



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: ***Tuesday, June 10, 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: *Nathon Paoli – Public Works Director, Marissa Aravena – Village Clerk/Deputy Treasurer*

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

Motion by Trustee Wilkinson, seconded by Trustee Wieczorek to approve the Village Board agenda for May 14, 2024. Motion Carried 7-0

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: twillis@deerfieldwi.com

- a. **Otley Freymiller – 241 Stone Bridge Cir. – Complaint about maintenance of Stormwater at Savannah Park Way**
Otley Freymiller told the Village Board it had come to his attention that the Village of Deerfield had become lax in its duty to maintain the area in Savannah Park Way to the specifications he found stated in at document from 2008, *Preliminary Stormwater Report SAVANNAH PARK WAY – PHASE 1 Deerfield, Wisconsin*. Mr. Otley then presented both a copy of the document and photos of the area, he felt showed proof to his claims. Specifically, the Stone Bridge Circle area, shown as A02 in the document which is the dry infiltration basin. Mr. Frymiller then read the sections of the maintenance obligation he felt were not in compliance. He then presented photos he had taken of

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his back yard. My Frymiller also stated he has spoken with Brian Bergquist and that the Village Engineer did not have comments to refute his report. Nathon Paoli Director of Public Works, verified that the Village is aware that they are not in compliance, but have been working towards the standards laid out in the document Mr. Frymiller had presented. Mr. Paoli mentioned limitations and difficulties that have been caused due to the wet season and some previous issues with that area that had been remedied. Mr. Frymiller also stated he has concerns that the Splash Pad in Savanah Park drains to his back yard and contributes to the wetness, and he is unsure why that was ever allowed and would like the Village Board to investigate that. He did not see that plan in the Stormwater Report he procured for the meeting today. The Village Board thanked Mr. Frymiller for his comments and will look into the matter. Mrs. Aravena took a copy of the documents Mr. Frymiller brought with incase the Village Board wanted to review them further.

4) Announcements

- a. The next regularly scheduled meeting is June 24, 2024 at 7:00 pm

5) Public Hearing

None

6) Committee Reports

a. Finance

Member Frutiger reported they met tonight prior to this meeting, and that they approved vouchers, 3 operator's licenses, discussed the compost site being open in April with the increase to the budget around \$700, improvements to Park Rd. to ensure children/pedestrians crossing are safe. Trustee Dunnington questioned during the report if a Traffic Study was needed, Member Frutiger answered if not required they would not be doing one.

b. Plan Commission

No Meeting

c. Municipal Needs

No Meeting

d. Public Works

Member Wieczorek reported that the items discussed at the meeting were the items listed on the consent agenda. 1st being an application for access to Stone Bridge Cir. For landscaping and that the Committee had recommended approval after reviewing the 2-page agreement the Village Attorney helped draft. Recommended to cover the no-parking signs in July during the youth base ball tournament. Recommended to keep the compost site open during April, mentioning they believed it could also reduce the workload for Public Works if residence brought their own items to the site. Mr. Wieczorek also reported on the slow children sign and his recommendations from that discussion. Member Wieczorek had recommended white striping on the outside of the road and yellow striping in the middle to delineate the traffic, talking to the Main St. business owners about pushing back their dumpsters off the street due to visibility issues, having Public Works use existing pedestrian signs, change the speed limit to 15 (which he believes a traffic study is not needed), and that the items can be completed by the Public Works Staff and the only cost would be the paint and the items to install the signs. Mr. Wieczorek also reported that the Committee had tabled the proposal by Native Range Ecological and asked the Public Works Department and the Village Administrator to finalize the recommendation tree list.

e. Park

Member Hewitt reported they met May 15th and chose the Chair Person, discussed the Parks tree list, request for a Memorial Tree, request from a scout for an Eagle Scout project in Drumlin Park and will attend the next meeting to discuss the improvements to the tables and the space that he is planning. Lastly a request from the Deerfield Historical Society to place the High School spire down in Drumlin Park.

- f. Library
Member Curtis reported they met 5/21 and the Summer reading program started today. There will be summer programs and presentations and are currently two book clubs active and anyone can still join, just ask the front desk.
- g. Fire
No Meeting – Noted the meeting is tomorrow night
- h. Joint Police
No Meeting
- i. EMS
No Meeting
- j. Joint Interactive
Member Frutiger reported they discussed housing and the construction, regarding removal of some asbestos.
- k. Deerfield Cares
Member Frutiger reported that they met on the 29th and discussed the Narcan training, which unfortunately no one had showed up to. Mr. Frutiger stated how that was a shame because there are reports of our EMS having to use it, which indicates it is within our community. Trustee Dunnington suggested maybe next year they hold the training during the school year for the students.
- l. Community Center
No Meeting
- m. Cable
Member Lemke reported on the school athletics, Bikes for Big-Rigs, and the school constructions. The committee is looking to see what equipment would not be needed, and what they can sell due to the lack of storage space at the school during and after construction. Mr. Lemke reported they have had positive feedback for their live streaming. Mr. Lemke also reported he had told the Commission he is moving out of the community and will no longer be serving on the committee. Meeting in July will be on the 10th. Mr. Lemke then addressed the community and stated that there is a need for new members and that people should reach out to either the Village Hall or the Cable Commission, wdee@wdee.org or 608-764-2514. The Village President Frutiger thanked Dave Lemke for all his work for the Cable Commission and the Community as a whole.
- n. Personnel
Member Frutiger reported they met under closed session. Trustee Wieczorek made not he believed the Technology/Computer components of the Committee had been moved to Municipal Needs a few years ago and is listed incorrectly on the list of Committee Assignments.
- o. DCCVA
No Meeting
- p. BID
Member Curtis stated they met on 5/21 and have been working on the budget. She also reported on the new planters on Main Street and there has been positive feedback from the community. Trustee Dunnington then stated the Village should work on communication surrounding the new planters, there was a community post by a local business owner but it included license plates in the background.

7) Unfinished Business
None

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 May 14, 2024 meeting of the Village Board.~~
Removed minutes for edits.

Plan Commission

- b. Request by the Deerfield Historical Society for new signage a 4 N. Main St. Deerfield, WI 53531.

Public Works

- c. Recommendation on a request by Zac Mar-Pohl (owner) for a Temporary Access License and Privilege in Streets Agreement at 235 Stonebridge Circle for landscaping work to be performed by McCay Nursey.
- d. Recommendation on a request by the Deerfield Community Center for the “No Parking” signs located on the South side of Industrial Dr. near Community Park to be covered on Friday July 12 and Saturday July 13 during a youth baseball tournament.
- e. Recommendation on a request to have the Village Compost site open starting in April rather than the first week in May.
- f. Recommendation on a request for a “Slow Children at Play” sign to be placed on Park Rd.
- ~~g. Recommendation on a proposal by Native Range Ecological for the creation of a Native Vegetation Management Plan Development for the Village of Deerfield solar array.~~
Removed from consent agenda since it was tabled at committee level.

Finance Committee

- h. Review of Village Checks issued from May 11, 2024 – June 7, 2024.
- i. Recommendation on issuance of an operator’s license for the period of June 11, 2024 – June 30, 2024 for: Denel Lynn Ireland-St. Paul's Lutheran Church, Holly Slater-St. Paul's Lutheran Church, Lesa Herms-St. Paul's Lutheran Church
- j. Recommendation on a request to have the Village Compost site open starting in April rather than the first week in May.
- k. Recommendation on a request for a “Slow Children at Play” sign to be placed on Park Rd.
- ~~l. Recommendation on a proposal by Native Range Ecological for the creation of a Native Vegetation Management Plan Development for the Village of Deerfield solar array.~~
Removed from consent agenda since it was tabled at committee level

Motion by Trustee Tebon, seconded by Trustee Hewitt to approve the items on the Consent Agenda after removing a, g, l on June 10, 2024. Motion Carried 7-0

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

- a. Any items removed from the Consent Agenda.
- a. Minutes of the May 14, 2024 meeting of the Village Board
Village Board members discussed items that were incorrectly listed on the Committee Assignment section. After review with the Village Administrator, the minutes accurately reflect the list that was provided to the Village Board at the meeting, but that edits can be made to the list just not for the purpose of the minutes.

Motion by Trustee Wiczorek, seconded by Trustee Dunnington to approve the minutes on the Consent Agenda, minus section J, on May 14, 2024. Motion Carried 7-0

- b. Request for authorization by the Village Administrator to join the Village of Cambridge and Village of Marshall in an RFP for purposes of Building Inspection Services.

Motion by Trustee Tebon, seconded by Trustee Frutiger to approve the Village Administrator to join the Village of Cambridge and the Village of Marshall in an RFP for purposes of Building Inspection Services. Motion Carried 7-0

10) Department Reports

a. Village Clerk

Marissa Aravena Village Clerk reported the Board of Review had met and adjourned to a later date to fulfill the legal requirements. This is a maintenance year and 2025 will be a reassessment year. She informed Trustee Dunnington and Tebon that training materials are ready to be checked out at the Village Hall. Liquor License renewal meeting went smoother than last year, even though the DOR had changed the applications. During the meeting the Deputies informed the License Applicants that the Village of Deerfield is now fully staffed and they should expect more coverage at the later hours. So, to ensure their staff are well versed in the closing times and are not staying open late and following the. The Village Board inquired if all the applicants had made it to the meeting, and the Clerk responded that they did not and that the Village Administrator had indicated we would have to reach out to the Village Attorney to see if there were any ramifications.

b. Public Works

Director Paoli for the month of May had completed 5 weeks of compost pick up, which is a week longer than written. The flags on Main St. were installed, they looked good this year but may need to be replaced so that should be written into future budgets. He reported on the new planters and the self-wicking technology. Due to the recent weather, there has not been a large need to water the new planters, so time will tell. Public Works is planning on removing the planters during the winter to avoid freezing. He then reported on the rough-cut mowing throughout the village, but the rain has created difficulties. The fixed base radio system update that Public Works is working on is really close to completion, under 100 left to do. The system should be utilized this month for meter reading. Aqua Hawk has a meeting with the Village next week to see where the online portal is at and what the timeline for the rollout will be. Village Board inquired about how we are alerting the residents to these new software/applications. Village Clerk Aravena stated Amy and Derek had been working on the different ways, ex. Facebook Post, Village Website, alert printed on the Water Bill. Village Board then requested additional resources for the community, and suggested a quarterly newsletter. Director Paoli reiterated that due to the good weather during the winter and spring they were able to get the majority of new radios already installed and are in a good spot to finish soon.

c. Village Administrator – Not in attendance.

11) Adjournment

Motion by Trustee Wieczorek, seconded by Trustee Wilkinson to adjourn the meeting at 7:54 pm. Motion Carried 7-0

Respectfully submitted by:
Marissa Q Aravena
Village Clerk/Deputy Treasurer