

**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, DECEMBER 10, 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 (7:17), Fritz, Frutiger and Kiefer present, Schreiber absent. Also present: Village Administrator, Patrick Vander Sanden and as listed on the December 10<sup>th</sup> sign in sheet on file in the clerk's office.

**CONSENT AGENDA/SIGN IN SHEET**

Motion by Wilkinson, second by Frutiger to approve the December 10, 2012 agenda as presented. All ayes, motion carried.

**A. APPROVAL OF MINUTES FROM NOVEMBER 26, 2012**

Motion by Kiefer, second by Fritz to approve the minutes from November 26, 2012 as amended. All ayes, motion carried.

**B. APPROVAL OF VOUCHERS**

The Finance Committee approved the vouchers presented and recommended payment of all the checks listed.

Motion by Wilkinson, second by Tebon to approve check #46887 to #46928 totaling \$55,491.81. All ayes, motion carried.

**C. COMMITTEE REPORTS**

**1. COMMUNITY CENTER 12/03/12**

No report given – Schreiber absent

**2. CABLE TV 12/05/12**

The Cable committee discussed their 2013 budget and completed their inventory for the school due to them being a rider on their insurance. The Committee is also requesting a meeting with the Village to discuss the installation of different cameras in the Village Hall.

**3. PARKS 12/10/12**

The Parks committee discussed a citizen's request regarding tree maintenance in the Community Park and the Village's Park Plan/Needs Assessment which will be forwarded to the Village Board upon finalization.

**4. PLANNING COMMISSION 12/10/12**

The Planning commission held a public hearing and approved a request from Walter & Irene Olsen to amend the zoning of property in the 700 block of London Rd. from agricultural to E\_1 Estate Single-Family Residential. They also approved a preliminary CSM for London Rd contingent upon 4 (four) recommendations from the Village Engineer and a CSM for Brett Dollar for lots 12 & 13 on Simonson Street, both of which are on the Village agenda. An interested party also presented a conceptual plan for development on N. High Street.

**5. FINANCE 12/10/12**

The Finance committee approved payment of all the bills presented.

**PUBLIC APPEARANCES**

**A. PUBLIC COMMENTS**

County Executive, Bob Salov, informed the Board that the Dane Com system has been put off to April 2013 and the renaming of the Department of Zoning is not going to happen. Salvo will contact Vander Sanden regarding any money available for park grants.

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

**1. 2012 DEERFIELD STREET & UTILITY PROJECT – S&L UNDERGROUND, FINAL PAY REQUEST AND CHANGE ORDER NO. 2**

Village Engineer, Mark Barden, stated that S & L Underground has submitted a request for payment of their final pay request and change order #2. The job is complete but during the finalization process 3 (three) issues arose that Town & Country and S& L Underground cannot agree upon. These issues are: 1) the Village's involvement of the water main locating and knowledge of the water system valves, 2) the detail of the bidding plans and 3) the trench backfill on Legreid and Washington Street. Discussion was held on the 3 (three) issues with Barden explaining why Town & Country is not recommending payment and Dana Fjelstad, a representative from S & L, giving their reasons for the additional expenses.

Motion by Wilkinson, second by Tebon to approve a lump sum payment of \$10,000.00 for the three disputed issues on Change Order #2 contingent upon the submittal of the trip tickets relating to the new material used to fill the trench. All ayes, motion carried.

Motion by Tebon, second by McMullen to approve a payment to S & L Underground for the final pay request and change order #2 totaling \$19,785.05, contingent upon the submittal of all the trip tickets relating to the new material used to fill the trench. All ayes, motion carried.

**NEW BUSINESS**

**A. RESOLUTIONS**

**B. LICENSES & PERMITS**

**C. REVIEW & ACTION:**

**1. WALT OLSEN –ZONING CHANGE FOR LONDON ROAD PROJECT**

Tebon stated that the Planning Commission approved the rezoning and the preliminary CSM for the 3 (three), one acre lots located on London Road owned by Walter and Irene Olson. Village Engineer Warren Myers reviewed the proposal and recommended that deed restrictions be placed on each of the lots recognizing that water and sewer may be extended in the future and that the lot owners cannot object to assessments for such extensions. And that the same type of deed restriction is also required for improvements to London Road if curb & gutter is ever constructed past the fronts of the lots. Myers other recommendation is that there is an adequate right-of-way along London Road and that Olson's proposal will fit into the overall development plan for that section of the Village.

Motion by McMullen, second by Fritz to approve the rezoning of three (3) lots located on the following described property: part of the 700 Block of London Road, Section 27, T7N, R12E, Village of Deerfield, Dane County, Wisconsin from A1 – Agricultural to E-1 Estate Single-Family Residential. All ayes, motion carried.

**2. WALT OLSEN – PRELIMINARY CSM FOR LONDON ROAD**

Motion by McMullen, second by Fritz to approve the preliminary CSM #4238-12 for Walter and Irene Olson contingent upon restrictions being placed on each of the lots recognizing that water and sewer may be extended in the future and that the lot owners will not object to assessments for such extensions. And, that the same type of deed restriction is required for improvements to London Road if curb & gutter is ever constructed past the fronts of the lots. All ayes, motion carried.

**3. BRETT DOLLAR – CSM FOR LOTS 12 & 13 ON SIMONSON STREET**

Tebon informed the Board that the Planning Commission reviewed and approved CSM submitted by Brett Dollar for lots 12 & 13 on Simonson Street. The proposed CSM includes a newly redrawn lot line allowing for the placement of a zero lot line residential dwelling. Motion by Tebon, second by Wilkinson to approve CSM #4262-12 for lots 12 & 13, Replat of Morningside Estates. All ayes, motion carried.

**4. NO BOARD MEETING ON DECEMBER 24**

Vander Sanden stated that in previous years the Board has given permission solely to the Finance Committee members to review and approve the payment of the vouchers due to the fact that traditionally the 2<sup>nd</sup> Board meeting has been cancelled. Vander Sanden also informed the Board that the Finance Committee approved this procedure.

Motion by Frutiger, second by Fritz to approve granting permission to the Finance Committee members to review and approve all the payments for the end of year vouchers. All ayes, motion carried.

**5. CONTRACT FOR GARDINER APPRAISAL**

The Village's contract with Gardiner Appraisal is up in December and the new contract calls for an identical base cost but it also includes an additional cost of the software licensing fee. The Village would be paying \$0.43 per parcel totaling approximately \$380.00 which was accounted for in the 2013 budget. Fritz questioned the previous license fee and Vander Sanden will check into that cost.

Motion by Tebon, second by McMullen to approve Gardiner Appraisal's contract contingent upon Vander Sanden and Kiefer reviewing the software licensing fee. All ayes, motion carried.

**6. STORMWATER UTILITY IN DEERFIELD**

Vander Sanden questioned how the Board wished to move forward with the Stormwater Utility. The Village has been approved for a DNR grant to do a feasibility study which will cover 70% of the cost and must be spent by the end of 2013.

Motion by Tebon second by Frutiger to approve Town & County conducting a Stormwater Utility feasibility study with a not-to-exceed cost of \$12,000.00. All ayes, motion carried.

**7. ACTION ON ADMINISTRATOR CONTRACT**

Kiefer informed that the current Administrator's contract is in their Board packet, it incorporates any changes made.

Motion by Wilkinson, second by Tebon to approve the Village Administrator's Employment agreement for the term of January 1, 2013 through December 31, 2014. All ayes, motion carried.

**8. 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 (PUBLIC LIBRARY)**

Motion by McMullen, second by Kiefer to move to closed session and to invite Leah Fritsch and John Doyle to attend 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 (public library). Roll call vote: Wilkinson aye, Tebon aye, McMullen aye, Fritz aye, Frutiger aye and Kiefer aye, motion carried.

**9. CONSIDER A MOVE TO OPEN 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 (PUBLIC LIBRARY)**

Motion by Wilkinson, second by Fritz to move to open session. Roll call vote: Wilkinson aye, Tebon aye, McMullen aye, Fritz aye, Frutiger aye and Kiefer aye, motion carried.

**10. ACTION, IF ANY, TO COME OUT OF CLOSED SESSION**

No action taken

**ORDINANCES**

**COMMUNICATIONS**

**STAFF REPORTS**

McCredie reported that she and the Public Works Director are working on submitting the proper paperwork for the Village to receive recognition as being a Tree City.

**A. ADMINISTRATOR'S REPORT**

Vander Sanden reported that the taxes will be processed this week; he is working with the Building Inspector on property maintenance issues which will be handled in the same manner as Norman Nelson's property was and that there will not be a Board meeting on December 24<sup>th</sup>.

**ADJOURN**

Motion by Wilkinson, second by McMullen to adjourn at 8:50 pm. All ayes, motion carried.