term of 12/18/18 through 6/30/20, who both have received satisfactory background checks. Vote: Ayes: 5. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: Pres. Deschane thanked everyone for their service to the Village and wished them a Merry Christmas.

QUESTIONS FROM THE FLOOR: None.

ADJOURNMENT: Motion by Trustee Swanson, seconded by Trustee Dorschner, that the meeting be adjourned at 7:17pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L Padgett
Clerk/Treasurer