

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

**Public present:** Bill Keller, Ginger Deschane, John Llinas, Karen Kerber, 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 Janis Porfilio  
  Trustee Kurt Kostuch           Trustee Shirley Keller  
  Trustee Rich Porfilio           Trustee Jo Di Volk

                  Members absent:           Trustee Duane Swanson (out of town)

                  Also present:           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. Discussion: Trustee Volk noted that item #30 would be bypassed. Vote: Ayes: 5. Motion carried.

**Presentation – Bank North:** John Llinas of Bank North presented a \$2,000.00 donation to Ginger Deschane, Chair of the 125<sup>th</sup> Anniversary Celebration Committee, for fireworks.

**Presentation – Girl Scouts:** Ginger Deschane presented an appreciation plaque from the Girl Scouts for allowing them to use the Village Hall for various events. Pres. Deschane thanked Ginger, Katie Deschane and Sandy Fischer for weeding the waterfall in Triangle Park.

**Presentation – 2007 Audit:** Karen Kerber, Kerber, Rose & Associates, presented the 2007 audit. She indicated that the remaining debt capacity is normal for municipalities of similar size, and that there is a good fund balance. TIF expenses are also normal for an active district. She noted that a formal investment policy is needed. She did not recommend decreasing sewer rates, even though a bond issue was recently paid off, because the rate of return is currently small (approx. 1%) and the utility should be building up savings for future system overhauls.

4) **Minutes Approval:** Motion by Trustee Janis Porfilio seconded by Trustee Rich Porfilio, that the minutes of the regular meeting of April 15<sup>th</sup> and special meeting of May 8<sup>th</sup> be approved as presented. Vote: Ayes: 5. 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 April as presented. Vote: Ayes: 5. Motion carried.

6) **General Fund Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment of general fund vouchers numbered 2446 through 2447, and 17556 through 17648. Vote: Ayes: 5. Motion carried.

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

Peshtigo Times for Publication Fees	\$ 687.70
Five Star Fireworks for 125 <sup>th</sup> Celebration Fireworks	\$ 2,000.00

Vote: Ayes: 5. Motion carried.

- 6a) Water Fund:** Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to approve payment of water fund vouchers numbered 3352 through 3363. Vote: Ayes: 5. Motion carried.

Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to approve payment from the water utility to Northern Lake Service in the amount of \$1,432.27 for water testing. Vote: Ayes: 5. Motion carried.

- 6b) Sewer Fund:** Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to approve payment of sewer vouchers numbered 4264 through 4274. Vote: Ayes: 5. Motion carried.

Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to approve payment from the sewer fund to Engineered Products for Main Lift Station repairs in the amount of \$1,215.00. Vote: Ayes: 5. Motion carried.

- 6c) Other Vouchers:** Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to approve payment of TIF fund voucher number 224. Vote: Ayes: 5. Motion carried.

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

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

- 9) Ordinance No. 2008-02:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to adopt Ordinance No. 2008-02: An Ordinance Relating to Fees for Public Requests for Special Board Meetings and Non-Scheduled Committee Meetings. Discussion: Trustee Volk asked about the fees being at the discretion of the President. Pres. Deschane replied that he works with people to determine if they could have their issues addressed in regularly scheduled meetings before assessing such charges. It was also noted that this wording was carried over from what was already in the ordinance. Vote: Ayes: 5. Motion carried.

- 10) Resolution No. 222:** (Utilities) Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to adopt Resolution No. 222: A Resolution Providing for the Use of Streets, Alleys, and Road Right of Ways by the Village of Crivitz Water Utility for the Purpose of construction, Operation, and Maintenance of the Proposed Well and Water System. Vote: Ayes: 5. Motion carried.

- 11) Resolution No. 223:** (Utilities) Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to adopt Resolution No. 223: A Resolution Accepting the Compliance Maintenance Annual Report Dated May 20, 2008, and Setting Forth Actions Necessary to Maintain Effluent Requirement Contained in the WPDES Permit for the Crivitz Wastewater Treatment Facility Discussion: Pres. Deschane noted that the utility again had an excellent score on the report. Vote: Ayes: 5. Motion carried.

- 12) Well #3 Project – Archeological Report:** (Utilities) Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to accept the archeological report for the Well #3 Project river crossing as submitted by Midwest Archeological Consultants, and to approve payment for the report in the amount of \$1,000.00. Vote: Ayes: 5. Motion carried.

- 13) **Well # 3 Project – Temporary Construction Easements:** (Utilities) Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to offer \$800 each for the temporary construction easements needed on the north and south sides of the Peshtigo River for the new river crossing. Vote: Ayes: 5. Motion carried.
- 14) **Louisa St. Water Lateral Repair:** (Utilities) Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to repair a water lateral on Louisa St. not to exceed a cost of \$1500.00. Vote: Ayes: 5. Motion carried.
- 15) **Utility Valve Box Maintenance:** (Utilities) Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to purchase 4 new valve wrenches from Richlen Enterprises not to exceed a total cost of \$500.00. Vote: Ayes: 5. Motion carried.
- 16) **Sewer Utility Pumping Trailer Repair:** (Utilities) Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to contract with Envirotech to repair the utility pumping trailer at a cost not to exceed \$1500.00. Vote: Ayes: 5. Motion carried.
- 17) **License Renewals:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to renew Class B Liquor & Fermented Malt Beverage licenses for the period from July 1, 2008, through June 30, 2009, for the following:

Trackside, LLC, Vito Congine Sr., Agent, for Trackside,  
Fuzzy's Bar, Inc., Dennis Jahnke, Agent, for Fuzzy's Bar,  
Crivitz Gateway, Ltd., Scott Busick, Agent, for Crivitz Gateway,  
Daniel Piasecki & Timothy Bublitz Owners, for Dan & Tim's Riverside,  
Charlie's Island Café, LLC, Charlie DeSmidt, Agent, for Charlie's Island Café.

. Vote: Ayes: 5. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to renew Class A Retail Liquor & Fermented Malt Beverage licenses for the period from July 1, 2008, through June 30, 2009, for the following:

Witt's Foods, Inc., Nicholas Witt, Agent, for Witt's Piggly Wiggly,  
Wolverine Outfitters, LLC, Kurt Kostuch, Agent for Wolverine Outfitters,  
Rechner, LLC, Martha Rechner, Agent, for On a Whim, Boutique Wines & Gifts

. Vote: Ayes: 4, Abstentions: 1(Kostuch). Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to renew Class A Retail Fermented Malt Beverage licenses for the period from July 1, 2008, through June 30, 2009, for the following:

Corner Convenience, Inc, Barbara Hock, Agent, for T & B One Stop,  
Krist Oil Co, Inc., Joy Weber, Agent, for Citgo Quik Food Mart, ,  
LaFaive Crivitz Co., Shane Ellison, Agent, for Northland Mini-Mart.,  
Richard E. Porfilio, Owner, for Crivitz 141 Shell.

. Vote: Ayes: 4, Abstentions: 1(Rich Porfilio).

Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to renew Limited Class A Retail Liquor and Fermented Malt Beverage license for the period from July 1, 2008, through June 30, 2009, for Lori Myszka, Agent, for Pine Cone Home Décor, Inc. Vote: Ayes: 5. Motion carried.

**18) Cigarette License Renewals: (Finance)** Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to renew cigarette licenses for the period from July 1, 2008, through June 30, 2009, for the following:

Crivitz 141 Shell	Fuzzy's Bar
Dan & Tim's Riverside	Witt's Piggly Wiggly
T & B One Stop	Trackside Saloon
Northland Mini-Mart	Citgo Quik Food Mart
On a Whim	

Discussion: It was noted that On a Whim may not desire a cigarette license anymore. If not, the license will not be issued. Vote: Ayes: 4, Abstentions: 1(Rich Porfilio). Motion carried.

**19) American Legion Picnic License: (Finance)** Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to issue a Picnic License to the American Legion for July 4<sup>th</sup> at the Crivitz Community Veterans Park, and to waive fees and fencing requirements. Vote: Ayes: 5. Motion carried.

**20) Curb Painting Machine: (Public Works)** Motion by Trustee Rich Porfilio, seconded by Trustee Keller, to purchase a curb painting machine at a cost not to exceed \$4500.00. Vote: Ayes: 5. Motion carried.

**21) Park Irrigation Systems Maintenance: (Parks & Recreation)** Motion by Trustee Keller, seconded by Trustee Volk, to accept the annual maintenance agreements submitted by N & M Irrigation for Triangle and Littleland Parks at a total cost not to exceed \$125.00. Vote: Ayes: 5. Motion carried.

**22) Ballfield Use: (Parks & Recreation)** Motion by Trustee Keller, seconded by Trustee Volk, to allow the Crivitz School District to use the ballfield at Louisa & Hall Ave. for the 2008 season. Vote: Ayes: 5. Motion carried.

**23) Cemetery Project: (Parks & Recreation)** Motion by Trustee Keller, seconded by Trustee Volk, to make final payment to Richlen Excavating in the amount of \$10,290.00 for the cemetery project. Vote: Ayes: 4, Nays: 1 (Rich Porfilio).. Motion carried.

**24) Cemetery "Avenue of Flags": (Parks & Recreation)** Motion by Trustee Keller, seconded by Trustee Kostuch, to sell flagpoles for the new cemetery for \$500.00 each, according to a policy to be developed by President Deschane Discussion: Pres. Deschane explained that this will be on the center road of the north cemetery and the price includes the flag, pole, plaque and installation. The price is for an order of 5 or more at a time. The price for flagpoles will go up as the cost to the village goes up. The policy will include details such as description of the actual pole and plaque, location, who the pole is in memory of, when it will be installed, etc. Vote: Ayes: 5. Motion carried.

**25) Municipal Court Clerk Position: (Finance)** Motion by Trustee Janis Porfilio, seconded by Trustee Keller, to hire Cara Behrendt as Municipal Court Clerk effective 5/21/08 at an hourly rate of \$10.00. Vote: Ayes: 5. Motion carried.

**26) Financial Consultants: (Finance)** Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to contract with Community Investment Partners for investment consulting and services for one year. Discussion: Members discussed the presentations given by both financial consulting firms and some did not care for CIP and expressed interest in interviewing others. Trustee Rich Porfilio expressed concern about the cost of CIP handling village investments. Pres. Deschane and Trustee Janis Porfilio liked CIP better because they felt the representative demonstrated knowledge and experience of municipal finance and cash flow. It was noted that the motion did not authorize any expense. If any investments were to be made with CIP, there would need to be another motion to do so. Roll Call Vote: Kostuch: Yes, Janis Porfilio: Yes, Rich Porfilio: No, Volk: No, Keller: No, Deschane: Yes. Vote tied. Motion failed for lack of voting requirement.

- 27) **Power Point Projector Purchase: (Finance)** Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to purchase a power point projector from CDW-G at a cost not to exceed \$825.00. Vote: Ayes: 5. Motion carried.
- 28) **American Legion July 4<sup>th</sup> Picnic License:** Bypassed – duplicate agenda item.
- 29) **Unique Transitions – DBP Refund: (Development)** Bypassed.
- 30) **Dory Investments LLC TIF Agreement & Purchase: (Development)** Bypassed.
- 31) **Dory Investments LLC – Certified Survey Map: (Development)** Bypassed.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**President's Corner:** Pres. Deschane thanked Trustee Janis Porfilio for helping out in the office recently while the Deputy Clerk was on vacation. He also acknowledged Gene Chapman and elementary students for their work on Chain Reaction Day.

**Board of Review Schedule:** Tuesday, June 24, 7-9pm

**CORRESPONDENCE:**

**Parade Permit Applications:** 125<sup>th</sup> Anniversary Celebration & July 4<sup>th</sup> parade permit applications were referred to the Public Safety Committee.

**Dyer Business Park Employment:** Report of current employment indicating 27 part-time and 18 full-time positions.

**River Road Riders:** A thank you letter for the snowmobile route.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Rich Porfilio, seconded by Trustee Kostuch, that the meeting be adjourned at 8:50pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer