

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

**Public present:** Ray & Angie Majewski, Shirley Prudhomme, Dave Schmitz, Lauren Greene.

- 1) **Call to Order:** President Dorschner called the meeting to order at 6:00pm.
- 2) **Roll Call:** Members present:           President Jeff Dorschner           Trustee Gloria Kainz  
                                                          Trustee Stew Swanson           Trustee Amy Grandaw  
                                                          Trustee Michael Strandt
- Members absent:           Fred Franzen
- Also present:            Attorney Frank Calvert  
                                                          Clerk/Treasurer Marilyn Padgett

Pres. Dorschner declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Swanson, seconded by Trustee Grandaw, that the agenda be adopted as presented. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Swanson, seconded by Trustee Grandaw, that the minutes of the regular meeting of January 19<sup>th</sup> be approved as presented. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 5) **Financial Report:** Motion by Trustee Swanson, seconded by Trustee Grandaw, to approve the financial reports for the month of January for all funds. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Swanson, seconded by Trustee Grandaw, to approve payment of general fund vouchers numbered 2922 through 2923, 4136, 6116 and 6117, 7039, 29151 through 29196, and V7690 to V7707. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 6a) Motion by Trustee Swanson, seconded by Trustee Grandaw, to approve payment from the general fund to Cardmember Services in the amount of \$2,949.42 for supplies for various departments. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 6b) **Water Fund:** Motion by Trustee Grandaw, seconded by Trustee Kainz, to approve payment of water fund vouchers numbered 4388 through 4393. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 6c) **Sewer Fund:** Motion by Trustee Grandaw, seconded by Trustee Kainz, to approve payment of sewer fund vouchers numbered 5618 through 5629. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 6d) Motion by Trustee Grandaw, seconded by Trustee Kainz, to approve payment from the sewer fund to Sabel Mechanical in the amount of \$983.81 for work on lift station panel. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.

- 6e) **Other Fund Vouchers:** Motion by Trustee Grandaw, seconded by Trustee Kainz, to approve payment of TIF fund vouchers numbered 5077 through 5078. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 7) **Committee & Attorney Reports:** Committee reports were distributed prior to the meeting. Atty Calvert reported that he worked on both ordinances that are on the agenda and a zoning inquiry.
- 8) **Comments from Pre-registered Citizens & Taxpayers:** None.
- 9) **Ordinance No. 2021-02:** (Whole) Motion by Trustee Swanson, seconded by Trustee Grandaw, adopt Ordinance No. 2021-02: An Ordinance Amending the Village of Crivitz Code of Ordinances Relating to Trustee and President Terms of Office. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 10) **Ordinance No. 2021-03:** (Whole) Motion by Trustee Swanson, seconded by Trustee Grandaw, to accept Ordinance No. 2021-03: An Ordinance Amending the Administrative Ordinance in the Municipal Code for the Village of Crivitz Relating to Committees and Per Diem. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 11) **Financial Policy Amendment: (Whole):** Motion by Trustee Swanson, seconded by Trustee Grandaw, to approve the amendment to the financial policy regarding accounts payable. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 12) **Sewer Fund – Accounts Receivable: (Public Works & Utilities):** Motion by Trustee Grandaw, seconded by Trustee Kainz, to write off the following uncollectible sewer fund receivables:
- |                  |            |
|------------------|------------|
| Marinette County | \$6,278.76 |
| NSF Checks       | \$ 507.97  |
- Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 13) **Manhole Replacements – Richlen Excavating:** (Public Works & Utilities): Motion by Trustee Grandaw, seconded by Trustee Kainz, to approve payment from the sewer fund to Richlen Excavating for manhole replacement at a cost not to exceed \$3,266.50. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 14) **Police Dept. – Taser Purchase:** (Public Safety): Motion by Trustee Kainz, seconded by Trustee Strandt, to approve purchase of a 2 tasers from Axon Co. for the Police Dept. at a cost not to exceed \$ 2,850.00. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 15) **Fire Dept. – SCBA Hose Connector:** (Public Safety): Motion by Trustee Kainz, seconded by Trustee Strandt, to approve purchase of a SCBA hose connector for the Fire Dept. at a cost not to exceed \$1,200.00. Discussion. Roll call vote: Kainz: Yes, Swanson: Abstain, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 16) **Fire Dept. – Pumper Headlights:** (Public Safety): Motion by Trustee Kainz, seconded by Trustee Strandt, to approve purchase of headlights for the Fire Dept. pumper \$800.00. Discussion. Roll call vote: Kainz: Yes, Swanson: Abstain, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 17) **Patrol Officer – Part-time Position:** (Public Safety): Motion by Trustee Kainz, seconded by Trustee Strandt, to offer a part-time patrol officer position to Ryan Nemetz at \$22.00 per hour effective 3/1/2021, not to exceed 1,120 hours per year. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.

- 18) **Lilac Park:** (Parks & Recreation): Motion by Trustee Strandt, seconded by Trustee Kainz, to discontinue use of property owned by the Village of Crivitz on Hall Hay Street known as ‘Lilac Park’ as a park. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 19) **Softball Tournament & Craft Show:** (Parks & Recreation): Motion by Trustee Strandt, seconded by Trustee Kainz, to allow Alex Zielinski to hold softball tournament fundraiser for Down’s Syndrome at the Village ballfield July 30 through August 1, including craft vendors. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 20) **Crivitz Youth Baseball – Improvements to Ballfield:** (Parks & Recreation): Motion by Trustee Strandt, seconded by Trustee Kainz, to allow Crivitz Youth Softball to make improvements to the Village ballfield, as presented to the Parks & Recreation committee on 02/17/21. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Abstain. Motion carried.
- 21) **2021 Flea & Farmers Market – Schedule & Fees:** (Parks & Recreation): Motion by Trustee Strandt, seconded by Trustee Kainz, to set the schedule for the 2021 Flea & Farmers market for Thursdays from May 27 through Sept. 2, and July 3rd, with an additional market at the park on July 4<sup>th</sup> for \$50 per vendor, and to offer one market date free to those vendors reserving the entire season. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 22) **CBA Easter Egg Hunt:** (Parks & Recreation): Motion by Trustee Strandt, seconded by Trustee Kainz, to sponsor the 2021 CBA Easter Egg Hunt at Crivitz Community Veterans Park on April 3<sup>rd</sup> at 11:30am. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 23) **Operators License Applications:** (Whole) Motion by Trustee Swanson, seconded by Trustee Grandaw, to grant operator’s licenses effective 2/24/21 to 6/30/22 to Karen Wysocki and Christina Wilund, who have received satisfactory background checks. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.
- 24) **Recess to Closed Session:** Motion by Trustee Kainz, seconded by Trustee Strandt, to recess to closed session for the purpose of discussing the Police Chief position. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.

Prior to going into closed session, Pres. Dorschner stated: Closed session is in accordance with WI Statute sec. 19.85(1)(c) which states that “...any meeting of a...governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section... (c)...Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- 25) **Re-convene in Open Session:** Motion by Trustee Grandaw, seconded by Trustee Kainz, to re-convene in open session and announce action taken in closed session, if any. Discussion. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried. Pres. Dorschner stated that the only action taken in closed session was to return to open session.

26) **Possible Action as to Police Chief Position:**

**Kurt Kostuch Resignation:** Motion by Trustee Grandaw, seconded by Trustee Strandt, to accept the resignation of Kurt Kostuch as Interim Police Chief. Discussion: Pres. Dorschner noted that Kurt Kostuch had also pulled his application for the position of Police Chief. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.

**Randy Miller – Interim Police Chief:** Motion by Trustee Grandaw, seconded by Trustee Kainz, to hire Randy Miller as Interim Police Chief at \$28.00 per hour effective 3/15/21. Roll call vote: Kainz: Yes, Swanson: Yes, Strandt: Yes, Franzen: Absent, Grandaw: Yes, Dorschner: Yes. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**Glen Franzen WI WWTF Operator of the Year Award:** Pres. Dorschner commended Glen Franzen on receiving the Operator of the Year award from the Wisconsin DNR. He had been nominated by Laura Gerald from the Green Bay District, who oversees 40 treatment plants and said Glen is the best operator she has ever seen. The WDNR selects 2 operators statewide from plants of any size to receive the annual award.

**Kwik Trip:** Pres. Dorschner announced that the groundbreaking for the Kwik Trip will be in mid-March, with opening expected in mid-August. Hiring dates have been set up at the Village Hall in April and May.

**CORRESPONDENCE:** None.

**QUESTIONS FROM THE FLOOR:** Angie Majewski asked if the board now has to look for another Police Chief and, if so, is there a specific amount of time a person can serve as the Interim Chief? Pres. Dorschner responded that the board would seek a permanent Police Chief at some point in the future, but there is not a limit for the time a person can serve as Interim Chief.

**ADJOURNMENT:** Motion by Trustee Swanson, seconded by Trustee Grandaw, that the meeting be adjourned at 7:13pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

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Jeff Dorschner  
President

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Marilyn L Padgett  
Clerk/Treasurer