

Village of Crivitz Committee Meeting Report

Committee: Admin & Development Date: 1/10/2024 Time: 6:00:00 PM - 6:48p

Members Present:	Jeff Dorschner, Chair Michael Strandt	Public Present:	Amy Grandaw, Ginger Deschane Margaret Weathers
Staff Present	Kaitlin Deschane, Clerk-Treasurer Glen Franzen, Sewer Superintendent Rudi Jensen, Watr Superintendent Eric Kutches, Utility Assistant Jeff Bonikowski, Fire Chief Shawn Veriha, Police Chief		

Agenda Item:	Synopsis of Discussion	Proposed Action
1 T&B Class B Beer License		Send to Board
Who?		
What?		
Where?		
Why?		
How?	One Stop Shop a new LLC that will be housed in T&B are applying for a Class B Beer license. It is legal to have two separate businesses in the same building to have two different kinds of alcohol	
When?	licenses if everything is completely separate. No way to move between the businesses on the	
Deadline?	inside, separate operators, separate storage places, separate orders	
2 Briars & Brambles Class A Liquor/Beer License		Tabled
Who?		
What?		
Where?		
Why?		
How?		
When?	Do not currently have a liquor license but they would be allowed one. We do not have	
Deadline?	paperwork yet.	
3 Audit Contract		Bypass
Who?		
What?		
Where?		
Why?		
How?		
When?		
Deadline?		
4 Audit Engagement Letter		Send to Board
Who?		
What?		

Where?
Why?
How?
When?
Deadline? Engagement Letters for TIF Audit (15,000) and Regular Audit (9,000)

5 CDBG Public Facilities Grants

Information

Who?
What?
Where?
Why?
How? This grant is for sewer/water expansion, streets updates, and community centers. Unfortunately
When? this year it is not for updates to park as we had hoped. We will continue to look at other CDBG
Deadline? grants and decide which we would like to apply for as you can only receive CDBG every 3 years.

6 Crivitz Community Veterans Park Plan

Tabled

Who?
What?
Where?
Why?
How?
When? Update the 2017 plan, hold a public hearing, and adopt a resolution. Board should review and
Deadline? prioritize projects within the plan

7 Job Description Updates

Send to Board

Who?
What?
Where?
Why?
How?
When? Water & Sewer back into Utilities, Rudi becomes Utilities Superintendent, Eric reports to Rudi,
Deadline? Glen is Project Development Administrator

8 Employee Handbook – Longevity Incentive

Send to Board

Who?
What?
Where?
Why?
How?
When?
Deadline? Increased every five year per table, payable yearly quarterly for full time employee

9 Closed Session – Longevity Incentive*

Who?
What?
Where?
Why?
How?
When?
Deadline? 1st: Michael Strandt, 2nd Amy Grandaw. SS: Yes, MS: Yes, GG:Yes, AG: Yes 6:44pm

10 Reconvene in Open Session

Who?

What?

Where?

Why?

How?

When? 1st Michael Strandt, 2nd: Amy Grandaw. 6:47pm Agreed to offer longevity \$1000 for 2024, \$500
Deadline? for 2025 to Barb Uhl

11 Budget Review

Who?

What?

Where?

Why?

How?

When?

Deadline? Tax collection is slow, no current income for utilities or accounts payable

12 Operators Licenses

Who?

What?

Where?

Why?

How?

When?

Deadline? None

13 Correspondence Relative to Administrative & Development Committee

Who?

What?

Where?

Why?

How?

When?

Deadline? None

14 Miscellaneous Purchases of Non-Routine Items over \$75

Who?

What?

Where?

Why?

How?

When?

Deadline? None