

**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, JUNE 27, 2016 AT 7:00 P.M.**

**CALL TO ORDER – NOTING OF ROLL BY CLERK/SIGN IN SHEET**

The meeting was called to order at 7:00 pm by President Frutiger. Roll call: Evensen, Wilkinson, Fry, Tebon, Wiczorek and Frutiger present, McMullen absent. Also present: see sign-in-sheet on file in the Clerk's office.

**CONSENT AGENDA**

Motion by Evensen and seconded by Tebon to approve the June 27, 2016 agenda as presented. All ayes, motion carried.

**A. APPROVAL OF MINUTES FROM JUNE 13, 2016**

Motion by Evensen and seconded by Wilkinson to approve the minutes from June 13, 2016 as written. All ayes, Frutiger abstained, motion carried.

**B. APPROVAL OF VOUCHERS**

The Board reviewed the vouchers submitted for payment and approved by the Finance Committee.

Motion by Wilkinson and seconded by Tebon to approve payment of check #50978 to #51029 totaling \$84,404.20. All ayes, motion carried.

**C. TREASURER'S REPORT FOR MAY 2016**

McCredie gave the May 2016 Treasurer report with the beginning balance in the checking account of \$3,522.56 deposits totaling \$561,399.50, checks totaling \$490,892.11 and the other expenses for the month totaling \$57,656.13 leaving an ending balance of \$16,373.13. The ending balance in the Money Market account was \$1,437,382.46 and the SIP's was \$1,960,325.92, resulting in a total fund balance at the end of May 2016 of \$3,414,081.51.

Motion by Tebon and second by Frutiger to approve the May 2016 Treasurer's report as presented. All ayes, motion carried

**D. COMMITTEE REPORTS**

**1. FIRE COMMISSION 06/14/16**

No report available.

**2. EMS 06/16/16**

Frutiger reported that EMS discussed a Public Relations and Education policy and the pay rate for CPR instructors. The commission also suggested forwarding a resolution to all the participating municipalities to show support of consolidation/regionalization efforts.

**3. LIBRARY 06/21/16**

Fry reported that the Library will be hosting numerous reading programs over the summer for adults and children and \$375 worth of donations were received in June.

**4. COMMUNITY CENTER 06/27/16**

Evensen reported that the Community Center agreed to hiring a firm, Interior Logic, to evaluate the flooring and planning proposals for the Center's current building site at a cost of \$2,250 and the site located at Liberty Commons for \$1,250, Deerfield Days is scheduled for July 8-10 and Don & Joanne Tierney gave the Center two (2) donations, one in the amount of \$36,476.03 to replace the lot not being used to build the new Center on and the other a personal donation for \$5,000.

**5. PUBLIC WORKS 06/27/16**

Frutiger reported that the Public Works committee approved Resolution R2016-11 for the 2015 CMAR and a request from the Deerfield Community Center to have parking allowed on the south side of the S. Industrial Park road during their baseball tournament. They also discussed a request from Randy Marten/Marten Builders to change the location of the crosswalks located on the first two (2) lots on Whitetail Way and they denied a request from Don Tierney to release their Letter of Credit for Savannah Park plat.

**6. FINANCE 06/27/16**

Frutiger reported that the Finance committee approved a number of Operator's licenses, a temporary Class "B" retailers license for the Deerfield Fire Department to host the Andrea Rose Garcia Memorial Pistol Shoot and extending the Village's engagement letter with Baker Tilly for the auditing years of 2016, 2017 and 2018.

**PUBLIC APPEARANCES**

Karen McKim, who is running for the Dane County Clerk position, came before the board to express her concerns with the current Clerk and provide her options for change.

**A. PUBLIC COMMENTS**

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

**NEW BUSINESS**

**A. RESOLUTIONS**

**1. RESOLUTION R2016-10 REVISING LOCAL LEGAL POSTING REQUIREMENTS**

Resolution R2016-10 approves the allowance to post of a legal notice in lieu of publication post the notice in one public place and publish the notice on the municipalities Internet site.

Motion by Tebon and seconded by Evensen to approve resolution R2016-10 revising the Village's legal posting requirements. All ayes, motion carried.

**2. RESOLUTION R2016-11 2015 COMPLIANCE MAINTENANCE ANNUAL REPORT**

Resolution R2016-11 approves the submittal of the annual WI DNR CMAR. Public Works reviewed the report, which came in with a GPA of 4, and recommended its approval.

Motion by Wilkinson and seconded by Fry to approve resolution R2016-10 approving the submittal of the WI DNR 208 2015 CMAR. All ayes, motion carried

**B. LICENSES & PERMITS**

**1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2017 FOR KARI D BROWN, LUCY R CUCCIA, JOSHUA W DOUGLAS, BRETT A. FANKHAUSER, RYAN D. FANKHAUSER, NICOLE T HAAG, JAMES M. HAAK, KERRI L. HEWITT, LARRY M. HEWITT AND MICHAEL L. SCHULZ**

The Finance Committee reviewed and recommended the issuance of an Operator's license for all the applications submitted. Motion by Tebon and seconded by Evensen to approve the issuance of an Operator's license for the period of July 1, 2016 to June 30, 2017 for Kari D. Brown, Lucy R. Cuccia, Joshua W. Douglas, Brett A. Fankhauser, Ryan D. Fankhauser, Nicole T. Haag, James M. Haak, Kerri L. Hewitt, Larry M. Hewitt and Michael L. Schulz. All ayes, motion carried.

**2. CONSIDER A REQUEST FOR A TEMPORARY CLASS "B" RETAILER'S LICENSE TO THE DEERFIELD VOLUNTEER FIRE DEPARTMENT FOR THE ANDREA ROSE GARCIA MEMORIAL PISTOL SHOOT FOR SPECIAL OLYMPICS, JULY 17, 2016**

The Finance Committee reviewed and recommended approval of the request from the Deerfield Volunteer Fire Department for a temporary Class "B" Retailer's license for the Andrea Rose Garcia Memorial Pistol Shoot for Special Olympics on July 17, 2016. The Board reviewed the request and found no reason for denial.

Motion by Tebon and seconded by Evensen to approve the request from the Deerfield Volunteer Fire Department for a temporary Class "B" Retailer's license for the Andrea Rose Garcia Memorial Pistol Shoot for Special Olympics on July 17, 2016. All ayes, motion carried.

**C. REVIEW & ACTION:**

**1. DISCUSS/CONSIDER EXTENSION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE AND TRUCKSTAR COLLISION CENTER AS IT RELATES TO 40 W NELSON STREET**

The Board reviewed the amendment to the Memorandum of Understanding (MOU) between the Village and Truckstar Collision center as it relates to 40 W. Nelson Street. The amendment extends the MOU until December 30, 2017 and either party may unilaterally terminate the MOU by written notice to the other.

Motion by Evensen and seconded by Tebon to approve the amendment to the Memorandum of Understanding between the Village and Truckstar Collision Center as it relates to 40 W. Nelson Street as prepared by Attorney Smith. All ayes, motion carried.

**2. DISCUSS/CONSIDER EXTENSION OF ENGAGEMENT LETTER WITH BAKER TILLY VIRCHOW KRAUSE, LLP**

The Finance Committee reviewed and recommended approval of the extension to the engagement letter with Baker Tilly Virchow Krause for the years 2016, 2017 and 2018. The extension reflects a minimal increase which can be easily absorbed into the General, Water, Sewer and TIF budgets.

Motion by Wilkinson and seconded by Tebon to approve signing the May 16, 2016 Engagement Letter with Baker Tilly Virchow Krause, as independent accountants of the Village of Deerfield, for the years 2016, 2017 and 2018 with the rates as quoted. All ayes, motion carried.

**3. DISCUSS/CONSIDER REQUEST FOR RELEASE OF LETTER OF CREDIT - SAVANNAH PARK PLAT**

The Tierneys contacted the Village requesting that their Letter of Credit for the Savannah Park Plat be released. Town & Country reviewed the requested to evaluate its release and prepared an evaluation of the work remaining under the agreement which resulted in the following estimate:

Work remaining within Tax Incremental Financing (TIF) District #3 is roughly \$312,000. Work remaining outside TIF District #3 is estimated at roughly \$400,000. After costs for construction inspection and staking and a 15% contingency are added, the total work remaining exceeds \$870,000.

Based on Town & Country's "Savannah Parkway Letter of Credit Evaluation and Recommendation" letter dated June 17, 2016 the Finance Committee denied the request for the release of the Letter of Credit for the Savannah Park Plat. The Board agreed with the Finance Committee's decision.

Motion by Wilkinson and seconded by Tebon to deny the request to release the Letter of Credit for the Savannah Park Plat based on Town & Country's Savannah Parkway Letter of Credit Evaluation and Recommendation letter dated June 17, 2016. All ayes, motion carried.

**ORDINANCES**

**COMMUNICATIONS**

Frutiger stated that the movie in the park night presented by Deerfield Cares was a great success and they will try to have another one before school starts. Frutiger asked that upset residents to not take it out on Village Staff as they are just doing their job and for everyone to treat each other with respect.

**STAFF REPORTS**

**A. ADMINISTRATOR'S REPORT**

McCredie reported that the electric power has been provided to the DaneCom meter at the WJJO radio site and that the radio equipment shelter should be moved as early as the end of the month.

**ADJOURN**

Motion by Evensen and seconded by Tebon to adjourn at 7:35 pm. All ayes, motion carried.

/S/ Elizabeth McCredie  
Village Administrator/Clerk/Treasurer