

**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 13, 2010 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, Smith, Smythe-Eagle, Schreiber and Kiefer present, Frutiger absent. Also present: Village Administrator Patrick Vander Sanden and Dave Lemke.

**CONSENT AGENDA**

Motion by Tebon, second by Smith to amend the December 13, 2010 agenda by moving closed session to the end of the agenda. All ayes, motion carried.

**A. APPROVAL OF MINUTES FROM NOVEMBER 22, 2010**

Motion by Wilkinson, second by Tebon to approve the minutes from November 22, 2010 as amended. All ayes, motion carried.

**B. APPROVAL OF VOUCHERS**

The Finance Committee had reviewed and recommended approval of the vouchers as presented. The Board reviewed the vouchers. Motion by Schreiber, second by Smythe-Eagle to approve payment of check #44625 to #44672 totaling \$70,732.51. All ayes, motion carried.

**C. COMMITTEE REPORTS**

**1. CABLE 12/01/10**

The School's new Principal, Brad Johnsrud, attended the Cable meeting and will be working with Lyndon Myers on changes made to schedules. The committee also discussed the on going problems of the temperature in the cable room and the cameras in the gym. Cable is also working on streaming meetings live on line. Their next meeting will be January 5, 2011 at 4:30 pm.

**2. JOINT INTERACTIVE 12/06/10**

The Joint Interactive committee met with the elementary school principal and discussed a "Safe Routes to School" grant.

**3. COMMUNITY CENTER 12/06/10**

The Community Center held their annual election and all officers remained the same. The finalization of their budget was tabled and Santa's breakfast was rescheduled to December 19, 2010, 7:00 am to noon.

**4. PLANNING COMMISSION 12/13/10**

The Planning Commission approved a TID #3 grant for Steve Bilsky and discussed criteria for grant submission.

**5. PUBLIC WORKS 12/13/10**

Public Works discussed and approved change orders, pay requests and disbursement of Financial Assistance relating to Well #4, the creation of a Storm Water Utility and Public Work's policy/pay for being "On Call".

**6. FINANCE 12/13/10**

Finance approved resolution R2010-20 and the December 13, 2010 vouchers.

**PUBLIC APPEARANCES**

**A. PUBLIC COMMENTS**

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

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

Public Works approved and recommended to the Board change orders #2 & #3 relating to additional costs for abandoning Well #1 and a credit of unused bid quantities not used on Well #4, a pay request from Gilbank Construction for \$83,225.28 and Municipal Well & Pump's final pay request in the amount of \$16,624.25, request No. 13 for disbursement of Financial Assistance totaling \$75,670.71 and the purchase of new software and installation for the SCADA system.

Motion by Tebon, second by Schreiber to approve charge order No. 2 and 3 from Municipal Well and Pump, the final pay request (No. 8) from Municipal Well & Pump for \$16,624.25, pay request No. 8 from Gilbank Construction, Inc. for \$83,225.28 and request No. 13 for disbursement of Financial Assistance for \$75,670.71 and to approve the purchase of new SCADA software, the equipment needed to interface with it and its installation. All ayes, motion carried.

**NEW BUSINESS**

**A. RESOLUTIONS**

**1. RESOLUTION #R2010-19 – VILLAGE OF DEERFIELD PERSONNEL MANUAL**

The Board reviewed the Personnel Manual and made the following changes:

- a) Pg. 7 section 4.5 – "all In Laws" were added to the list of relatives
- b) Pg. 22 section 11.1 (A) Section 35 was changed to Section 32
- c) Pg. 29 section 16.3 "or installing any software"

Motion by Tebon, second by Smythe-Eagle to approve resolution #R2010-19 – Adopting the Village of Deerfield Personnel Manual. All ayes, motion carried.

**2. RESOLUTION #R2010-20 – A RESOLUTION AMENDING THE 2010 VILLAGE BUDGET**

Resolution #R2010-20 is a resolution amending the 2010 Village Budget. It approves transferring \$1039.98 out of the "Village Board Wages" fund with \$346.66 going to the "Clerk's Wages" fund and \$693.32 going to the "Public Works Wages" fund. This money will be used to go towards bonuses for Village employees. The Finance committee reviewed and approved resolution #R2010-20.

Motion by Smith, second by Smythe-Eagle to approve resolution #R2010-20 – A Resolution amending the 2010 Village Budget. All ayes, motion carried.

**B. LICENSES & PERMITS - NONE**

**C. REVIEW & ACTION:**

1. **TIF GRANT APPLICATION – STEVE BILSKY, STEVEN K. BILSKY BUILDERS- 116 N. MAIN STREET, DEERFIELD**  
The Planning Commission reviewed Steve Bilsky's TIF#3 grant application of \$985.00 for storm water control at 116 N. Main Street and approved granting him 65% of the request amount totaling \$640.25. Bilsky's submission was submitted at the same time and in conjunction with Dick Ireland's request. The Board had some concerns with the types of projects that are being granted money and it was suggested that in the future only projects that generate an increase in assessment value be considered.  
Motion by Tebon, second by Wilkinson to approve granting Steve Bilsky 65% of his TIF #3 grant application request of \$985.00 equaling \$640.25. Smythe-Eagle nay, Schreiber abstained, all the rest were ayes, motion carried.
2. **GARDINER APPRAISAL – CONTRACT RENEWAL**  
Gardiner Appraisal's two-year contract ends at the end of 2010. A new two-year contract to perform the 2011/2012 assessment maintenance for the Village in the amount \$5,600.00 has been submitted for review and consideration. The new contract increased \$308.00 from the previous one due to higher fuel and insurance costs.  
Motion by Smythe-Eagle, second by Tebon to approve the contract with Gardiner Appraisal Service, LLC in the amount of \$5,600.00 to perform the 2011/2012 assessment maintenance for the Village. All ayes, motion carried.
3. **PROPERTY MAINTENANCE ISSUES – NORM NELSON AND JOHN & ARDELL WESTBY**  
Vander Sanden updated the Board on the progress of the property maintenance issues for Norm Nelson and John & Ardell Westby. The Village needs to evaluate the amount of work that needs to be done and the costs associated with it, in relationship to what a property owner can afford. A letter will be sent to Nelson and Westby informing them that due to the snow the Village will be revisit the condition of their property in the spring.
4. **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 (EMPLOYEE COMPENSATION & ADMINISTRATOR CONTRACT)**  
Motion by Wilkinson, second by Smith to move to closed session pursuant to §19.85(A)(C) for the consideration of promotion, compensation or performance evaluation data for Village employees. Roll call vote: Wilkinson aye, Tebon aye, Smith aye, Smythe-Eagle aye, Schreiber aye and Kiefer aye, motion carried.
5. **MOVE TO OPEN SESSION TO TAKE ACTION, IF ANY ON THE CONSIDERATION OF PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA FOR VILLAGE EMPLOYEES (EMPLOYEE COMPENSATION & ADMINISTRATOR CONTRACT)**  
Motion by Schreiber, second by Tebon to move to open session at 8:15 pm to take action, if any on the consideration of promotion, compensation or performance evaluation data for Village employees. Roll call vote: Wilkinson aye, Tebon aye, Smith aye, Smythe-Eagle aye, Schreiber aye and Kiefer aye, motion carried.

Motion by Smythe-Eagle, second by Tebon to approve the Administrator's contract as amended and on file in the Clerk's office. All ayes, motion carried

**ORDINANCES**

- A. **ORDINANCE #O2010-05 ADOPT AMENDMENT TO SECTION 25.1.8A OF THE DEERFIELD VILLAGE ORDINANCES**  
Due to a number of new subdivision platting requirements contained in Chapter 236 of the Wisconsin Statutes the Village is required to amend its subdivision ordinance in order to reflect these changes and Ordinance #O2010-05 accounts for these changes.  
Motion by Tebon, second by Smythe-Eagle to approve Ordinance #2010-05 amending section 25.1.8(a) of the Deerfield Village Ordinances. All ayes, motion carried.

**COMMUNICATIONS**

The deadline to submit the necessary paperwork to run for Village President or Village Trustee is January 4, 2011 at 5:00 pm.

**STAFF REPORTS**

- A. **ADMINISTRATOR'S REPORT**  
Vander Sanden stated that Alternate Side Parking is in effect and reminded everyone to remove the snow around hydrants. Snow also needs to be removed from sidewalks by 5:00 pm the day following the snow fall and Village ordinance prohibits the shoveling or plowing of snow onto Village streets. The Village Hall and Public Works will be closed December 23<sup>rd</sup>, 24<sup>th</sup> and 31<sup>st</sup>.

**ADJOURN**

Motion by Smith, second by Wilkinson to adjourn at 8:17 pm. All ayes, motion carried.

/S/ Elizabeth McCredie  
Village Clerk/Treasurer