

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES
April 20, 2010

Public present: Ken Kacalo, Bill Keller, Dave & Marie Tomaszewski (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 Duane Swanson
 Trustee Shirley Keller Trustee Dick Kaminski
 Trustee Jo Di Volk Trustee Janis Porfilio
 Trustee Kurt Kostuch

 Also present: Clerk/Treasurer Marilyn Padgett

 Absent: Attorney Frank Calvert

Pres. Deschane declared a quorum present for the meeting.

3) **Adoption of Agenda:** Motion by Trustee Kaminski, seconded by Trustee Porfilio, that the agenda be adopted as presented. Vote: Ayes: 6. Motion carried.

3a) **2009 Audit Report:** Brad Walters, Unger & Walters, presented the 2009 audit report, which indicated that all funds are in good shape. Copies of the report were distributed to board members.

4) **Minutes Approval:** Motion by Trustee Kaminski, seconded by Trustee Porfilio, that the minutes of the regular meeting of March 16th be approved as presented. Vote: Ayes: 6. Motion carried.

5) **Financial Report:** Bypassed due to a computer system problem.

6) **General Fund Vouchers:** Motion by Trustee Kaminski, seconded by Trustee Porfilio, to approve payment of general fund vouchers as presented without voucher numbers due to a computer system problem, with the clerk's office to provide a list of actual voucher numbers at the May board meeting. Vote: Ayes: 6. Motion carried.

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

Peshtigo Times for publication fees	\$ 642.50
Pomasl Fire Equipment for Fire Dept. Equipment & Supplies	\$ 723.43
WI State Fire Chief's Association for conference fees	\$ 540.00

Vote: Ayes:6. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Keller, seconded by Trustee Swanson, to approve payment of water fund vouchers as presented without voucher numbers due to a computer system problem, with the clerk's office to provide a list of actual voucher numbers at the May board meeting. Vote: Ayes: 6. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Keller, seconded by Trustee Swanson, to approve payment of sewer fund vouchers as presented without voucher numbers due to a computer system problem, with the clerk's office to provide a list of actual voucher numbers at the May board meeting.. Vote: Ayes: 6. Motion carried.
- 6c) **Other Vouchers:** Motion by Trustee Kostuch, seconded by Trustee Porfilio, to approve TIF fund vouchers numbered 267 through 268. Vote: Ayes: 6. Motion carried.
- 7) **Committee & Department Reports:** Copies distributed.
- 8) **Comments from Pre-registered Citizens:** None.
- 9) **Resolution No. 241:** (Development) Motion by Trustee Kostuch, seconded by Trustee Porfilio, to adopt Resolution No. 241: A Resolution of Intention to Seek to Enter into an Agreement with Crivitz Land LLC for the Purchase and Development of Lands Within the Village of Crivitz for the purpose of Construction of a Hotel, Convention Center and Water Park. Vote: Ayes: 6. Motion carried.

10) **April Appointments:**

Committees: Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the annual committee appointments as presented by Pres. Deschane. Vote: Ayes: 6. Motion carried.

Zoning Board of Appeals: Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the appointment of the following persons to serve on the Zoning Board of Appeals for the term ending in April, 2013:

Herald Porfilio, Chair
Randy Atwood
Paul Dyer
Robin Hanson
Greg Deschane
Luke Deschane, Alternate
Gene Golla, Alternate

Vote: Ayes: 6, Abstentions: 1 (Deschane). Motion carried.

Plan Commission: Motion by Trustee Kaminski, seconded by Trustee Kostuch, to accept the appointment of Jeff Mursau to the Plan Commission for the term ending April 30, 2013. Vote: Ayes: 6. Motion carried.

Other Appointments: Motion by Trustee Kaminski, seconded by Trustee Porfilio, to accept the annual appointment of Duane Swanson as Employee Facilitator and Northwoods Recycling Coalition Representative and Greg Gocht as Weed Commissioner. Vote: Ayes: 6. Motion carried.

- 11) **Ball Park Improvements:** (Whole) Motion by Trustee Volk, seconded by Trustee Keller, to allow the Crivitz Men's Softball League to construct a pavilion/concession stand at the south end of the ball park, subject to the approval of the Building Inspector, and to waive permit fees. Discussion: It was noted that the completed building will belong to the village. Vote: Ayes: 6. Motion carried.
- 12) **Manhole Reconstruction:** (Utilities) Motion by Trustee Keller, seconded by Trustee Swanson, to contract with Jim's Septic Pumping to rebuild 14 manholes at a cost not to exceed \$4,200.00. Vote: Ayes: 6. Motion carried.
- 13) **Fire Hydrant Replacements & Installation:** (Utilities) Motion by Trustee Keller, seconded by Trustee Swanson, to replace 2 fire hydrants at a total cost not to exceed \$7,800.00, including installation. Discussion: Board members decided that the committee should obtain and review competitive quotes for the equipment purchase and contracted service. *Motion withdrawn and sent back to committee.* Vote: Ayes: 6. Motion carried.
- 14) **Well #2 Fencing:** (Utilities) Motion by Trustee Keller, seconded by Trustee Swanson, to contract with Fortress Fence to replace fencing at Well #2 at a cost not to exceed \$797.00. Vote: Ayes: 6. Motion carried.
- 15) **2010 Spring Clean up:** (Public Works) Motion by Trustee Swanson, seconded by Trustee Kaminski, to schedule the annual Spring Clean up for Saturday, May 22nd from 9:00am to 2:00pm. Vote: Ayes: 6. Motion carried.
- 16) **Emergency Vehicle Entrance Signs:** (Whole) Motion by Trustee Porfilio, seconded by Trustee Swanson, to purchase 5 emergency vehicle entrance signs from Tapco at a cost not to exceed \$21,575 to be funded from the CTH A Project Savings fund and/or a Highway Safety Improvement Program grant. Discussion: It was noted that the Public Works crew would be installing the signs after the CTH A project is completed. Vote: Ayes: 6. Motion carried.
- 17) **Crivitz Men's Softball League Picnic License:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Porfilio, to extend the Crivitz Men's Softball League picnic license to include 12:00 noon to 9:00pm on Sundays from June 6 through October 3, 2010. Vote: Ayes: 6. Motion carried.
- 18) **Credit Card Transactions:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Porfilio, to contract with GovPay, EXP, for credit and debit card payment transactions and to purchase 3 card readers at \$65.00 each. Discussion: Pres. Deschane explained that this service would be used for collection of court fines, utility bills, and taxes. GovPay charges customers a service fee based on the amount of the transaction, which results in no cost to the village. Vote: Ayes: 6. Motion carried.
- 19) **General Insurance Renewal:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Porfilio, to renew insurance policies with Community Insurance Corporation for \$18,221.00 and the Wisconsin Property Fund for approximately \$10,500.00. Vote: Ayes: 6. Motion carried.
- 20) **Fire Department Depreciation Schedule:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kaminski, to approve the updated Fire Department depreciation schedule. Vote: Ayes: 6. Motion carried.

- 21) **New Firefighter:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kaminski, to accept Tim McFadden as a firefighter per the recommendation of the Fire Chief. Vote: Ayes: 6. Motion carried.
- 22) **Municipal Directional/Wayfinding Signs:** (Development) Motion by Trustee Kostuch, seconded by Trustee Porfilio, to purchase municipal directional/wayfinding signs from Tapco from the TIF fund at a cost not to exceed \$4,000.00, which includes installation. *Motion amended:* Motion by Trustee Kostuch, seconded by Trustee Porfilio, to specify that a total of 9 signs are to be purchased, with Rhodes/Charapata Funeral Home to reimburse the village for one of the signs. Vote on amendment: Ayes: 6. Motion carried. Discussion: It was agreed to order the signs now, with the vendor to submit proofs of each sign before production, and that the county will install the signs on USH 141 and the Public Works crew will install the remainder. Vote on main motion as amended: Ayes: 6. Motion carried.
- 23) **July 4th Flea Market:** (Development) Motion by Trustee Kostuch, seconded by Trustee Porfilio, to hold the July 4th, 2010 flea market in Lot #4 of Dyer Business Park. Vote: Ayes: 6. Motion carried. (Clerk's Note: See May board meeting minutes for potential location change.)
- 24) **CTH A Reconstruction Project – TIF Contribution:** (Development) Motion by Trustee Kostuch, seconded by Trustee Porfilio, that the TIF Fund contribute \$55,000.00 to the CTH A Reconstruction project from "Future Project Savings", with the amount to be reduced accordingly if project costs are less than anticipated. Vote: Ayes: 6. Motion carried.
- 25) **Operators Licenses:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Porfilio, to issue operators licenses effective 4/20/10 through 6/30/10 to Amanda Jerroll, Amanda Kusba, Mark Bomkamp, Alyx Knudson and Jamie Voet, who have received satisfactory records checks. Vote: Ayes: 6. Motion carried.

OLD BUSINESS:

Emergency Warning System Update: Pres. Deschane reported that the system is working properly in case of emergency. A communications problem is only related to the testing function.

NEW BUSINESS:

President's Corner: Trustee Porfilio thanked Pres. Deschane for putting up his own American flag at the ballfield in response to a complaint that the flag needed to be replaced. Pres. Deschane thanked the Crivitz High School Boys Baseball team for cleaning up the parks as a community service. He also thanked Kurt Kostuch, and all departments involved with the Every 15 Minutes Program. He also thanked the Public Works crew for an outstanding job to the hall and boardroom renovations.

CORRESPONDENCE:

NWTC Scholarship Fund: An announcement of the fund creation and fundraising event was distributed.

M & M Irrigation – Park Irrigation System Maintenance: The annual maintenance contract and suggested fertilizing system quote were referred to the Parks & Recreation Committee.

Julie Retza, School AODA Advisor: A thank you note was received for fire, police and police auxiliary participation in the Every 15 Minutes program.

QUESTIONS FROM THE FLOOR: None.

Recess to closed session: Bypassed.

ADJOURNMENT: Motion by Trustee Kaminski, seconded by Trustee Volk, that the meeting be adjourned at 8:30pm. Vote: Ayes: 6. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer