

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

**Public present:** Amanda Kalkhoff, Jeff Dorschner, Bill Whalen, Aaron Patefield, Dave Malke and Luke Deschane

Prior to calling the meeting to order, Pres. Deschane recognized Trustee Dick Kaminski's service to the community up until the time of his recent death and asked those present to share in a moment of silence to honor his memory.

1) **Call to Order:** President Deschane called the meeting to order at 7:00pm.

2) **Roll Call:** Present:           President John Deschane           Trustee Duane Swanson  
                                  Trustee Kurt Kostuch           Trustee Amy Deschane  
                                  Trustee Fred Franzen           Trustee Stew Swanson

Also present:   Attorney Dick Boren  
                          Clerk/Treasurer Marilyn Padgett

Pres. Deschane declared a quorum present for the meeting.

3) **Adoption of Agenda:** Motion by Trustee Franzen, seconded by Trustee Kostuch, that the agenda be adopted as presented. Discussion: Pres. Deschane state that he would exercise his right to vote on agenda item #9. Vote: Ayes: 5. Motion carried.

4) **Minutes Approval:** Motion by Trustee Franzen, seconded by Trustee Kostuch, that the minutes of the regular meeting of December 19th be approved as presented. Vote: Ayes: 5. Motion carried.

5) **Financial Report:** Motion by Trustee Franzen, seconded by Trustee Kostuch, that the financial report for the month of December be approved as presented. Vote: Ayes: 5. Motion carried.

6) **General Fund Vouchers:** Motion by Trustee Franzen, seconded by Trustee Kostuch, to approve payment of general fund vouchers numbered 2813 through 2816, 4097, 4098, 6079, 7001, 26888 through 26963, and V6824 through V6844. Vote: Ayes: 5. Motion carried.

Motion by Trustee Franzen, seconded by Trustee Kostuch, to approve the following payments from the general fund:

Penguin Management for Fire Dept. 2018 e-Dispatch Service	\$ 948.00
Workhorse Software Services for 2018 technical support fees	\$ 3,375.00
Marinette County for Police Dept. mobile data browser & license	\$ 678.72
UBS Financial Services for Fire Dept. LOSA Contributions	\$ 6,630.00
Penflex for Fire Dept. LOSA administration fees	\$ 1,300.00

Vote: Ayes: 5. Motion carried.

6a) **Water Fund:** Motion by Trustee Amy Deschane, seconded by Trustee Franzen, to approve payment of water fund vouchers numbered 4139 through 4142. Vote: Ayes: 5. Motion carried.

6b) **Sewer Fund:** Motion by Trustee Amy Deschane, seconded by Trustee Franzen, to approve payment of sewer fund vouchers numbered 5316 through 5320. Vote: Ayes: 5. Motion carried.

Motion by Trustee Amy Deschane, seconded by Trustee Franzen, to approve payment from the sewer fund to Richlen Excavating in the amount of \$600.00 for manhole work on the CTH W project. Vote: Ayes: 5. Motion carried.

- 6c) **Other Fund Vouchers:** Motion by Trustee Kostuch, seconded by Trustee Duane Swanson, to approve payment of TIF fund voucher number 5035. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kostuch, seconded by Trustee Duane Swanson, to approve the following payments from the TIF fund:

Crivitz General Fund for 2018 general expenses	\$ 59,901.00
Crivitz Water Utility for 2018 public fire protection	\$ 22,439.00
Crivitz Sewer Utility for 2018 wages	\$ 3,000.00

Vote: Ayes: 5. Motion carried.

- 7) **Committee & Attorney Reports:** Copies of committee reports were distributed to board members prior to the meeting.
- 8) **Comments from Pre-registered Citizens:** None.
- 9) **Nominations and Action to Fill Vacant Trustee Position:**

Pres. Deschane called for nominations to fill the vacant Trustee position for the term ending April 16, 2019.

Nominee #1 - Trustee Kostuch nominated Aaron Patefield.

Nominee #2 - Trustee Stew Swanson nominated Jeff Dorschner.

Roll call vote on Aaron Patefield: A. Deschane: Yes, Franzen: No, D. Swanson: No, S. Swanson: No, Kostuch: Yes, J. Deschane: Yes. Nomination defeated for lack of voting requirement.

Roll call vote on Jeff Dorschner. A. Deschane: No, Franzen: Yes, D. Swanson: Yes, S. Swanson: Yes, Kostuch: No, J. Deschane: Yes. Nomination carried.

Jeff Dorschner was sworn in and immediately assumed the duties of his office.

- 10) **Hugh Guy Land Surveying - Certified Survey Map for NWTC:** (Development) Motion by Trustee Kostuch, seconded by Trustee Duane Swanson, to approve the certified survey map presented by Hugh Guy Land Surveying for NWTC. Discussion: Pres. Deschane noted that the survey was for the building that NWTC is purchasing, which will come off of the tax roll. Vote: Ayes: 6. Motion carried.
- 11) **Midwest Meter - Meter Reading Software & Handheld Device:** (Public Works/Utilities) Motion by Trustee Amy Deschane, seconded by Trustee Franzen, to approve the purchase of new meter reading software and 24 cellular meters, which includes software setup, installation, training, activation and interface configuration, from Midwest Meter, Inc., at a total cost of \$9,796.00. Vote: Ayes: 6. Motion carried.
- 12) **Energeneics - Vacuum Priming Pump for Lift Station #2** (Public Works/Utilities): Motion by Trustee Amy Deschane, seconded by Trustee Franzen, to purchase a vacuum priming pump and probe for lift station #2 from Energeneics at a cost not to exceed \$1,000.00. Vote: Ayes: 6. Motion carried.
- 13) **Village Sponsorship of 'Wall that Heals' Event:** (Parks & Recreation) Motion by Trustee Stew Swanson, seconded by Trustee Franzen, that the Village of Crivitz co-sponsor the 'Wall that Heals' event at the Crivitz Community Veterans Park from August 30 through September 2, 2018. Vote: Ayes: 6. Motion carried.
- 14) **Street Closures for 'Wall that Heals' Event:** (Parks & Recreation) Motion by Trustee Stew Swanson, seconded by Trustee Franzen, to authorize closing of Park Avenue and Louisa Street between Main Avenue and Hall Avenue from August 29 through September 2, 2018, for the 'Wall that Heals' event. Vote: Ayes: 6. Motion carried.

- 15) **Off-Premise Sign for 'Wall that Heals' Event:** Pres. Deschane noted that according to a review of the ordinances done by Atty Boren in response to a request from the Development Committee, no action would be needed on this agenda item, as it is an event sponsored by the Village of Crivitz and is therefore exempt from the sign regulations. He noted that approximately 120 volunteers will be needed for the event.
- 16) **Perpetual Care Items & Cemetery Rules:** (Parks & Recreation) Motion by Trustee Stew Swanson, seconded by Trustee Franzen, to approve items included and excluded from perpetual care and general cemetery rules. Vote: Ayes: 6. Motion carried.
- 17) **Operators Licenses:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kostuch, to grant operators licenses effective 01/16/18 through 6/30/18 Kristin Marlatt, Amanda Kalkhoff and Anne Raygo, all having received satisfactory background checks. Vote: Ayes: 6. Motion carried.

**OLD BUSINESS:** Pres. Deschane noted that new Trustee Jeff Dorschner would serve on the same committees on which Dick Kaminski had served.

**NEW BUSINESS:** Pres. Deschane reported on the Northwoods Recycling Coalition meeting held the previous evening. The coalition had agreed to liquidate assets to member communities effective 1/15/18 . The Town of Stephenson will present a proposal to the Village of Crivitz and Towns of Middle Inlet and Lake that would include continuing to do provide single-stream recycling services for themselves and to the three municipalities at the Crivitz site with payment on a monthly basis. Estimated annual costs for all involved would be \$30,000.00, less the state grant of approximately \$20,000.00. The compost site would be closed, however, the Village may choose to keep it open for Village residents only. The township will submit a final proposal to the communities in March. In the meantime, Glen Franzen will be obtaining alternate option figures, but it looks like this will be the best option financially. He encouraged all residents to recycle, which keeps landfill tipping fees down.

**CORRESPONDENCE:** None.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Stew Swanson, seconded by Trustee Amy Deschane, that the meeting be adjourned at 7:35pm. Vote: Ayes: 6. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer