

**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, NOVEMBER 26, 2012 AT 7:00 P.M.**

CALL TO ORDER – NOTING OF ROLL BY CLERK

The meeting was called to order by President Kiefer at 7:00 pm. Roll call: Wilkinson, Tebon, McMullen, Fritz, Frutiger Schreiber and Kiefer present. Also present: Village Administrator Patrick Vander Sanden, Public Works Director John Doyle, Engineer Mark Barden and Dave Lemke.

CONSENT AGENDA/SIGN IN SHEET

Motion by Tebon, second by McMullen to approve the November 26, 2012 agenda with removal of the Deerfield Fire Protection Agreement under Unfinished Business and to change the dates of the resolution from 2011 to 2012. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM NOVEMBER 12, 2012

Motion by Kiefer, second by Wilkinson to approve the minutes from November 12, 2012 as amended. All ayes, motion carried.

B. APPROVAL OF VOUCHERS

The Finance Committee approved the vouchers presented and recommended payment of all the vendors listed with the addition of a check to B.R. Amon & Sons for \$33,080.46.

Motion by Wilkinson, second by Tebon to approve payment of check # 46851 to 46886 totaling \$58,769.45. All ayes, motion carried.

C. COMMITTEE REPORTS

1. EMS 11/15/12

Frutiger reported that there were actually two EMS meetings held, the first one was to discuss the initial collection bargaining proposal from IAFF. The members were given a copy of the proposal to take home and review. At the regular EMS meeting the new 10-year DGEMS agreement was signed and it was reported that the staffing in Deerfield was at 87.21%, the amount of revenue collected through collections is near the budgeted amount and two line items adjustments were made to the budget. The undesignated funds policy was also approved. Frutiger informed the Board that effective January 2013 the EMS commission will require an additional person and that Jerry McMullen is willing to accept the position.

2. LIBRARY 11/16/12

The Library Board discussed their 2013 budget and approved shifting \$5,000.00 out of the health insurance line item to allow them to achieve a 0% increase; a request from the Book Club to have wine at their gatherings was approved which the insurance company had also approved and discussion was held regarding a contract for the rental of a new/used copy machine.

3. PUBLIC WORKS 11/26/12

Public Works discussed the status of the 2012 Street projects and the possibility of creating a Storm Water Utility with Town & Country Engineering submitting a contract to do a study for its creation. The Public Works Director informed the committee that problems with the storage tank were discovered that will need to be looked at again next year to determine the extent of the damage.

4. FINANCE 11/26/12

The Finance Committee approved payment of all the bills presented.

PUBLIC APPEARANCES

A. PUBLIC COMMENTS

Lemke questioned how 911 calls made in the Township would be handled now that they have contracted with Ryan Brothers for the emergency services. He was informed not to worry and that the 911 dispatcher will know who to dispatch for these situations.

McMullen wished to address Kevin Nelson concerns regarding coverage issues with DGEMS and stated that Deerfield is being provided with at least a first responder, 70% coverage and a response time of 10 minutes. McMullen asked that if anyone has any concerns to please contact him.

B. PUBLIC HEARING – 2013 DEERFIELD VILLAGE BUDGET

Kiefer opened the public hearing for the 2013 Deerfield Village budget and ask if anyone present wished to speak on the matter. No one spoke. Kiefer closed the public hearing.

C. PUBLIC HEARING – 2013 DEERFIELD SEWER UTILITY BUDGET AND RATES

Kiefer opened the public hearing for the 2013 Deerfield Sewer Utility budget and rates and ask if anyone present wished to speak on the matter. No one spoke. Kiefer closed the public hearing.

UNFINISHED BUSINESS, REVIEW & ACTION THERE ON

1. 2012 DEERFIELD STREET & UTILITY PROJECT – ENGINEER'S UPDATE

Barden explained that B.R. Amon & Sons is requesting payment of \$5,023.25 for change order #3 which consists of the following expenses: extra watering of the streets; replacement of curb & gutter on State Street (this amount will show as a credit on S & L's next pay request); removal of a non-standard manhole castings on Liberty Street; raising of a riser ring by Steve Keller's house; the planting of a wild flower seed mix and erosion mat at the request of Judy Hottman in lieu of replacing her wall; installation of a retaining wall at the corner of Legreid and High St. and for the removal of asphalt at the intersection of Washington and Nelson Street in order to blend into the existing pavement.

2. PAY REQUEST(S) – 2012 VILLAGE STREET & UTILITY PROJECT – AMON AND S&L UNDERGROUND

Barden recommended that B.R. Amon be paid \$33,080.46 for pay request #4 which includes the items in change order #3.

Motion by McMullen, second by Tebon to approve payment, to B.R. Amon & Sons, for pay request #4 and change order #3, totaling \$33,080.46. All ayes, motion carried

3. DEERFIELD FIRE PROTECTION AGREEMENT - tabled

NEW BUSINESS

A. RESOLUTIONS

1. RESOLUTION R2012-16: A RESOLUTION TO ADOPT THE 2013 BUDGET FOR THE VILLAGE OF DEERFIELD

Vander Sanden explained to the Board that the budget summary provided needs to be adjusted because of an increase in the Assessor's contract due to a new electronic state mandated requirement. Otherwise, the summary accounts for the 2% Fire dues being added in the expense category and the Community Center's budget being set at \$18,000.00. The Board discussed their per diem meeting amount and agreed to leave it at \$20.00. The police had requested to have new carpet installed in their building but this will be tabled to the 2014 budget. Vander Sanden informed the Board that TID #2 remains strong and is poised to close in 2013 and that TID #3 is remains in the red but is showing growth. Vander Sanden will be working with the Village Attorney to make sure that the developer is complying with his agreement. The Library's budget shows no increase and the police's overtime salary incurred during the Firemen's Festival has been added to the Fire Departments budget which will then be shared proportionally with the Town of Deerfield. Expenses in the Capital budget are not going to affect the mill rate but a couple of expenses projected for this fund are a new plow truck and the repair of London Road. Doyle was instructed to get firm pricing on the truck.

Motion by Tebon, second by Wilkinson to approve resolution R2012-16 to adopt the 2013 budget, with the charges to the Assessor's contract and the Village Board's per diem meeting amount, for the Village of Deerfield. All ayes, motion carried.

2. RESOLUTION R2012-17: A RESOLUTION TO ADOPT THE 2013 BUDGET AND RATES FOR THE DEERFIELD SEWER UTILITY

Vander Sanden informed the Board that in 2012 a sewer rate study was done and per that study the next step rate increase will go into effect January 1, 2013 and that the 2013 Sewer budget includes expenses for hosting and improvements to the GIS map on the Village website enabling the community and Village staff to be more efficient

Motion by Wilkinson, second by Fritz to approve resolution R2012-17 to adopt the 2013 budget and rates for the Deerfield Sewer Utility as presented. All ayes, motion carried.

B. LICENSES & PERMITS

C. REVIEW & ACTION:

1. 2013 WATER UTILITY BUDGET AND RATES

The 2013 Water Utility budget also includes the cost of hosting and improvements to the GIS map and a new computer for Derek and the water rates will remain the same as in 2012.

Motion by Tebon, second by McMullen to approve the 2013 Water Utility budget and rates as presented. All ayes, motion carried.

2. PRE-DEVELOPMENT AGREEMENT: VILLAGE AND WALT OLSON

Vander Sanden informed the Board that Walt Olson has requested a zoning change, from Agricultural to Estate, for property he owns on London Road and a public hearing on the change will be held December 10, 2012. He has paid for and submitted the necessary paper work for the zoning change and Vander Sanden questioned at what point do we want him to pay for his past due bill? The Board agreed that since we are already incurring Attorney cost relating to his new agreement and see additional costs coming later from the Engineer that he needs to be brought up to current by the meeting on the 10th. They also agreed not to continue on the current development until the past due is paid and suggested that wording be included in the new development agreement regarding a requirement for timely payments or the ability to placing them on his tax roll.

3. USE OF 2012 SPECIAL ASSESSMENT FUNDS FOR 2012 BONDING INTEREST PAYMENT

In 2012 the Village borrowed money for the 2012 street and utility projects; as a result of this the village was required to pay an unexpected interest payment of \$11,593.54 that was not budgeted for. Vander Sanden is requesting that the use of surplus funds from the actual borrowing be used to cover the payment.

Motion by Tebon, second by Frutiger to approve the use of 2012 surplus funds from the borrowing fund to be used to cover the 2012 bonding interest payment. All ayes, motion carried.

4. CONNECT COMMUNITIES

Vander Sanden stated that he attended a "Connect Communities" workshop put on by the Wisconsin Economic Development Corporation (WEDC). The program helps communities with technical assistance to improve their downtowns but on a scaled down version. The program requires a fee of \$200.00 per year and Vander Sanden questioned the Board's feelings on its funding. The board felt this would be a good expense for the Camber and or BID.

ORDINANCES

COMMUNICATIONS

Dave Lemke thought that the Board might want to check into park grants available through Dane County's budget.

STAFF REPORTS

A. ADMINISTRATOR'S REPORT

Vander Sanden reported that Village Staff is working on the December newsletter and that breakfast with Santa is scheduled for December 9th at the Fire Station.

ADJOURN

Motion by McMullen, second by Fritz to adjourn at 8:00 pm. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Clerk/Treasurer