

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

**Public present:** Ray & Angie Majewski, Peshtigo Times Reporter.

- 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 Stew Swanson  
  Trustee Dick Kaminski       Trustee Fred Franzen
- Members absent:           Trustee Shirley Keller
- Also present:           Clerk/Treasurer Marilyn Padgett

Pres. Deschane declared a quorum present for the meeting.

- 3) **Adoption of Agenda:** Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, that the agenda be adopted as presented. Vote: Ayes: 5. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, that the minutes of regular meeting of December 15th and special meeting of January 4th be approved as presented. Vote: Ayes: 5. Motion carried.
- 5) **Financial Report:** Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, that the financial report for the month of December, 2015, be approved as presented. Vote: Ayes: 5. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, to approve payment of general fund vouchers numbered 2740 through 2742, 4073 and 4074, 6055, 25157 through 25249, V6336 through V6353. Vote: Ayes: 5. Motion carried.

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

Witt's Piggly Wiggly for supplies for various departments	\$ 942.10
Division of Unemployment Insurance for Scheurer Unemployment	\$ 644.00

Vote: Ayes: 5. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Franzen, seconded by Trustee Kostuch, to approve payment of water fund vouchers numbered 3988 through 3995. Vote: Ayes: 5. Motion carried.

Motion by Trustee Franzen, seconded by Trustee Kostuch, to approve payment from the water fund to Richlen Excavating in the amount of \$7,800.00 for hydrant and curb stop replacement, and water leak repairs. Vote: Ayes: 5. Motion carried.

- 6b) **Sewer Fund:** Motion by Trustee Franzen, seconded by Trustee Kostuch, to approve payment of sewer fund vouchers numbered 5129 through 5138. Vote: Ayes: 5. Motion carried.

Motion by Trustee Franzen, seconded by Trustee Kostuch, to approve payment from the sewer fund to Richlen Excavating in the amount of \$1,475.00 for limestone and manhole repairs. Vote: Ayes: 5. Motion carried.

- 6c) **Other Vouchers:** None.

- 7) **Committee & Attorney Reports:** Committee reports were distributed prior to the meeting. No attorney report for January.
- 8) **Comments from Pre-registered Citizens:** None.
- 9) **Cost of Living Increase for Full Time Employees & Deputy Clerk/Treasurer:** Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, to approve a 2% cost of living increase for all full-time employees and the Deputy Clerk/Treasurer effective January 1, 2016. **Discussion:** Pres. Deschane noted that this increase was included in the 2016 budget. Vote: Ayes: 5. Motion carried.
- 10) **Appointment of 2016/2017 Election Inspectors:** Motion by Trustee Kaminski, seconded by Trustee Stew Swanson to accept the appointment of Gloria Kainz, Joan Meyer and Kim Kostuch as Election Inspectors for the term 2-year term beginning January 1, 2016 and ending December 31, 2017 as presented by President Deschane. Vote: Ayes: 4, Abstentions: 1 (Kostuch). Motion carried.
- 11) **Sewer Main Cleaning & Televising:** (Utilities) Motion by Trustee Franzen, seconded by Trustee Kostuch, to contract with Great Lakes TV & Seal for televising and cleaning sewer mains from North Ave. to the main lift station to George St. at a cost not to exceed \$10,000.00. Vote: Ayes: 5. Motion carried.
- 12) **Utilities GIS Mapping:** (Utilities) Motion by Trustee Franzen, seconded by Trustee Kostuch, to contract with Kaempfer & Associates to create a base GIS map for the utility on a time and expense basis at a cost not to exceed \$6,500.00, to be split equally between the water and sewer funds. Vote: Ayes: 5. Motion carried.
- 13) **Wonderware Computer & Associated Software:** (Utilities) Motion by Trustee Franzen, seconded by Trustee Kostuch, to purchase a Wonderware computer, licensing and associated software from Energenecs at a cost not to exceed \$17,600.00, to be paid by the sewer fund. **Discussion:** It was noted that this is the computer that runs the sewer SCADA systems. Vote: Ayes: 5. Motion carried.
- 14) **Job Descriptions for Director of Public Works & Streets General Employee:** Bypass - refer to committee.
- 15) **Job Titles - Glen Franzen & Greg Gocht:** Bypass - refer to committee.
- 16) **Patrol Officer - Wage Scale:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Duane Swanson, to change the wage scale for full time Patrol Officer to \$40,000 to \$48,000 annually. Vote: Ayes: 5. Motion carried.
- 17) **2015 Audit Contract - Unger & Walters:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, to contract with Unger & Walters for 2015 audit services at a cost not to exceed \$17,000.00. Vote: Ayes: 5. Motion carried.
- 18) **Computer Related Equipment Purchase:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, to purchase 2 Sonic Wall VPN's for the Wastewater Treatment Facility and Fire Station from M & M Automated Services and EBay at a cost not to exceed \$900.00, which is part of the Information Technology server upgrade. Vote: Ayes: 5. Motion carried.
- 19) **Temporary Class B Beer/Wine License - St. Mary's Church:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, to grant a Temporary Class B Beer and Wine license to St. Mary's Church, Kathy Nowak, Manager, for a Valentine's Dance to be held in the Church Hall on February 13, 2016, from 5:00pm to 10:00pm. Vote: Ayes: 5. Motion carried.
- 20) **Operators Licenses:** (Finance) Motion by Trustee Kaminski, seconded by Trustee Stew Swanson, to grant an operators license effective 1/19/16 through 6/30/16 to Katelyn Gladwell, who has received a satisfactory background check. Vote: Ayes: 5. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**Ice Skating Party & Christmas Tree Burn:** Saturday, January 30th at 6:00pm at the ice skating rink near the Fire Station.

**CORRESPONDENCE:** None.

**QUESTIONS FROM THE FLOOR:** None.

**ADJOURNMENT:** Motion by Trustee Kostuch, seconded by Trustee Kaminski, that the meeting be adjourned at 7:18pm. Vote: Ayes: 5. Motion carried.

Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer