

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES
February 21, 2012

Public present: Barbara Uhl, Marie Tomaszewski (Peshtigo Times)

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:03pm, and introduced the proposed new Deputy Clerk/Treasurer, Barbara Uhl to the board.
- 2) **Roll Call:** Members present: President John Deschane Trustee Duane Swanson
 Trustee Kurt Kostuch Trustee Dick Kaminski
 Trustee Jo Di Volk Trustee Janis Porfilio
- Members absent: Trustee Shirley Keller
- 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 Kaminski, seconded by Trustee Kostuch, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the minutes of the regular meeting of January 17th and special meeting of January 23rd be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, that the financial reports for all funds for the month of January be approved as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve payment of general fund vouchers numbered 2595 through 2597, 4026, 6009, 21823 through 21897, and V5202 through V5218. Motion amended: Motion by Trustee Porfilio, seconded by Trustee Kaminski, to amend the main motion to withhold payment of voucher #21884. Discussion: This will be referred to the Public Safety Committee for further explanation as to charges by Stang's Services for repairs to the fire department tanker truck that was recently sold. Vote on amendment: Ayes: 5. Motion carried. Vote on main motion as amended: Ayes: 5. Motion carried.

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

Marinette County Treasurer for 2011 tax roll expenses	\$ 819.86
Office of Judicial Education for Municipal Judge training	\$ 625.00
Northwoods Recycling Coalition for 2012 dues	\$ 2,937.00
J & T Electric – Banners & Holiday Lighting	\$ 561.27

Vote: Ayes: 5. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Volk, seconded by Trustee Porfilio, to approve payment of water fund vouchers numbered 3673 through 3679. Vote: Ayes: 5. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Volk, seconded by Trustee Porfilio, to approve payment of sewer fund vouchers numbered 4681 through 4689. Vote: Ayes: 5. Motion carried.
- 6c) **Other Vouchers: TIF Fund:** Motion by Trustee Kostuch, seconded by Trustee Volk, to approve the following payments from the TIF fund per the 2012 budget:

Crivitz General Fund for various expenses	\$ 50,528.00
Sewer Fund for wages	\$ 3,000.00
Water Fund for Public Fire Protection	\$ 19,024.00

Vote: Ayes: 5. Motion carried.

Well #3 Project Fund: Motion by Trustee Swanson, seconded by Trustee Volk, to approve payment of Well #3 project fund vouchers numbered 1057 through 1058. Vote: Ayes: 5. Motion carried.

- 7) **Committee & Department Reports:** Copies distributed to all board members.
- 8) **Comments from Pre-registered Citizens:** None.
- 9) **Deputy Clerk/Treasurer Position:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve the updated Deputy Clerk/Treasurer job description. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Kostuch, to hire Barbara Uhl as Deputy Clerk/Treasurer beginning February 22nd, 2012, at an hourly wage of \$9.00 with a 6 month probationary period. Vote: Ayes: 5. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Kostuch, to approve up to 30 hours of training for Barbara Uhl to be provided by Jean Behrendt. Vote: Ayes: 5. Motion carried

- 10) **Rob Kamps Land Surveying – Crivitz Youth, Inc.:** (Development) Motion by Trustee Kostuch, seconded by Trustee Swanson, to accept certified survey map #12-4413 as presented by Rob Kamps Land Surveying for Crivitz Youth, Inc. Vote: Ayes: 5. Motion carried.
- 11) **TIF Financial Contribution to CTH A Project:** (Development) Motion by Trustee Kostuch, seconded by Trustee Swanson, that the TIF fund contribute \$35,000.00 to the CTH A Project and retain the balance of funds designated for the project for future consideration. Discussion: This payment will be deposited directly to the CTH A Savings account of the Designated Funds and the balance of funds designated for the project is \$20,000.00. Vote: Ayes: 5. Motion carried.
- 12) **1978 Fire Dept. Tanker for Auction:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kaminski, to approve selling the 1978 Fire Dept. Tanker in an online auction. Discussion: The department did not discuss a minimum bid, but is hoping to get approximately \$1,500.00 for the vehicle. Vote: Ayes: 5. Motion carried.
- 13) **Fire Dept. Hose Purchase:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kaminski, to approve the purchase of fire hose from Jefferson Fire Equipment at a cost not to exceed \$1,310.00. Vote: Ayes: 5. Motion carried.

- 14) Fire Dept. WDNR Grant Equipment Purchase:** (Public Safety) Motion by Trustee Porfilio, seconded by Trustee Kaminski, to approve the purchase of personal protective gear for the Fire Dept. not to exceed \$2,500.00, with ½ of this cost to be reimbursed from the 2012 WDNR fire grant. Vote: Ayes: 5. Motion carried.
- 15) Operators Licenses:** Bypassed.
- 16) Recess to Closed Session:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to recess to closed session at 7:28pm for the purpose of conferring with legal counsel regarding current and potential future litigation. Vote: Ayes: 5. Motion carried.
- Pres. Deschane stated:** Closed session is in accordance with WI Statute sec. 19.85(1)(g) 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...(g)...conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
- 17) Reconvene in Open Session:** Motion by Trustee Kaminski, seconded by Trustee Kostuch, to reconvene in open session at 7:53 pm and announce action taken in closed session, if any. Vote: Ayes: 5. Motion carried.
- 18) CTH A Reconstruction Project Financial Contribution:** Motion by Trustee Swanson, seconded by Trustee Porfilio, to pay 50% of the CTH A Reconstruction project right of way costs, or \$9,334.50, to Marinette County Highway Department and to withhold the other 50%, as well as the current balance due for other project costs until satisfactory arrangements to fix water standing on sidewalks is reached. Vote: Ayes: 5. Motion carried. *(Clerk correction: The amount was incorrect due to a mathematical error – the correct amount was \$9,118.50).*
- 19) Utility Ordinance Violations at Frank Porth Chevrolet:** (Utilities) Bypassed.
- 20) Storm Sewer Study/Drainage Plan Update – Kaempfer & Associates:** (Utilities) Bypassed.
- 21) Wastewater Treatment Facility (WWTF) Quality Assurance Document – Lab Policy Update (Utilities)** Motion by Trustee Volk, seconded by Trustee Porfilio to accept the Crivitz Wastewater Treatment Plant Laboratory Quality Manual dated December, 2011, contingent upon Wisconsin Department of Natural Resources approval. Vote: Ayes: 5. Motion carried.
- 22) WET Testing per WWTF WPDES Permit:** (Utilities) Motion by Trustee Volk, seconded by Trustee Porfilio to contract with ECT Laboratories for WWTF WPDES permit WET Testing at a cost not to exceed \$550.00. Vote: Ayes: 5. Motion carried

OLD BUSINESS:

Oakwood Haven Apartment Building: Pres. Deschane reported that at the owners request he had sent a letter to HUD stating that the village would like to see the property cleaned up and developed. The clean up of the property was referred to a Development Committee meeting, with HUD and Jane Meissner to be requested to attend. The board expressed concern about food remaining in the building that will thaw soon.

NEW BUSINESS:

President's Corner: Pres. Deschane expressed condolences to the family of George E. Gocht who was a pillar of the community. A memorial service will be held in April. Pres. Deschane thanked the Crivitz Rescue Squad and Fire Department for the outstanding bonfire and ice skating party held in January. He thanked Jean Behrendt for her 5 years of service and welcomed Barb Uhl as the new Deputy Clerk.

CORRESPONDENCE: None.

QUESTIONS FROM THE FLOOR: None.

ADJOURNMENT: Motion by Trustee Kostuch, seconded by Trustee Volk, that the meeting be adjourned at 8:13pm.
Vote: Ayes: 5. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer