



## MINUTES OF AN OFFICIAL MEETING:

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

**Regular Meeting:**

***Village Board***

***Date and Time:***

***Monday, February 10, 2025 at 7:00 pm***

***Location:***

***Deerfield Village Hall, 23 West Nelson St., Deerfield, WI 53531***

***Members:***

***Tracy Curtis, Tessa Dunnington, Greg Frutiger, Kerri Hewitt, Scott Tebon, Gary Wieczorek, Open Seat***

***(Number of Members needed to meet quorum requirements: 4)***

***Members Excused:***

***N/A***

***Others Present:***

***Maggie Darr, Village Administrator; Tammy Jordan, Village Clerk; Nathan Paoli, Village Director of Public Works; Greg Droessler & Billie Kershaw, Town & Country Engineering***

**1) Call to Order/ Roll Call**

***The Village Board meeting was called to order at 7:00 p.m. All members present.***

**2) Approval of the Agenda**

***Motion by Hewitt, second by Wieczorek to approve the agenda of the February 10, 2025 Village Board meeting. Motion carried unanimously (6-0).***

**3) Public Comment**

**Attention Citizens:** The Village Board has reserved up to 15 minutes for the public to address the Board on any matter, other than for a public hearing listed below (if applicable). To address the Board, please complete a "public comment sign up" form and submit it to the Village Administrator prior to the meeting or indicate your inclination to address the Board upon the President's announcement of the public comment segment of the agenda. If the President determines that no one is present or that no one else wishes to address the Board, the President may end the segment earlier than the allotted time. If the President determines that 15 minutes is not adequate time for public comment, the President may enlarge the time unless the Board objects. For public hearings, comments can be made at the time of the public hearing segment of the agenda when the President recognizes the speaker. Alternatively, citizens can submit any commentary to the following email address: [mdarr@deerfieldwi.com](mailto:mdarr@deerfieldwi.com)

***Dave Dinkel spoke regarding the proposed zoning change at 401 Center St, from R-1 to R-3. Dinkel is concerned about the negative economic impact this could have to the other residents in the area.***

- 4) Announcements
  - a. The next regularly scheduled meeting is February 24, 2025 at 7:00 pm
- 5) Committee Reports
  - a. Finance: ***Met this evening, approved vouchers and checks; approved to go before the Village Board, Audit Engagement Letter for 2024 with Bauman & Assoc. and an additional \$1,000.00 payment from the 2025 Village of Deerfield operating budget to the Deerfield Community Center.***
  - b. Plan Commission: ***No meeting***
  - c. Municipal Needs: ***No meeting***
  - d. Public Works: ***Met this evening. Approved to go before the Village Board, the WWTF Facilities Planning Document***
  - e. Park: ***No meeting***
  - f. Library: ***No meeting***
  - g. Fire: ***No meeting. Next meeting February 11, 2025.***
  - h. Joint Police: ***No meeting. Next meeting March 11, 2025***
  - i. EMS: ***No meeting***
  - j. Joint Interactive: ***Frutiger updated the Board on the school building project, thanked Nathan and the Public Works department for updating the residents with the recent water main break and the need for flashing lights at the cross walks near the schools.***
  - k. Deerfield Cares: ***Will have movie in the park on July 28, 2025.***
  - l. Community Center: ***No meeting. Next meeting February 24, 2025***
  - m. Cable: ***No meeting. Next meeting February 12, 2025, to go over the \$40,000 to move studio.***
  - n. Personnel: ***No meeting***
  - o. DCCVA: ***No meeting***
  - p. BID: ***No meeting***

6) Public Hearing

- a. Public Hearing on the request of Laura & Kyle Viney, 884 Shaul Lane, Deerfield, WI, for a Zoning Map Amendment and rezoning of Lot 1 of 884 Shaul Lane from A-1 Agricultural District to C-2 Highway Business District

***Motion by Dunnington, second by Curtis to open the Public Hearing. Motion carried unanimously (6-0).***

***Motion by Hewitt, second by Dunnington to close the Public Hearing. Motion carried unanimously (6-0).***

- b. Public Hearing on WWTF Facilities Planning Document

***Motion by Hewitt, second by Wiczorek to open the Public Hearing. Motion carried unanimously (6-0).***

***Greg Droessler gave a presentation on the Waste Water Treatment Facility plan. He stated the first step is Board approval, then submitting to the WI DNR for approval.***

***Motion by Curtis, second by Tebon to close the Public Hearing. Motion carried unanimously (6-0).***

7) Unfinished Business

8) New Business/Consent Agenda

**Note:** that prior to voting on the consent agenda, items may be removed at the request of any Board member and placed in the non-consent segment immediately following action on the consent agenda.

- a. Minutes of the January 27, 2025 Meeting of the Village Board
- b. Review of Village Checks issued on January 30, 2025

***Motion by Wieczorek, second by Tebon to approve the consent agenda, Motion carried unanimously (6-0).***

9) New Business/Non-Consent Agenda - Items Removed from Consent (if applicable):

- a. Discuss/Possible action approving a request of Laura & Kyle Viney, 884 Shaul Lane, Deerfield, WI, for a Land Division by Certified Survey Map, and a Zoning Map Amendment and rezoning of Lot 1 of 884 Shaul Lane from A-1 Agricultural District to C-2 Highway Business District

***Administrator Darr gave a brief overview of the history of the request.***

***Motion by Wieczorek, second by Tebon to approve the Land Division by Certified Survey Map, and take no action on the Zoning Map Amendment and rezoning of Lot 1 of 884 Shaul Lane. Motion carried unanimously (6-0).***

- b. Discuss/Possible action on approving the WWTF Facilities Planning Document

***Motion by Tebon, second by Frutiger to approve that Town & Country Engineering submit the WWTF Facilities Planning Document to the Wisconsin DNR. Motion carried unanimously (6-0).***

- c. Discuss/Possible action approving Audit Engagement Letter for 2024 with Bauman & Assoc.

***Motion by Wieczorek, second by Tebon to approve the Audit Engagement Letter for 2024 with Bauman & Assoc. Motion carried unanimously (6-0).***

- d. Discussion and possible action approving an additional \$1,000.00 payment from the 2025 Village of Deerfield operating budget to the Deerfield Community Center

***Motion by Tebon, second by Hewitt to approve an additional \$1,000.00 payment to the Deerfield Community Center. Motion carried unanimously (6-0).***

- e. Review draft website:

***Administrator Darr gave a brief demonstration of the Village's new website. The website is slated to launch March 1, 2025.***

- f. Discuss/Possible action appointing an individual to the open Village Board Trustee position:

***Sherry Betthauser and Jacqueline Kaul gave short presentations to the Village Board about their interest in being appointed to the open Board seat.***

***Motion by Curtis, second by Dunnington to table discussion and possible approval to a Closed Session at the next Board meeting on February 24, 2025. Motion carried unanimously (6-0).***

g. Possible oath of office for newly-appointed Village Board Trustee: ***No action***

10) Department Reports

- a. Village Clerk: ***Jordan reported that Public Hearings were posted and published, January settlements were disbursed, prior years 941 quarterly tax reports were filed, preparing for the February 18<sup>th</sup> election, Absentee Ballots were sent out, 2024 1099's and W2's were processed and disbursed, bank account reconciliations for 2024 have been completed, training for Accounts Payable in the accounting system has been completed, Payroll, General Ledger and Accounts Receivable training will occur in the next couple weeks and reviewing the new Village website has begun.***
- b. Public Works: ***Paoli reported there was a water main break; it has been repaired. Water Utility staff continues working on service inspections, took in 200 tons of the allotment of salt, Waste Water Treatment normal sampling and staff has had time to do maintenance on equipment.***
- c. Village Administrator: ***Darr reported that 10 applications were received for the Deerfield Community Development Fund Grant; the applications will be reviewed by the committee on February 20, 2025. Darr has also been researching data for park fees, reviewing the new website, working with NovaTech on the transition for the Village's IT, and was just informed that the Library project was not selected as a Wheda project, and there will be no Planning Commission or Municipal Needs meetings next week.***

11) Adjournment of the meeting of the Village Board:

***Motion by Curtis, second by Wieczorek to adjourn the meeting. Motion carried unanimously (6-0). Meeting adjourned at 8:19 p.m.***

Respectfully submitted by:  
Tammy L Jordan  
Village Clerk