

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES

Public present: Bill Keller, Vito Congine Sr., 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 Kurt Kostuch Trustee Shirley Keller
 Trustee Jo Di Volk Trustee Janis Porfilio
- Members absent: Trustee Rich Porfilio (Out of town)
- 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 Swanson, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Janis Porfilio seconded by Trustee Swanson, that the minutes of the public hearing and regular meeting of November 18th be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to accept the financial reports for all funds for the month of November as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to approve payment of general fund vouchers numbered 2467 through 2469, and 18251 through 18332. Vote: Ayes: 5. Motion carried.

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

Witt Auto Sales for tires for the Durango police vehicle	\$ 667.67
Marinette County Highway Dept. for 2 months of gas & pothole repairs	\$ 3,303.83
J & T Electric for installing holiday decorations & supplies for various departments	\$ 574.60

Vote: Ayes: 5. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Swanson, seconded by Trustee Keller, to approve payment of water fund vouchers numbered 3406 through 3407. Vote: Ayes: 5. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Keller, to approve the following payments from the water fund:

Town of Stephenson for Well #3 property taxes	\$ 621.73
Davies Water for hydrant repairs and supplies	\$ 619.69

Vote: 5. Motion carried.

- 6b) Sewer Fund:** Motion by Trustee Swanson, seconded by Trustee Volk, to approve payment of sewer vouchers numbered 4339 through 4345. Vote: Ayes: 5. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Keller, to approve the following payments from the sewer fund:

Veolia for cleaning digester at WWTF – FOCUS project	\$ 2,984.00
North Central Labs for lab supplies and heating element	\$ 1,390.75

Vote: Ayes: 5. Motion carried.

- 6c) Other Vouchers:** Motion by Trustee Volk, seconded by Trustee Janis Porfilio, to approve payment of TIF fund vouchers numbered 236 through 238. Vote: Ayes: 5. Motion carried.

7) Committee & Department Reports: Copies distributed.

8) Comments from Pre-registered Citizens: None.

- 9) Ordinance No. 2008-10:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Swanson, to adopt Ordinance No. 2008-10: An Ordinance Amending the Provisions of the Village of Crivitz Code of Ordinances Relating to the Village Budget. Vote: Ayes: 5. Motion carried.

10) Asst. Utilities Operator Wage Raise: (Utilities) Motion by Trustee Swanson, seconded by Trustee Volk, to approve a wage raise of .50 per hour for Rudi Jensen, Asst. Utilities Operator, effective January 1, 2009. Discussion: Trustee Swanson explained that there was an oversight and this raise was missed from a meeting in December, 2007, where the committee agreed to bring a motion for a 50 cent raise effective January 1, 2008, and another raise January 1, 2009. Vote: Ayes: 5. Motion carried.

11) Focus on Energy Grant Purchase: (Utilities) Motion by Trustee Swanson, seconded by Trustee Volk, to approve the revised cost of \$ 12,333.00 from EPI for blower installation and revised cost of \$2,475.00 from Travis Mueller for electrical parts and labor at the Wastewater Treatment Facility under the Focus on Energy grant program. Discussion: Trustee Swanson explained that even with these increased costs, the project is still within budget. Vote: Ayes: 5. Motion carried.

12) Fritzie Ave. Apartments Sewer Repair: (Utilities) Motion by Trustee Swanson, seconded by Trustee Volk, to approve payment of bills for sewer repairs at the Fritzie Ave. apartments not to exceed \$820.00. Discussion: Payment will be made directly to the apartment building owner, Wausaukee Non-Profit Housing. Vote: Ayes: 5. Motion carried.

13) Utilities Equipment Purchases: (Utilities) Motion by Trustee Swanson, seconded by Trustee Volk, to approve the following purchases from utility funds, not to exceed the amounts indicated:

Outdoor light fixture for Well #2 from J & T Electric (Water)	\$ 450.00
Battery Powered Sawzall from True Value (Water & Sewer)	\$ 350.00
Yellow Light bar for Rudi's Truck (Water & Sewer)	\$ 350.00
Motion Camera for Sewer Plant (Sewer)	\$ 700.00

Vote: Ayes: 5. Motion carried.

14) 2008/09 Snowplowing & Removal – Richlen Excavating: (Public Works) Motion by Trustee Swanson, seconded by Trustee Keller, to accept the bid from Richlen Excavating for snowplowing and removal for the 2008/09 winter season. Vote: Ayes: 5. Motion carried.

15) Baler Purchase: (Public Works) Motion by Trustee Swanson, seconded by Trustee Keller, to approve payment of the village portion of the Northwoods Recycling Coalition baler purchase in the amount of \$9,575.47, and to transfer funds from the Designated Funds account to cover the expense. Vote: Ayes: 5. Motion carried.

16) 2008 Budget Amendment #5: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to approve 2008 general fund budget amendment #5. Vote: Ayes: 5. Motion carried.

17) General Complaint Form Revision: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to accept the revision to the general complaint form. Vote: Ayes: 5. Motion carried.

18) Operators Licenses: (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Kostuch, to issue operators licenses effective 12/16/08 through 6/30/10 to Sandra Forsythe and Lois Kirby, both having received satisfactory records checks. Vote: Ayes: 5. Motion carried.

19) Ordinance No. 2008-11: (Public Safety) Motion by Trustee Kostuch, seconded by Trustee Janis Porfilio, to adopt Ordinance No. 2008-11: An Ordinance Amending Section 10-1-27 of the Village of Crivitz Code of Ordinances Relating to Specific Parking Prohibited Zones. Vote: Ayes: 5. Motion carried.

20) Police Squad Car Purchase: (Public Safety) Motion by Trustee Kostuch, seconded by Trustee Janis Porfilio, to purchase a 2007 Tahoe police squad vehicle from Miles Chevrolet for \$28,910.00 in January, 2009, and to transfer this amount from savings to cover the expense. Discussion: Funding will come from the 2009 budget - \$6,000 from the Fire Department and \$22,910 from the Police Department. Vote: Ayes: 5. Motion carried.

21) Public Safety Depreciation Schedules: (Public Safety) Motion by Trustee Kostuch, seconded by Trustee Janis Porfilio, to accept depreciation schedules as submitted by the Police and Fire Chiefs. Discussion: The clerk will change “unspecified vehicle to be purchased in 2009” to “2007 Tahoe” on the Police schedule. Vote: Ayes: 5. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS:

President's Corner: Pres. Deschane thanked employees and board members for their hard work and dedication and wished a Merry Christmas to all. He noted that the J & T Electric bill approved earlier in the meeting included a deduction of 50% as their contribution for putting up holiday decorations. He referred a sample ordinance submitted by Kip Knudson to the Public Works Committee. The ordinance proposes to ban the use of Styrofoam.

Gelid, LLC, Annexation Petition: Annexation ordinance will be on the January board meeting agenda.

CORRESPONDENCE: None.

QUESTIONS FROM THE FLOOR: None.

ADJOURNMENT: Motion by Trustee Keller, seconded by Trustee Kostuch, that the meeting be adjourned at 8:03 pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer