

**VILLAGE BOARD MINUTES  
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE VILLAGE BOARD OF THE VILLAGE OF DEERFIELD HELD AT THE DEERFIELD  
VILLAGE HALL, 4 N. MAIN STREET, DEERFIELD, WISCONSIN ON MONDAY,  
MAY 23, 2011 AT 7:00 P.M.**

**CALL TO ORDER – NOTING OF ROLL BY CLERK**

The meeting was called to order at 7:00 pm by President Kiefer. Roll call: Wilkinson, Tebon, Frutiger, Schreiber and Kiefer present, Smith and Smythe-Eagle absent. Also present: Village Administrator Patrick Vander Sanden, Val Thomas, Jenny Clarke, Ryan Fankhauser, Norman Nelson, Shirley Teske and Dave Lemke.

**CONSENT AGENDA**

Motion by Tebon, second by Frutiger to approve the May 23, 2011 agenda as presented. All ayes, motion carried.

**A. APPROVAL OF MINUTES FROM MAY 09, 2011**

Motion by Kiefer, second by Tebon to approve the May 9, 2011 minutes as amended. All ayes, Frutiger abstained, motion carried.

**B. APPROVAL OF VOUCHERS**

Kiefer informed the Board that the Finance Committee reviewed and approved all the vouchers presented.

Motion by Frutiger, second by Wilkinson to payment of ck #45168 to #45220 totaling \$47,382.97. All ayes, motion carried.

**C. COMMITTEE REPORTS**

**1. FIRE COMMISSION 05/10/11**

Kiefer reported that the Fire Commission discussed the Firemen's festival, which will be held June 10<sup>th</sup> through the 12<sup>th</sup>, the damaged truck was picked up at Truckstar and that Attorney Anderson has completed her review of the Joint Fire Agreement.

**2. SPECIAL BOARD MEETING 05/16/11**

Kiefer reported that at the Special Board meeting Burdick committed to remain in Deerfield for another 5 years instead of moving their company to Waukesha. Everything is finalized except for signatures.

**3. FINANCE 05/23/11**

All the items discussed at Finance will be discussed by the Board as an agenda item

**4. EMS 05/19/11**

Frutiger reported that Kim Banigan, the Clerk for the Town of Cottage Grove, is the new Accounts Manager, EMS personnel met with Life Quest to discuss the drop in the amount of revenue being collected, status of the audit, election of new officers and preparing a RFP for EMS services.

**5. LIBRARY 05/20/11**

Due to the absence of Smythe-Eagle, Val Thomas, the Library Board President, reported on the Library's meeting. The Library's 2011 budget is on track and the new on-line link for ordering books has not been smooth but is still a work in process. As a way to save money for the Library's 2012 budget, a study was conducted to determine if there were hours that the Library could be closed. The study was done by Library personnel on an hour to hour basis. The results showed that the number of patrons remained steady throughout the day.

**PUBLIC APPEARANCES**

**A. PUBLIC COMMENTS**

**UNFINISHED BUSINESS, REVIEW & ACTION THERE ON**

**1. WELL #4 PROJECT – DISCUSSION & ACTION AS NECESSARY**

Vander Sanden reported that this will be the last time this item will be on the agenda as the landscaping has been completed which was the final piece to the puzzle.

**NEW BUSINESS**

**A. RESOLUTIONS**

**1. RESOLUTION R2011-05: A RESOLUTION APPROVING THE SUBMITTAL OF THE 2010 WISCONSIN DEPARTMENT OF NATURAL RESOURCES NR 208 COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR)**

Resolution R2011-05 approves the submittal of the 2010 CMAR. The report shows that the Wastewater Treatment facility has an overall letter grade of A and a grade point average of 4.0. The Board agreed that everything looks good and the crew is doing a great job.

Motion by Tebon, second by Frutiger to approve resolution R2011-05 a resolution approving the submittal of the 2010 Wisconsin Department of Natural Resources NR 208 CMAR. All ayes, motion carried.

**B. LICENSES & PERMITS**

**1. TEMPORARY CLASS "B" RETAILER'S LICENSE TO THE DEERFIELD VOLUNTEER FIRE DEPARTMENT FOR THE DEERFIELD FIREMEN'S FESTIVAL JUNE 10, 2011 TO JUNE 12, 2011**

The Finance committee reviewed and approved the temporary Class B license to the Fire Department.

Motion by Schreiber, second by Tebon to approve issuing a temporary Class B retailer's license to the Deerfield Volunteer Fire Department for the Deerfield Firemen's festival June 10, 2011 to June 12, 2011. All ayes, motion carried.

**2. CONSIDER REQUEST FOR AN OPERATOR'S LICENSE FOR THE PRIOD OF JULY 1, 2011 TO JUNE 30, 2012 TO BRETT A. FANKHAUSER, RYAN D. FANKHAUSER, SHANE M. FRUTIGER, KERRI L. HEWITT, LARRY M. HEWITT, THOMAS E. LOHMILLER AND SCOTT H. MACK**

The Finance committee reviewed and approved the Operator's licenses presented.

Motion by Wilkinson, second by Schreiber to approve issuing an Operator's license to Brett A. Fankhauser, Ryan D. Fankhauser, Shane M. Frutiger, Kerri L Hewitt, Larry M. Hewitt, Thomas E. Lohmiller and Scott H. Mack for the period of July 1, 2011 to June 30, 2012. All ayes, motion carried.

**C. REVIEW & ACTION:**

**1. ENVIRONMENTAL ASSISTANCE – REVSTONE MPI IN DEERFIELD (JENNY CLARKE)**

Jenny Clarke informed the Board that the company she works for, Revstone MPI, is looking for ways to give back to the community and are offering environmental assistance in Deerfield as a way to do so. Clarke offered of few alternatives and asked the Board which one they would prefer to see done. The Board agreed that their first choice would be to have MPI conduct regular cleanups along the Bike Trail but since the DNR regulates the trail it was suggested that Vander Sanden contact them to see if this would be allowable.

**2. FIRE DEPARTMENT STREET CLOSURES – DEERFIELD FIREMAN’S FESTIVAL, JUNE 10-12, 2011: PARTS OF NELSON STREET AND GRAND AVENUE, PLUS W.DEERFIELD STREET AND PARK AVENUE**

Ryan Fankhauser came before the Board to request the closure of parts of Nelson Street, Grand Avenue, W. Deerfield Street and Park Avenue during the Firemen’s Festival. The entire length of W Nelson will not be closed in order to allow patrons’ access to the Post Office. Fankhauser inquired if he needed to make this request annual and Kiefer informed him that it should be done annually as Board members can change from year to year.

Motion by Tebon, second by Frutiger to allow the Deerfield Fire Department to close parts of W. Nelson, Grand Avenue, W. Deerfield Street and Park Avenue during the Firemen’s Festival, June 10-12, 2011. All ayes, motion carried.

**3. PROPERTY MAINTENANCE ISSUES UPDATE – NORM NELSON PROPERTY, 111 N. WASHINGTON STREET, DEERFIELD**

Vander Sanden stated that included in the Board packets are photos, taken by the Building Inspector, and a memo regarding the property owned by Norm Nelson at 111 N. Washington Street. Vander Sanden inspected the property again today which showed that minimal progress has been made. Nelson stated that he should have everything outside of the fence removed within two weeks. The Board agreed to have the Building Inspector re-inspect the property again in two weeks to see if the property is in compliance with Village ordinance. Nelson was also informed that Project Home uses a waiver to address the liability issue associated with having volunteers perform work.

**4. INFORMATION ON THE CARDIAC SCIENCE OPERATION IN DEERFIELD**

Vander Sanden reported that Cardiac Science has agreed to keep the manufacture portion of their business open in Deerfield and will be notifying their employees of this. Brian Mitchard would like to have the Board take a tour of their building. The Board thanked Vander Sanden for his work on this project.

**5. CONSIDER A MOVE TO CLOSED SESSION PURSUANT TO §19.85(A)(C) FOR THE CONSIDERATION OF PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA FOR VILLAGE EMPLOYEES (EMS & POLICE)**

Motion by Schreiber, second by Tebon to move to closed session pursuant to §19.85(a)(c) for the consideration of promotion, compensation of performance evaluation data for Village Employees (EMS & Police). Roll call vote: Wilkinson aye, Tebon aye, Frutiger aye, Schreiber aye and Kiefer aye, motion carried.

**6. MOVE TO OPEN SESSION TO TAKE ACTION, IF ANY ON THE CONSIDERATION OF PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA FOR VILLAGE EMPLOYEES (EMS & POLICE)**

Motion by Schreiber, second by Tebon to move to open to take action, if any, on the consideration of promotion, compensation of performance evaluation data for Village Employees (EMS & Police). Roll call vote: Wilkinson aye, Tebon aye, Frutiger aye, Schreiber aye and Kiefer aye, motion carried.

No action taken

**ORDINANCES**

**COMMUNICATIONS**

**STAFF REPORTS**

**A. ADMINISTRATOR’S REPORT**

Vander Sanden report that he has been working with BCP Transportation & Logistics the new business located at 1 Golf Drive, the 2010 annual audit is complete and Jon Keller will be presenting it to the Board in June, he has begun working on the 2012 budget, there is a new business next to Subway called Claytime Pottery and Amon has begun the road project on Industrial Park Road.

**ADJOURN**

Motion by Tebon, second by Schreiber to adjourn at 8:10 pm. All ayes, motion carried.

/S/ Elizabeth McCredie  
Village Clerk/Treasurer