



## MINUTES OF AN OFFICIAL MEETING:

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

**Regular/Special Meeting:**     ***Village Board***

***Date and Time:***                      ***Monday, October 9, 2023 at 7:00 pm***

***Location:***                                ***Deerfield Village Hall, 23 West Nelson St., Deerfield, WI 53531***

Members:                                ***Greg Frutiger, Gary Wieczorek, Arnold Evensen, Tracy Curtis, Scott Tebon, Tessa Dunnington, Kerri Hewitt***

Others in Attendance:                ***Todd Willis, Marissa Aravena***  
(Number of Members needed to meet quorum requirements: 4)

1) Call to Order/ Roll Call at 7:00 pm

2) Approval of the Agenda

***Motion by Member Evensen, seconded by Member Wieczorek to approve the Village Board agenda for September 25, 2023. Motion Carried 5 – 0 – 2 (member Dunnington had not yet arrived)***

3) Public Comment

**Attention Citizens:** The Village Board has reserved up to 15 minutes for the public to address the Board on any matter, other than for a public hearing listed below (if applicable). To address the Board, please complete a “public comment sign up” form and submit it to the Village Administrator prior to the meeting or indicate your inclination to address the Board upon the President’s announcement of the public comment segment of the agenda. If the President determines that no one is present or that no one else wishes to address the Board, the President may end the segment earlier than the allotted time. If the President determines that 15 minutes is not adequate time for public comment, the President may enlarge the time unless the Board objects. For public hearings, comments can be made at the time of the public hearing segment of the agenda when the President recognizes the speaker. Alternatively, citizens can submit any commentary to the following email address: [twillis@deerfieldwi.com](mailto:twillis@deerfieldwi.com)

*None*

4) Announcements

a. The next regularly scheduled meeting is October 23, 2023 at 7:00 pm

Administrator Willis explained the next regularly scheduled meeting could be on October 23, but could change depending on how many Trustee’s were available. Village Board quickly discussed availability and Administrator Willis noted there would not be a lot on the agenda and could be shifted if needed.

- 5) Public Hearing  
a. None Scheduled

6) Committee Reports

a. Finance

Trustee Tebon stated they met earlier this evening, reviewed checks issued, referred discussion of the new AMI Water Utility software, discussed accounting proposal from Bauman and Associates and referred that to a future meeting with some additional questions for Administrator Willis.

b. Plan Commission

No Meeting

c. Public Works

Trustee Tebon stated they met this evening. They had reviewed a forgiveness request and denied due to the usage not being enough to comply as the policy in place. Sidewalk repair on HWY 73/Main St. is complete and Public Works Director Paoli going through final items, otherwise there is a one-year warranty. Discussed proliferation study for the new Water Utility software system, if we add an antenna on top of the water tower will it give us the range needed, Trustee Tebon noted that it will. The last item was the salt-shed door at the public works site, most likely will need to be replaced. Public Works Director Paoli has received one quote and will be getting more numbers to discuss.

d. Parks

No Meeting

e. Library

No Meeting

f. Municipal Needs

Trustee Wieczorek stated they did not meet but would like everyone to know the next meeting is scheduled for November 20<sup>th</sup> and the purpose of that meeting will be to discuss Village facilities since the Village Hall is now complete. The hope is to come up with a plan so that the Village can address current and upcoming needs and so budgeting can be taken into consideration for the next 10 years.

g. Fire

No Meeting

h. Joint Police

No Meeting - Trustee Evensen commented that they had done the last interviews.

i. EMS

No Meeting – Administrator Willis confirmed the 2024 budget and resolution was on tonight's agenda.

j. Joint Interactive

No Meeting

k. Deerfield Cares

No Meeting

l. Community Center

No Meeting

m. Cable

No Meeting

n. Personnel

No Meeting

o. DCCVA

No Meeting

7) Consent Agenda

**Note:** that prior to voting on the consent agenda, items may be removed at the request of any Board member and placed in the Non-Consent segment immediately following action on the consent agenda.

- a. Minutes of the September 25, 2023 meeting of the Village Board

**Finance & Licensing**

~~b. Discussion and Possible Action on Outsourced Accounting Proposal from Bauman & Associates.~~

**Public Works**

~~c. Request for water forgiveness request for 213 Neli Court.~~

***Motion by Member Tebon, seconded by Member Evensen to approve the consent agenda after removing b. and c. Motion passed 5-0-2***

8) Non-Consent Agenda

a. Any items removed from the Consent Agenda.

**Finance & Licensing**

a. Discussion and Possible Action on Outsourced Accounting Proposal from Bauman & Associates.  
This discussion is listed as item d. below.

**Public Works**

b. Request for water forgiveness request for 213 Neli Court.

Village Board decided that the request was already denied by the Public Works Committee and would not need to be discussed further. No further action needed. Trustee Wieczorek restated that the bill did not meet the policy that stated the usage needed to be 3x the normal usage. He also reiterated that the board needed to be consistent with their decisions moving forward on water forgiveness since the Village Hall staff has continued to see an increase in forgiveness requests.

b. Repeal of Section 22-74 of the Code of Ordinances of the Village of Deerfield, Wisconsin, and create Chapter 14 Section 14-50 for the regulations and enforcement of open burning in the Village of Deerfield, Wisconsin.

Administrator Willis explained what started this was a complaint received at the Village Hall from a neighbor of a resident who was having a fire on their property among other complaints. He then explained that the current code is vague and just states "no person shall kindle any fire...", his understanding of the code as it was written was to regulate the burning of brush, leaves, and burn barrels by requiring burn permits from the local Fire Department. When the resident reached out to the Fire Department there was not a policy in place to issue burn permits for fire pits. Administrator Willis explained that he had a discussion with the local Deputies within the Village of Deerfield, and there is common knowledge that many residents enjoy "camp fires" on their properties in many different receptacles, in-ground/above-ground/store bought. Administrator Willis also conferred with the Village Attorney Jared Walker-Smith, the language and the placement of the code within the ordinances. He explained that the Village would still have an open burn/burn barrels requiring a permit, including the Homecoming bonfire. The Village will confer with the Fire Department on what those rules and regulations for the permits would include, but that it could be issued by the Village Hall as well as the Fire Department to make sure those who want a permit will be able to request one. Administrator Willis also discussed the verbiage they came up with and how it was similar but different to the surrounding communities that they had reviewed. Trustee Tebon stated that it sounds like the update is more applicable to today's time. Administrator Willis recommended the approval. Trustee Wieczorek shared that he knows a number of his neighbors enjoy their outdoor fire pits, but wanted to confirm that large bonfires like the Homecoming would still need permits.

***Motion by Member Curtis to repeal section 22-74 and replace it with Section 25-15, seconded by Member Tebon. Motion passed 4-1-2.***

\*After motion passed Village Board inquired if the Fire Department saw the ordinance and wanted to ensure future ordinances that were in the wheelhouse of another Department be included I.

c. Discussion and possible action on the 2024 budget request for Deer-Grove EMS.

Village Board was provided a copy of the 2024 budget from Deer-Grove EMS. Administrator Willis explained it was an \$11,000 increase for the Village of Deerfield. Recommends the resolution to adopt that budget into the Village of Deerfield's budget for 2024. Before ending the motion Trustee Wieczorek wanted to confirm what the Village of Deerfield was getting for the extra expense, Chief Lang who was in attendance explained the increase is 2 additional full-time staff and additional staffing to be staffed 24/7 and \$30,000 for ambulance replacement fund.

***Motion by Member Evensen to approve the budget, seconded by Member Tebon. Motion passed 5-0-2***

- d. Discussion and Possible Action on the purchase of AMI Water Utility software.

Administrator Willis explained in July Village staff had started researching additional Utility Software, representatives from Core and Main were in attendance to answer any questions from the Village Board. Administrator Willis listed the improvements this software would provide to the Village Staff in multiple procedures, from monthly water meter readings to same day move in/move out requests. Administrator Willis explained that the results of the 2022 Audit showed surplus and discussed how the change would be financed, also stating now would be an opportune time since equipment is aging out and would need to be replaced anyway, the time saving to Village Staff and the size of the Village believing there would not be a large interruption for Village Residents. Through the discussion with Steve and Tim from Core and Main indicated that this was a "bare-bones" quote provided and did not include the customer hub already in the pricing. The Village Board was concerned that the notification to Village Residents would still need to manually be given by Village Staff if the additional module was not purchased. The Water Department Supervisor Anderson did let the Village Board know that whether they went with this package or not, radios would still need to be budgeted for and replaced. After further discussion the Village Board would like an updated quote that is accurate to the package the Village would need, which includes the customer portal Aqua Hawk for the next meeting and is more realistic.

- e. Discussion on 2022 Village of Deerfield Audit

Administrator Willis just highlighted the major parts of the audit and printed out for the Village Board. Highlighted net change in fund balance was negative, but Administrator Willis will review the number a little later. Statement of cash flow for the water utilities, very healthy and can move the surplus in another direction. Administrator Willis explained some of the items on the 2022 audit says we have not adopted certain funds, but we do have some of those already completed for 2023. Administrator Willis explained the 2022 budget that was uploaded was very sparse and did not include completed items for 2023. TIF 3 borrowed from the Water Utility, the surplus will go back to the Water Utility to make it whole and clear that up. This is where he wanted to explain the -\$180,000 from earlier, expenses paid for the EMS in 2022 for 2023 payment, services paid to Dane County in 2022 that we didn't receive payment for until 2023, and an increased expense in election cost. Administrator Willis explained that while it showed a negative at the end of 2022, we should have a surplus accordingly in 2023 and will even out. 2024 Budget is coming along, Amy has been assisting Administrator Willis in updating Casselle.

## 9) Adjournment

***Motion by Member Wieczorek, seconded by Member Evensen to adjourn the meeting at 7:48 pm. Motion passed 5-0-2***

Respectfully submitted by:

Marissa Q Aravena

Village Clerk/Deputy Treasurer

Village Board

October 9, 2023