

**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,
JULY 11, 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, Smith, Frutiger, Smythe-Eagle, Schreiber and Kiefer present. Also present: Adam Lazare, Megan Lazare and Dave Lemke.

CONSENT AGENDA

Motion by Kiefer, second by Wilkinson to approve the July 11, 2011 agenda. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM JUNE 27, 2011

Motion by Tebon, second by Frutiger to approve the minutes from June 27, 2011 as amended. All ayes, Schreiber abstained, motion carried.

B. APPROVAL OF VOUCHERS

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

Motion by Tebon, second by Smith to approve payment of check #45313 to #45338 totaling \$59,418.22. All ayes, motion carried.

C. COMMITTEE REPORTS

1. JOINT EMS COMMISSION 06/29/11

Frutiger reported that the Commission met on June 29th to review the Request for Proposals (RFP's) for private ambulance service to the communities. This issue will further be discussed on July 28th at the four Joint Board meeting.

2. PLANNING COMMISSION 07/11/11

Kiefer reported that the Commission met earlier in a short meeting to take up a conditional use permit that is also on the Board agenda.

3. PUBLIC WORKS 07/11/11

Tebon reported that the committee met earlier and heard a presentation from Ruekert-Mielke regarding the potential for the Village to gather data for GIS mapping. The Village will be reviewing and considering this for the next budget.

4. FINANCE 07/11/11

Kiefer said the committee met earlier and approved two operator license requests and the vouchers, both of which will be on the Board agenda tonight.

5. COMMUNITY CENTER BOARD 07/11/11

Schreiber stated that the Community Center Board had met and reviewed the activities of the Deerfield Days weekend, which had just past. Deerfield Days was a success, as it was well attended and there was cooperating weather.

PUBLIC APPEARANCES

A. PUBLIC COMMENTS

B. JON KELLER, REILLY, PENNER & BENTON – PRESENTATION OF THE 2010 AUDIT REPORT

Jon Keller and Tom Weiland from Reilly, Penner & Benton were present to provide information on the 2010 Village Audit. Keller stated that the audit includes a full management discussion letter on the process and that Village staff were in full cooperation during the audit process. The Village had over \$9 million in total fiscal activities, which was about a \$2 million increase over 2009. This was due to the addition of the new municipal well and the ongoing improvements in Savannah Parks. The General Fund financial statements showed that on the revenue side, we saw 99% of budget vs. actual. On the expenses, there was a 96% budget to actual in 2010. The undesignated fund has improved to \$20,161 which is now in a positive after showing a negative balance the past couple of years. This is an area the Village needs to continue to improve and build on the undesignated fund. Keller then went over various graphs depicting budgetary activity in various expense accounts. The Village has a \$1.5 million of debt room when you consider statutory and 'best practices' recommendations. The Village is trending positively in their fiscal management, but debt issuance is an area to monitor. In the management letter, it was noticed that the Village does have a deficiency in its practice of not preparing its own financial statements. Keller explained that this is a noted deficiency, but the Deerfield is too small to be able to address it and about 99% of the small communities that RPB represents also show this deficiency. Keller opened the discussion to questions from the Village Board, to which there were none.

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

A. RESOLUTIONS - NONE

B. LICENSES & PERMITS

**CONSIDER REQUESTS FROM CONSIDER REQUESTS FOR AN OPERATOR'S LICENSE FOR THE PERIOD
OF JULY 11, 2011 THROUGH JUNE 30, 2011 TO YVONNE E SCHWARTZ AND SARAH L THOMPSON**

Kiefer noted that the date on the application for Sarah Thompson was incorrect and that it should be corrected. She also said the Finance Committee reviewed the licensing requests earlier and approved them. .

Motion by Tebon, second by Smythe-Eagle to approve the issuance of operator's licenses for the period of July 11, 2011 through June 30, 2012 to Yvonne E. Schwartz and Sarah L. Thompson. All ayes, motion carried.

C. REVIEW & ACTION:

CONSIDER CONDITIONAL USE PERMIT REQUEST FROM ADAM AND MEGAN LAZARE OWNERS OF 105 N WASHINGTON STREET TO ALLOW A DETACHED GARAGE EXCEEDING THE PERMITTED USE REQUIREMENT OF 720 SQ. FT IN R-2 ZONING

Adam & Megan Lazare were present to take any questions from the Board on their request. Kiefer reported that the Planning Commission took the issue up earlier in the evening and approved it with the contingency that the height of the garage not exceeding the maximum requirement of 18 feet. Lazare replied that the plans for his garage were that it would be 16 feet. Lazare also reported that they plan to do a survey of their lot to ensure they are compliant with setback requirements. They also presented two letters for the record from neighbors who were supportive of the project. Motion by Schreiber, second by Tebon to approve the conditional use permit request by Adam Lazare and that the structure not exceed 18 feet tall. All ayes, motion carried.

REQUEST TO DISCONTINUE GARBAGE BILLING FOR DALE & DIANE SCHMIDT

Vander Sanden reported that Dale & Diane Schmidt are the new owners of the residence at 106 Elizabeth Court, and have contacted the Village to explain that they will not become permanent residents there until their current home up north is sold. They have requested that waste removal services be halted until they move here permanently. Vander Sanden stated that the Public Works Committee had taken up the issue earlier and approved the request. Motion by Tebon, second by Schreiber to approve the request by the Schmidt's to suspend waste services at 106 Elizabeth Court until such time they become permanent residents. All ayes, motion carried.

PRELIMINARY 2012 BUDGET TIMELINE

Vander Sanden told the Village Board that he plans to get the 2012 Village Budget started earlier than normal, given the extra challenges faced this year with the continued lag on the economy and the changes to the shared revenues and levy limits by the State of Wisconsin. He said he intends to provide the Board with a best sense of the budget outlook at the next meeting, along with a look at itemized costs on the expense side of the budget over the next couple of months. Vander Sanden said his intent was to get the Board to see the costs of the organization sooner which can then be rolled over into the more traditional budget work in the fall.

CONSIDER A MOVE TO CLOSED SESSION PURSUANT TO § 19.85(1)(E) FOR THE PURPOSES OF DELIBERATING OR NEGOTIATING THE PURCHASE OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION (TIF #2 ACTIVITY-DEERFIELD BUSINESS PARK)

Motion by Wilkinson, second by Smythe-Eagle to go into closed session at 7:37 pm pursuant to §19.85(1)(e) for the purposes of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (TIF #2 activity-Deerfield Business Park). Roll Call vote: Wilkinson, aye. Tebon, aye. Smith, aye. Frutiger, aye. Smythe-Eagle, aye. Schreiber, aye. Kiefer, aye. Motion carried.

MOVE TO OPEN SESSION TO TAKE ACTION, IF ANY, PURSUANT TO § 19.85(1)(E) ON THE DELIBERATION OR NEGOTIATION ON THE PURCHASE OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION (TIF #2 ACTIVITY- DEERFIELD BUSINESS PARK)

Motion by Smythe-Eagle, second by Schreiber to go into open session at 7:50 pm pursuant to §19.85(1)(e) for the purposes of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (TIF #2 activity-Deerfield Business Park). Roll Call vote: Wilkinson, aye. Tebon, aye. Smith, aye. Frutiger, aye. Smythe-Eagle, aye. Schreiber, aye. Kiefer, aye. Motion carried. No action taken.

**ORDINANCES
COMMUNICATIONS**

Vander Sanden informed the Board and public that the UW Madison School of Medicine and Public Health are planning a compressive health survey of Dane County residents beginning in August. They will be visiting 28 households in Dane County for the survey and its possible Deerfield homes will also be contacted.

**STAFF REPORTS
ADMINISTRATOR'S REPORT**

ADJOURN

Motion by Wilkinson, second by Smythe-Eagle to adjourn at 7:52 pm. All ayes, motion carried..

/S/ Patrick B. Vander Sanden
Village Administrator