

MINUTES
REGULAR MEETING
VILLAGE OF CRIVITZ BOARD OF TRUSTEES

Public present: Steve Klein

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:00pm.
- 2) **Roll Call:** Members present: President John Deschane Trustee Duane Swanson
 Trustee Kurt Kostuch Trustee Amy Deschane
 Trustee Dick Kaminski 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 Kaminski, that the agenda be adopted as presented. Vote: Ayes: 6. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Franzen, seconded by Trustee Kaminski, that the minutes of the regular meeting of August 16th, 2016 be approved as presented. Vote: Ayes: 6. Motion carried.
- 5) **Financial Report:** Motion by Trustee Franzen, seconded by Trustee Kaminski, that the financial reports for all funds for the month of August be approved as presented. Vote: Ayes: 6. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Franzen, seconded by Trustee Kaminski, to approve payment of general fund vouchers numbered 2763 through 2765, 4081, 6063, 25753 through 25816, V6491 through V6511. Vote: Ayes: 6. Motion carried.

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

Northwood Recycling Coalition for remaining 2016 per capita dues	\$ 1,922.00
Gall's for new patrol officer uniforms	\$ 547.93
Paul Conway Shields for Fire Dept. boots, supplies & equipment maintenance	\$ 1,057.00
Office Depot for supplies for various departments	\$ 520.94
Oshkosh Fire Equip. for Airpack face piece testing	\$ 695.00

Vote: Ayes: 6. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Deschane, seconded by Trustee Franzen, to approve payment of water fund vouchers numbered 4033 through 4039. Vote: Ayes: 6. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Deschane, seconded by Trustee Franzen, to approve payment of sewer fund vouchers numbered 5180 through 5188. Vote: Ayes: 6. Motion carried.
- 6c) **Other Vouchers:** None.
- 7) **Committee & Attorney Reports:** Committee reports were distributed prior to the meeting. There was no attorney report for the month of August.
- 8) **Comments from Pre-registered Citizens:** None.

- 9) **Ordinance No. 2016-04:** (Public Safety) Motion by Trustee Duane Swanson, seconded by Trustee Kaminski, to adopt Ordinance No. 2016-04: Amending Title 10, Chapters 3 & 4 of the Crivitz Municipal Code Allowing Emergency Responders to Operate Snowmobiles, All-Terrain Vehicles and Utility Terrain Vehicles on Public Property and Rights of Way. Discussion: Atty Boren explained that ATV/UTV/Snowmobiles are exempt from registration if owned by a municipality. In the case of the Village, which leases UTV's from Yamaha for the Fire Department, the department may place an identifying plate on the vehicle which would suffice. Vote: Ayes: 6. Motion carried.
- 10) **2016 Homecoming Parade:** (Public Safety) Motion by Trustee Duane Swanson, seconded by Trustee Kaminski, to issue a street use permit for the 2016 Homecoming Parade to be held on Friday, October 7th beginning at 2:30pm, provided parade organizers coordinate closely with Chief Frievalt. Vote: Ayes: 6. Motion carried.
- 11) **2017 Crivitz Rescue Squad Service Contract:** (Public Safety) Motion by Trustee Duane Swanson, seconded by Trustee Kaminski, to accept the 2017 Crivitz Rescue Squad service contract in the amount of \$8,859.00. Discussion: Trustee Swanson noted that the fee is the same as 2016. The board thanked Crivitz Rescue Squad for their valued service. Vote: Ayes: 6. Motion carried.
- 12) **DOT Inspection & Maintenance of Fire Engines:** (Public Safety) Motion by Duane Swanson, seconded by Trustee Kaminski, to contract with Rennert's for DOT inspection and maintenance of fire engines at a cost not to exceed \$3,000.00. Vote: Ayes: 6. Motion carried.
- 13) **Wage Scale Amendment - Police Chief:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to amend the wage scale for the position of Police Chief to \$48,000 - \$58,000 annually. Vote: Ayes: 6. Motion carried.
- 14) **Police Chief Wage Raise:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to approve an annual salary raise of \$3,218.61, to a total annual salary of \$51,000.00, for Police Chief Mike Frievalt effective 01/01/2017. Vote: Ayes: 6. Motion carried.
- 15) **Computer Network Administrator Wage Increase:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to approve an annual salary raise of \$368.00, to a total annual salary of \$7,100.00, for Computer Network Administrator Mike Frievalt effective 01/01/2017. Vote: Ayes: 6. Motion carried.
- 16) **2016 Audit Contract:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to contract with Unger & Walters for the 2016 audit at a total cost not to exceed \$17,000.00. Vote: Ayes: 6. Motion carried.
- 17) **2017-2019 Assessors Contract:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to contract with R & R Assessing Services for assessment services for a 3-year period beginning 01/01/2017 at a cost not to exceed \$9,600.00 per year. Discussion: Pres. Deschane noted this is a reduction in cost. Vote: Ayes: 6. Motion carried.
- 18) **Financial Policy Amendment re 90-day Limit on Invoices:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to amend section 2.2 of the Financial Policy to eliminate the requirement that vendors present invoices for services and goods within 90 days . Discussion: Pres. Deschane explained this section was being removed due to the fact that it has not been enforced and the Village would have to legally pay invoices over the 90-day limit anyway. The Finance Committee was asked to discuss using the credit card for small purchases of items and services to avoid future late invoices. Vote: Ayes: 6. Motion carried.
- 19) **Wastewater Treatment Facility Driveway Work:** (Utilities) Motion by Trustee Deschane, seconded by Trustee Franzen, to contract with Richlen Excavating for wastewater treatment plant driveway work at a cost not to exceed \$6,850.00. Discussion: Trustee Deschane explained Richlen would be filling in the west side of the road, which is too steep for large trucks. Pres. Deschane noted he had recently visited the site and feels the east side may also need to be filled in. Vote: Ayes: 6. Motion carried.
- 20) **2017 Water Budget:** (Utilities) Motion by Trustee Deschane, seconded by Trustee Franzen, to accept the 2017 budget for the Water Fund in the amount of \$351,475.00. Vote: Ayes: 6. Motion carried.

- 21) **2017-2019 Garbage Pick-up Contract Bid Award:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Deschane, to contract with Great American Disposal (GAD) for a 3-year term beginning 01/01/2017 for garbage pick-up at a cost not to exceed \$3,286.47 per month. Vote: Ayes: 6. Motion carried.
- 22) **Amended 5-Year Road Plan:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Deschane, to accept the amended 5-Year Road Plan, which moves the paved shoulder project on CTH W to 2017 and all other projects forward one year. Discussion: Pres. Deschane reported he was informed earlier in the day that the Village would be required to pay for drainage on the project. This will be discussed during planning. Vote: Ayes: 6. Motion carried.
- 23) **Floor Maintenance - Ultra Floor Care:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Kostuch, to contract with Ultra Floor Care for floor maintenance at the Village Hall, Wastewater Treatment Facility and Fire Station at a cost not to exceed \$1,300.00. Vote: Ayes: 6. Motion carried.
- 24) **Grave Purchase Agreement - Doyle Warbler:** (Parks & Recreation) Motion by Trustee Stew Swanson, seconded by Trustee Duane Swanson, to accept the grave purchase agreement with Doyle Warbler. Vote: Ayes: 6. Motion carried.
- 25) **Operators Licenses:** (Finance) Motion by Trustee Franzen, seconded by Trustee Kaminski, to grant an operators license effective 9/20/16 through 6/30/18 to Matthew Schramek, who has received a satisfactory background check. Discussion: The clerk reported that the applicant had taken the responsible beverage class since the Finance Committee meeting and had presented a copy of the certificate. Vote: Ayes: 6. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS:

Public Hearing re Crivitz Community Veterans Park Improvements: September 28, 2016 at 7:00pm

Turnout for Transportation: Meeting at Village Hall, September 29, 2016, at 7:00pm regarding state transportation needs and funding. Pres. Deschane asked all board members to attend this meeting, which is one in 71 meetings being held in each county of the state.

2016 Oktoberfest: Pres. Deschane complimented the Crivitz Fire Department on the 2016 Oktoberfest event.

Economic Development Conference: Pres. Deschane reported he would be attending a conference in Wausau regarding economic development at which attendees would discuss how to bring manufacturing to small communities, among other topics.

CORRESPONDENCE: None.

QUESTIONS FROM THE FLOOR: None.

ADJOURNMENT: Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, that the meeting be adjourned at 7:29pm. Vote: Ayes: 6. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L Padgett
Clerk/Treasurer