



## OFFICIAL NOTICE AND AGENDA

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/Special Meeting: Village Board***

***Date and Time: Monday, October 28, 2024 at 7:30 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, David Wilkinson***  
***(Number of Members needed to meet quorum requirements: 4)***

- 1) Call to Order/ Roll Call
- 2) Approval of the Agenda
- 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: [npaoli@deerfieldwi.com](mailto:npaoli@deerfieldwi.com)

- 4) Announcements
  - a. The next regularly scheduled meeting is November 11, 2024 at 7:00 pm
- 5) Public Hearing
  - none
- 6) Committee Reports
  - a. Finance
  - b. Plan Commission
  - c. Municipal Needs
  - d. Public Works
  - e. Park
  - f. Library
  - g. Fire
  - h. Joint Police
  - i. EMS
  - j. Joint Interactive
  - k. Deerfield Cares
  - l. Community Center

- m. Cable
- n. Personnel
- o. DCCVA
- p. BID

7) 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. Approval of Minutes from the October 14, 2024 meeting of the Village Board.

Planning Commission

- b. Discuss and Review request for Extraterritorial Land Division and Plat Review by Certified Survey Map at 1384 Schadel Road, Deerfield, WI 53531-C/O Duane & Dorothy Skaar.

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

- a. Review of Village Checks issued October 25, 2024.
- b. Review and Approve UTV/ATV Ordinance.
- c. Discuss snowmobile route through Fireman's Park, Village Hall.
- d. Review and Discuss Library update.

9) Department Reports

- a. Village Clerk
- b. Public Works
- c. Village Administrator

10) Adjournment

Notice Posted: October 25, 2024 at 10:00 am

ANY PERSON WHO HAS A QUALIFYING DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITY ACT THAT REQUIRES THE MEETING OR MATERIALS TO BE IN AN ACCESSIBLE LOCATION OR FORMAT, MAY CONTACT THE VILLAGE CLERK AT (608) 764-5404 OR 23 W. NELSON ST., FOR ACCOMMODATIONS. REQUESTS FOR ACCOMMODATIONS FOR MEETINGS SHOULD BE MADE AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING. EVERY EFFORT WILL BE MADE TO ARRANGE ACCOMMODATIONS FOR ALL MEETINGS.

*Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.*



## 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/Special Meeting: Village Board***

***Date and Time: Monday October 14, 2024 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, David Wilkinson***  
(Number of Members needed to meet quorum requirements: 4)

***Members Excused:***

***Others Present: Nathan Paoli – Public Works Director/Interim Administrator***

- 1) Call to Order/ Roll Call at 7:00pm
- 2) Approval of the Agenda

***Motion by Trustee Kerri, Second by Trustee Tebon to approve the agenda. Motion Carried 7 – 0 unanimously.***

### 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: [twillis@deerfieldwi.com](mailto:twillis@deerfieldwi.com)

*None*

### 4) Announcements

- a. The next regularly scheduled meeting is October 28, 2024 at 7:30 pm

### 5) Public Hearing

*None*

### 6) Committee Reports

- a. Finance  
Public Vouchers Approved
- b. Plan Commission  
No meeting

- c. Municipal Needs  
No meeting
- d. Public Works  
*Review Cost estimate of Wastewater Facility Plan Town & County. C/O Greg Droessler*  
*Review 5 years Street improvement project Town & County. C/O Greg Droessler*
- e. Parks  
No meeting
- f. Library  
No Meeting
- g. Fire  
Fire Chief discussed a repair need for the roof of the Fire Department. Discussed upcoming budget with cost break down of equipment and future purchases.
- h. Joint Police  
*No Meeting*
- i. EMS  
No Meeting
- j. Deerfield Cares  
No Meeting
- k. Community Center  
No Meeting
- l. Cable  
*Meet previous week, discussed some new equipment, added milage pay for staff.*
- m. Personnel  
*Closed session*
- n. DCCVA  
*No Meeting*
- o. BID  
*No Meeting*
- p. TID  
*Annual zoom meeting held OCT 3 2024. School District, Dane County, Ehlers presented the current information*

## 7) Unfinished Business

### Planning Commission

- a. *Appoint committee to create an ordinance for ATV/UTV Volunteer, Matt Haugen, Liz McCredie, Jason Gust to be on Committee. Move to Public works. UTV ATV committee. Meeting October 24 2024*

## 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.

***Motion made by Trustee Wieczorek, Seconded by Trustee Wilkinson. Motion Carried 7-0 unanimously.***

- a. Minutes of the September 23, 2024 meeting of the Village Board.

***Motion made by Trustee Wieczorek, Seconded by Trustee Wilkinson. Motion Carried 7-0 unanimously.***

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

- a. Nathan Paoli- consideration to be appointed to position of Interim Village Administrator until such time as the Village Administrator position is filled.

***Motion by Trustee Wieczorek, Seconded by Trustee Tebon. Motion carried 7-0 unanimously***

- b. Trick or Treat time- October 31, 2024 5pm- 7pm. Move every year going forward with this date.

***Motion by Trustee Curtis, Seconded by Trustee Tebon. Motion carried 7-0 unanimously***

- c. Public Works- Wastewater Treatment Facility plan update with cost review-Town & Country Engineering- Greg Droessler. Discussed cost review and possibly breaking into phases of upgrades.

**NO ACTION NEEDED**

- d. Public Works -5-year street, utility road improvement plan. LRIP Grand Program- Town & Country Engineering- Greg Droessler. Discussed future up coming road improvements with money available through Local Road Improvement Grant Money available.

**NO ACTION NEEDED**

- e. Fire Department Budget Proposal for 2025- Review  
Fire Chief Sewell, discuss Budget for 2025 with cost break down, Discussed up coming expenses, repairs, and future purchase.

***Motion by Trustee Hewitt, seconded by Trustee Tebon. Motion carried 7 – 0 unanimously.***

- f. Resolution 2024-01-0919- Vehicle Maintenance Funds- Deer Grove EMS Commission.  
Eric Lange from EMS discussed 20,000.00 request for maintenance of EMS vehicles. EMS has had many costs due to vehicle maintenance. Increases next years maintenance budget 10,000.00 than previous budget in fund balance.

***Motion by Trustee Wieczorek, seconded by Trustee Tebon. Motion carried 7 – 0 unanimously.***

- g. EMS Budget for 2025.  
Eric Lange presented 2025 EMS budget. Discussed all costs. Some staff transition from part time to full time. He also discussed importance of vehicle maintenance.

***Motion by Trustee Tebon, seconded by Trustee Wieczorek. Motion carried 7 – 0 unanimously.***

- h. Resolution Requestion Exemption form Dane County Library Tax.

***Motion by Trustee Wilkinson, seconded by President Frutier. Motion carried 7 – 0 unanimously.***

- 1) Consideration to move into closed session pursuant to Wis. Stat. 19.85(1)(c) to discuss compensation or performance evaluation data of Village Employees. Upon conclusion of the closed session, the Village Board will reconvene in open session, pursuant to Wis. Stat. Sec. 19.85(2), for possible additional discussion and action concerning any matter discussed in closed session or further business on the agenda.
- i. Closed Session Notice: The Village Board for the Village of Deerfield may vote to go into closed session for item 9i,9ii,9iii for the purposes of:
  - i. Consider Compensation for current employees related to interim responsibilities.
  - ii. Consider Candidate applications, resumes, qualifications and compensation for the Village Clerk position and moving forward with the hiring process.

iii. Consider Candidate applications, resumes, qualifications and compensation for the Village Clerk position and moving forward with the hiring process.

***Motion by Trustee Hewitt, seconded by Trustee Tebon. Motion carried 7 – 0 unanimously.***

***Roll Call Vote to go into closed session: Tracy Curtis-Yes, Tessa Dunnington -Yes, Greg Frutiger-Yes, Kerri Hewitt-Yes, Scott Tebon-Yes, Gary Wieczorek-Yes, David Wilkinson- Yes***

***Roll Call Vote to go into Open session: Tracy Curtis-Yes, Tessa Dunnington -Yes, Greg Frutiger-Yes, Kerri Hewitt-Yes, Scott Tebon-Yes, Gary Wieczorek-Yes, David Wilkinson- Yes***

***Motion by Trustee Wieczorek to approve pay increase for interim Administrator position/Nathan Paoli have increase of \$1000.00 per month and Deputy Clerk/Treasure, position/ Amy Posner have in increase of \$750.00- Second by President Frutiger. Motion Carried 7 – 0 Motion Carried Unanimously.***

#### **10) Department Reports**

a. Village Clerk

*Interim Amy Posner has been working hard on Elections, Utility Billing, and learning this new interim role.*

b. Public Works

*Public Works Director Paoli reported The DOT is coming to fix 2 Water Valves on Main street as part of warranty. Crack filling and spot sealing of WWTP has been completed. Normal water and wastewater sampling.*

c. Village Administrator Interim Admin Paoli has been learning new systems, working on Vinney annexation with attorney Jared Smith and other Village Trustees.

#### **11) Adjournment**

***Motion by Trustee Wieczorek, seconded by President Frutiger to adjourn the Village Board meeting at 9:04 pm. Motion passed 7 – 0 unanimously.***

Respectfully submitted by:

Nathan Paoli

Director of Public Works/Interim Administrator

Journal	Payee or Description	Date	Check Number	Amount
CDA	PUBLIC SERVICE COMMISSION	10/10/2024	59540	821.23
CDA	SECURIAN FINANCIAL GROUP INC	10/10/2024	59541	171.27
CDA	THE EXPEDITERS INC	10/10/2024	59542	11,875.15
CDA	TRI-COUNTY PAVING	10/10/2024	59543	2,250.00
CDA	WE ENERGIES	10/10/2024	59544	38.00
CDA	WELLS FARGO EQUIP FINANCIAL	10/10/2024	59545	263.12
CDA	WI STATE LABORATORY OF HYGIENE	10/10/2024	59546	99.00
CDA	AFLAC	10/25/2024	59547	186.84
CDA	ALLIANT ENERGY/WPL	10/25/2024	59548	199.30
CDA	CAMBRIDGE NEWS & DEERFIELD	10/25/2024	59549	129.20
CDA	CHARTER COMMUNICATIONS	10/25/2024	59550	223.13
CDA	CINTAS CORPORATION LOC.448	10/25/2024	59551	222.99
CDA	COMPLETE OFFICE OF WI	10/25/2024	59552	76.26
CDA	DE LAGE LANDEN FINANCIAL SRVC	10/25/2024	59553	279.19
CDA	DEERFIELD WATER UTILITY	10/25/2024	59554	126.54
CDA	FOURTH GENERATION BUILDERS	10/25/2024	59555	2,000.00
CDA	FREDERICK, MICHAEL	10/25/2024	59556	75.00
CDA	FRONTIER	10/25/2024	59557	144.50
CDA	INGRAM LIBRARY SERVICES	10/25/2024	59558	947.24
CDA	JEFFERSON FIRE & SAFETY	10/25/2024	59559	355.55
CDA	KNOW BUDDY RESOURCES	10/25/2024	59560	157.69
CDA	LIBERTY SQUARE STATION INC	10/25/2024	59561	127.32
CDA	MARTELLE WATER TREATMENT INC	10/25/2024	59562	1,137.22
CDA	MICROMARKETING LLC	10/25/2024	59563	246.04
CDA	MOBIL/EXXON	10/25/2024	59564	2,472.85
CDA	NAPA AUTO PARTS	10/25/2024	59565	33.98
CDA	PAOLI, NATHAN	10/25/2024	59566	2,000.00
CDA	PARK BANK	10/25/2024	59567	1,867.15
CDA	POSNER, AMY	10/25/2024	59568	2,250.00
CDA	PUBLIC ADMINISTRATION ASSOC	10/25/2024	59569	4,333.00
CDA	REINDERS, INC.	10/25/2024	59570	827.00
CDA	SNYDER'S EXCAVATION & PAVING	10/25/2024	59571	9,660.00
CDA	SOUTH CENTRAL LIBRARY SYSTEM	10/25/2024	59572	24.40
CDA	THE TREE TRIMMER	10/25/2024	59573	2,500.00
CDA	TOWN & COUNTRY ENGINEERING	10/25/2024	59574	12,813.25
CDA	TRANSCENDENT TECHNOLOGIES	10/25/2024	59575	390.00
CDA	VERIZON	10/25/2024	59576	288.12
CDA	WE ENERGIES	10/25/2024	59577	732.04
CDA	WISCONSIN DEPT. OF REVENUE	10/25/2024	59578	864.45
CDA	XYLEM WATER SOLUTIONS U.S.A.	10/25/2024	59579	866.00
CDP	DIRECT DEPOSIT TOTAL	10/10/2024	92201	14,087.32
CDP	<del>DIRECT DEPOSIT TOTAL</del>	<del>10/25/2024</del>	<del>92202</del>	<del>13,781.15</del>
CDP	WILLIS, TODD - DIR DEP	10/10/2024	999548	.00
CDP	POSNER, AMY - DIR DEP	10/10/2024	999549	.00
CDP	BROOKS, JANE M - DIR DEP	10/10/2024	999550	.00
CDP	FRITSCH, LEAH E - DIR DEP	10/10/2024	999551	.00
CDP	LUTHER, KIRBIE - DIR DEP	10/10/2024	999552	.00
CDP	PAGE, RACHAEL M - DIR DEP	10/10/2024	999553	.00
CDP	PERRY, HENRY N - DIR DEP	10/10/2024	999554	.00
CDP	ANDERSON, DEREK A - DIR DEP	10/10/2024	999555	.00
CDP	WOLLIN, JEREMY W - DIR DEP	10/10/2024	999556	.00
CDP	SCHUMACHER, BRYON R - DIR DEP	10/10/2024	999557	.00
CDP	PAOLI, NATHAN L - DIR DEP	10/10/2024	999558	.00
CDP	<del>KRAUSE, CHARLES L - DIR DEP</del>	<del>10/10/2024</del>	<del>999559</del>	<del>.00</del>
CDP	POSNER, AMY - DIR DEP	10/25/2024	999560	.00
CDP	BROOKS, JANE M - DIR DEP	10/25/2024	999561	.00
CDP	FRITSCH, LEAH E - DIR DEP	10/25/2024	999562	.00
CDP	LUTHER, KIRBIE - DIR DEP	10/25/2024	999563	.00

Journal	Payee or Description	Date	Check Number	Amount
CDP	PAGE, RACHAEL M - DIR DEP	10/25/2024	999564	.00
CDP	PERRY, HENRY N - DIR DEP	10/25/2024	999565	.00
CDP	ANDERSON, DEREK A - DIR DEP	10/25/2024	999566	.00
CDP	WOLLIN, JEREMY W - DIR DEP	10/25/2024	999567	.00
CDP	SCHUMACHER, BRYON R - DIR DEP	10/25/2024	999568	.00
CDP	PAOLI, NATHAN L - DIR DEP	10/25/2024	999569	.00
CDP	KRAUSE, CHARLES L - DIR DEP	10/25/2024	999570	.00
CDP	SCHMIDT, JASON M - DIR DEP	10/25/2024	999571	.00
CDP	FRUTIGER, GREGORY S - DIR DEP	10/25/2024	999572	.00
Grand Totals:				<u>257,150.22</u>