



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, March 25, 2024 at 7:00 pm***

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

Members Present: ***Greg Frutiger, Scott Tebon, Arnold Evensen, Tessa Dunnington, Tracy Curtis, Kerri Hewitt, Gary Wieczorek***
(Number of Members needed to meet quorum requirements: 4)

Members Excused:

Others Present: Todd Willis – Administrator/Treasurer, Marissa Aravena – Village Clerk/Deputy Treasurer, Nathan Paoli – Director of Public Works,

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

2) Approval of the Agenda

Motion by Trustee Evensen, seconded by Trustee Dunnington to approve the Village Board agenda for March 25, 2024. Motion Carried 7-0

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

4) Announcements

- a. The next regularly scheduled meeting is April 8, 2024 at 7:00 pm

5) Public Hearing

None

6) Committee Reports

- a. Finance

Member Frutiger reported the committee met tonight before this meeting; they reviewed the Deerfield Comprehensive Outdoor Recreation Plan. They also approved two operators' licenses to be moved to the Village Board for approval. They also approved the check run to be moved to the Village Board.

- b. Plan Commission

Member Wieczorek stated the Commission met last Monday and the biggest thing there was they reviewed the Comprehensive Plan latest draft and a number of changes had been presented that he believed had not been implemented, including the updated photos. He confirmed that it would delay the plan about a month or two, but being as important as it is the Commission felt they should bet it right. Member Wieczorek also reported that they also had a presentation by the Olsons in regard to their Planned Residential Unit Development, and the Commission had recommended approval. Administrator Willis indicated he has a public hearing to start the first phase of the PD.

- c. Municipal Needs

No Meeting

- d. Public Works

No Meeting

- e. Parks

Member Evensen reported that they met February 23rd and approved the Lions Club Chili Fest request. He also mentioned that they approved a request for three bat houses to be installed at Community Park for Cody Curtis to be done by the end of May. Mr. Evensen stated they approved the final draft of the CORP and a request to modify a baseball diamond with the understanding that they would have to be restored as they were originally after.

- f. Library

Member Curtis reported they met on March 19 and that there was a maintenance spring program on March 20th. She also announced an upcoming Tiny Art Show at the library the with is April 8th through the 13th. The winter reading program wrapped up and finished with a good turnout. Member Curtis also reported the Library hosted the stuff animal sleepover, which was a change from the year prior and might be revamped again.

- g. Fire

No Meeting

- h. Joint Police

Member Evensen reported the department calls from 2023 with Cambridge having 857 and Deerfield 808. They also looked at the numbers for the February and there were 119 calls, 67 from Cambridge and 52 from Deerfield. They approved the court report for February. Member Evensen also reported that Sheriff Barrett was at the meeting and there was discussion of plans with the new jail and that the

Sheriff made it clear they are looking to hire more officers but are cautious about only hiring the best officers, not just any.

i. EMS

Member Frutiger reported they met on the 21st but it was a pretty short meeting. They approved the employee grievance SOP and the Chief brought up the idea that eventually down the road it would be in Cottage Grove and would have to expand resources.

j. Joint Interactive

No Meeting

k. Deerfield Cares

Member Frutiger reported that there will Narcan training in June and someone from Dane County Emergency Management would do the training. There is a movie night scheduled at the Community Park on July 24th that is already reserved.

l. Community Center

Member Evensen reported they had their normal treasurer report and update on the solar project. He stated they need to finish the structure and add additional concrete to be done. They also had several updates from different committees and approved changes to the bylaws that were discussed previously.

m. Cable

No Meeting

n. Personnel

No Meeting

o. DCCVA

No Meeting

7) Unfinished Business

None

8) New Business/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 May 11, 2024 meeting of the Village Board.

BID

- b. Recommendation of Stephanie Schwartz to the Business Improvement District Board

Finance Committee

- c. Recommendation of Village Checks issued from March 7, 2024 – March 21, 2024.
d. Recommendation on issuance of an operator's license for the period of March 26, 2024 – June 30, 2024 for: Sara Kowalik - Deerfield Grille, Charlene Axtman Deerfield Grille
e. Recommendation on Village of Deerfield Comprehensive Outdoor Recreation Plan 2024-2029 Impact Fee Schedule.

Parks Committee

- ~~f. Recommendation on a request by Cody Curtis to construct 3 bat houses to be located at Community Park for his high school senior project.~~
- g. Recommendation on a site plan and use of Fireman's Park request by the Deerfield Lions Club to hold Chilifest.
- h. Recommendation on the final draft of the Village of Deerfield Comprehensive Outdoor Recreation Plan 2024-2029

Motion by Trustee Tebon, seconded by Trustee Evensen to approve the consent agenda after removing item f. Motion passed 7-0

- 9) New Business/Non-Consent Agenda – Items Removed from Consent (If applicable):
 - a. Any items removed from the Consent Agenda.

- f. Recommendation on a request by Cody Curtis to construct 3 bat houses to be located at Community Park for his high school senior project.

Trustee Evensen explained that Cody Curtis had been present at the Parks Committee meeting and explained his plan for the bat houses. There would be one close to the stands and two back in the woods farther away from the disc golf. He noted that they would be installed 15 to 20 feet above the ground and there is no large amount of maintenance required once they are up.

Motion by Trustee Evensen, seconded by Trustee Tebon to approve the request by Cody Curtis to construct 3 bat houses to be located at Community Park. Motion passed 6-0-1 (Tracy Curtis abstained)

- b. Recommendation on Oak trees used for street tree plantings on Whitetail Way.

Administrator Willis explained the Village Board has the staff report from the Public Works Committee. He stated they had already discussed the history on how the oak trees originally ended up on White Tail Way and Director Paoli had some conversation about if it was possible to remove those trees. Director Paoli stated he personally went over and looked at the trees in question and that the actual caliber size of the trees is already to a point where it's bigger than what they typically do for any kind of spading. He also mentioned he talked to one of Don Tierney's guys and they also believed the size kept there from being any good way to remove those trees without killing them. So based on that overview the staff recommended to the Public Works Committee to allow the trees on White Tail Way to remain based on the previous approval given by the Public Works director and the inability to move the trees without damaging the surrounding infrastructure or the tree. There is also concern of setting a precedent to allow people to just remove street trees that they didn't like and would recommend part of the motion to not allow residents to remove street trees even at their own cost.

Motion by Trustee Evensen, seconded by Trustee Tebon to approve the recommendation from the Public Works Committee. Motion passed 7-0

- 10) Department Reports
 - a. Village Clerk

Village Clerk Aravena reported that the election is in full swing and that you can come to the Village Hall next Tuesday to cast your ballot. Since the polling location has moved from the last election, there will be sign at the station directing people to the new location, notification will also be posted on the Village website and on their Facebook page. Polls are open from 7:00am to 8:00pm. The Clerk then stated there was a trainer that had come to review items about the election that there were

outstanding questions to. One was the layout of the polling place and it was deemed that the exit could not be the back doors due to ADA compliance. Mrs. Aravena also reported that the politically nominated poll workers had indicated they could not work this election, but would be asked again for the next election. There may be a need for additional volunteers and that she would follow up with Board Members, but that overall, there would need to be less stations with the new procedures. Clerk Aravena also mentioned they are beginning the Recycling Grant reconciliation process and waiting on numbers from Badger Land.

Trustee Wieczorek inquired about folding tables that should have been purchased for the election, Administrator Willis indicated they had not been purchased as of yet but would be for future need.

b. Public Works

Public Works Director Paoli discussed the snow event last Friday and that it had gone very well. They are working towards a Salt Wise Program and didn't put any salt down. Director Paoli discussed that Derek Anderson has been working on his transition over to wastewater more and is taking two of his certification tests tomorrow at the conference. Chuck Kraus, new employee, passed his DOT tests. They are working on getting him scheduled in and take some classroom time and then a certain amount of driving. Director Paoli then updated the Village Board on MPI's exploratory dig where there was water coming up out of the ground. It did turn out it was their sewer lateral. They found that there was a crack in the line which they repaired with a clamp similar to one you can use on a water main, it's already been backfilled and concreted. Future discussions are needed about what's next with the Lift Stations and Pumps.

Trustee Tebon brought up a retaining wall failure, but it falls under the DOT and they have been notified.

c. Village Administrator

Administrator Willis stated last week there was the Village audit. There were two auditors at the Village. They are hoping to be finalized at the end of this week with requests and have the audit in hand sometime end of April beginning of May. He also shared the tree list, which is tied to a larger site development standard for various types of development that happens in the Village is in progress. Mr. Willis also mentioned he is still working with Attorney Walker-Smith on getting everything prepped for the Comprehensive Plan and working with MSA to finalize the two documents.

11) Adjournment

Motion by Trustee Evensen, seconded by Trustee Tebon to adjourn the meeting at 7:25pm. Motion passed 7-0

Respectfully submitted by:

Marissa Q Aravena

Village Clerk/Deputy Treasurer