

# **VILLAGE BOARD AGENDA**

## **VILLAGE OF DEERFIELD**

**Monday, May 11, 2020, 7:00 p.m.**

### **Teleconference Meeting**

**Due to the COVID-19 Pandemic, Including Federal, State and County Emergency orders limiting crowds, the meeting is being held via teleconference. Village Board members will attend by electronic device. Members of the Village Board and public may attend by:**

**Phone in**

**1-978-990-5087**

**Access code: 4962217**

**Or by logging into [www.freeconferencecall.com](http://www.freeconferencecall.com) – drop down Online meetings, Join meeting, code mccredie**

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

#### **II. CONSENT AGENDA**

**A. APPROVAL OF MINUTES FROM APRIL 27, 2020**

**B. APPROVAL OF VOUCHERS**

**C. COMMITTEE REPORTS**

**1. CABLE**

**2. PUBLIC WORKS**

**3. BOARD OF REVIEW**

**4. FINANCE**

#### **III. NEW BUSINESS**

**A. RESOLUTIONS**

**1. RESOLUTION 2020-06 TO CARRY OVER FUNDS FROM 2019 TO 2020**

**B. LICENSES & PERMITS**

**1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF MAY 12, 2020 TO JUNE 30, 2020 FOR MORGAN S KELLER**

**C. REVIEW & ACTION:**

**1. DISCUSS/CONSIDER SCOPE OF WORK AND ESTIMATED COST FROM TOWN & COUNTRY ENGINEERING, INC. TO PROVIDE DESIGN ENGINEERING AND BIDDING SERVICES FOR THE DOWNTOWN REDEVELOPMENT AREA ON MAIN ST AND PARK DRIVE.**

**2. DISCUSS/CONSIDER PROPOSAL TO REPLACE 4-INCH WATER MAIN ON LEGREID ST.**

**3. DISCUSS/CONSIDER 2019 CONSUMER CONFIDENCE REPORT**

**4. DISCUSS/CONSIDER NOTARY REQUIREMENTS FOR OPERATOR'S LICENSE APPLICATION**

**5. DISCUSS/CONSIDER PRESENTATION OF 2019 AUDIT**

**6. DISCUSS/CONSIDER CANCELLATION OF MAY 25, 2020 BOARD MEETING**

#### **IV. COMMUNICATIONS**

#### **V. STAFF REPORTS**

**A. ADMINISTRATOR'S REPORT**

#### **VI. ADJOURN**

Notice is hereby given that it is possible that a majority of the Village Board or other governmental body may be present at the above meeting of the VILLAGE BOARD to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Village Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the VILLAGE BOARD will take formal action at the above meeting.

If you require an interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact the Village Clerk at 764-5404 at least 24 hours prior to the meeting.

Elizabeth McCredie, Clerk  
Village of Deerfield

Posted (3) 5/8/2020 (Mun. Bldg, Library, Bank)

**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, APRIL 27, 2020 AT 7:00 P.M.  
Teleconference Meeting**

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

The meeting was called to order at 7:00pm by President Frutiger. Roll call: Wilkinson, Kositzke, Wieczorek, Tebon, Evensen and Frutiger present. Absent: McMullen.

**CONSENT AGENDA**

Motioned by Evensen and seconded by Tebon to approve the April 27, 2020 agenda with the addition of DGEMS, Deerfield Cares and DCC to Committee Reports. Upon roll call vote, all ayes, motion carried.

**A. APPROVAL OF MINUTES FROM MARCH 9, 2020 AND MARCH 23, 2020**

Motioned by Evensen and seconded by Kositzke to approve March 9, 2020 minutes as written. Upon roll call vote, all ayes, motion carried. Motioned by Evensen and seconded by Kositzke to approve March 23, 2020 minutes as written. Upon roll call vote, all ayes, motion carried.

**B. APPROVAL OF VOUCHERS**

The Finance Committee reviewed and recommended payment of the invoices listed.

Motioned by Wilkinson and seconded by Tebon to approve payment of check #55242 to #55305 totaling \$171,861.03. Upon roll call vote, all ayes, motion carried.

**C. TREASURER'S REPORT FOR MARCH 2020**

McCredie gave the March 2020 Treasurer's report with the beginning balance in the checking account of \$9,765.97, deposits totaling \$332,390.40, checks totaling \$281,133.94, payroll checks totaling \$29,844.49 and the other expenses for the month totaling \$28,275.85 leaving an ending balance of \$2,902.09. The ending balance in the Money Market account was \$2,311,585.85. The ending balance in the Local Government Investment Pool was \$2,946,835.15. Motioned by Evensen and seconded by Tebon to approve the March 2020 Treasurer's report as presented. Upon roll call vote, all ayes, motion carried.

**D. COMMITTEE REPORTS**

**1. CABLE**

Kositzke reported that they discussed Lyn Meyer's "retirement" from WDEE and finding a person to fill his position. Discussion has occurred about Lyn creating teaching videos. They may have a person interested in the position.

**2. FINANCE**

All items are on tonight's agenda.

**3. DGEMS**

Frutiger reported that training is occurring for the current COVID-19 situation.

**4. COMMUNITY CENTER**

Evensen reported that all school related programs have been cancelled, but as of now they are planning Deerfield Days for July. They have received grants from Payroll Protection Program, St. Paul's Liberty, Steve Stricker AmFam Fund and Boys & Girls Club. They have set up a GoFundMe with funds currently at \$7,200.

**5. DEERFIELD CARE**

Frutiger reported that Kathy Kletta, moved to overseeing all the "Cares" programs in a new promotion she received at her job, but still plans to be a part of the Deerfield Cares.

**NEW BUSINESS**

**A. RESOLUTIONS**

**1. RESOLUTION R2020-04 AWARDED A CONTRACT FOR THE 2020 W NELSON STREET & UTILITY PROJECT**

Tom TeBeest, Town & County reported that GMS was the lowest bidder. Meeting the deadline of the project is a concern and it was discussed to have a financial penalty for every day not the contractor is not finished past the contracted deadline. Motioned by Evensen and seconded by Frutiger to approve Resolution R2020-04, GMS along with supplemental items, as the winning bidder for 2020 W. Nelson St & Utility Project, including 10% contingencies for Town & County. Upon roll call vote, all ayes, motion carried

**2. RESOLUTION R2020-05 RATIFYING DECLARATION OF EMERGENCY, THE ORDER EXEMPTING CERTAIN EMERGENCY RESPONDERS FROM THE PROVISIONS OF THE FAMILY FIRST CORONAVIRUS RESPONSE ACT AND ADOPTING AN EMERGENCY RESPONDER SICK LEAVE POLICY, AND GRANTING VILLAGE ADMINISTRATOR AND VILLAGE PRESIDENT THE AUTHORITY TO TAKE APPROPRIATE ACTIONS FOR THE PROTECTION OF VILLAGE EMPLOYEES AND THE GENERAL PUBLIC FROM POTENTIAL EFFECTS OF VIRAL INFECTIONS**

Attorney Smith explained the Family First Act. Motioned by Evensen and seconded by Tebon to approve Resolution R2020-05 to approve Resolution R2020-05 Ratifying Declaration of Emergency for the Village. Upon roll call vote, all ayes, motion carried.

**B. LICENSES & PERMITS**

**1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF APRIL 28, 2020 TO JUNE 30, 2020 FOR PATRICIA GAUSTAD**

The Finance Committee and Police Dept. reviewed the requests for an Operator's license from Patricia Gaustad for the period of April 28, 2020 to June 30, 2020 and recommended the issuance. Motion by Evensen and seconded by Tebon to approve the issuance of Operator licenses to Patricia Gaustad for the period of April 27, 2020 to June 30, 2020. Upon roll call vote, all ayes, motion carried.

**C. REVIEW & ACTION**

**1. DISCUSS/CONSIDER SCOPE OF WORK AND ESTIMATED COST FROM TOWN & COUNTRY ENGINEERING, INC. TO PROVIDE DESIGN ENGINEERING AND BIDDING SERVICES FOR THE DOWNTOWN REDEVELOPMENT AREA ON MAIN ST AND PARK DR**

TeBeest, Town & Country, explained the project is turning out to be very in-depth project. TeBeest requested authorization to survey the area and once more questions are answered he could come back to the board with a better plan. Motioned by Evensen and seconded by Tebon to approve Town & County to proceed with surveying the downtown redevelopment area on Main St and Park Dr. Roll call: Tebon aye, Wilkinson aye, Evensen aye, Kositzke nay, Wieczorek aye, Frutiger aye. 5-ayes, 1-nay, motion carried.

**2. DISCUSS/CONSIDER SPECIAL ASSESSMENT POLICY AND PRACTICE AS IT RELATES TO THE W. NELSON STREET & UTILITY PROJECT**

Frutiger explained the special assessment is for the sidewalk and reconstructing the terrace area along W. Nelson for the property owned by the Village. The Village would not be completing this project if it wasn't for the TruckStar project and therefore the sidewalk/reconstructing terrace area costs should come from TIF #3. Upon roll call vote, all ayes, motion carried.

**3. DISCUSS/CONSIDER A TID #3 EARLY FUND DISTRIBUTION REQUEST FROM TERA SCHRODER/KARIZMA HAIR SALON**

Attorney Smith explained the Developers Agreement and the request for early fund distribution. Motioned by Frutiger and seconded by Evensen to approve early fund distribution to Tera Schroder/Karizma Hair Salon with two weeks to get lien waivers to the Village Hall. Roll call: Tebon aye, Wilkinson aye, Evensen aye, Kositzke abstained, Wieczorek aye, Frutiger aye. 5-ayes, 1-abstained, motion carried.

**4. DISCUSS/CONSIDER AN AMENDMENT TO A TID #3 DEVELOPER'S AGREEMENT WITH DEERFIELD RENTALS FOR 2 S MAIN STREET AND WILFREDO DEXTRE FOR 28-30 N MAIN ST**

Deerfield Rentals and Wilfredo Dextre is requesting an extension to the end date on their Developer's Agreement.

Motioned by Kositzke and seconded by Tebon to extend 2 S. Main, Deerfield Rentals Developer's Agreement end date to August 30, 2020. Upon roll call vote, all ayes, motion carried.

Motioned by Evensen and seconded by Wilkinson to extend 28-30 N. Main St, Wilfredo Dextre Developer's Agreement end date to July 31, 2020. Upon roll call vote, all ayes, motion carried.

**5. DISCUSS/CONSIDER A REQUEST FROM THE CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM (CAP) TO HOLD THEIR ANNUAL BIKE RIDE THROUGH PORTIONS OF THE VILLAGE OF DEERFIELD ON SATURDAY, JULY 18, 2020**

Motioned by Wilkinson and seconded by Wieczorek to approve the request from CAP to hold their annual bike ride through portions of the Village on Saturday, July 18, 2020.

**ORDINANCES**

**COMMUNICATIONS**

**STAFF REPORTS**

**A. ADMINISTRATOR'S REPORT**

McCredie explained the safety procedures put in place for the April 7 election. Along with Public Works making plexiglass separators between the voters and the poll workers, continuous wiping things down with cleaner, the one pen per person and face mask/gloves made available to poll workers made people feel safer while at the polls.

**ADJOURN**

Motioned by Evensen and seconded by Kositzke to adjourn at 8:27pm. Upon roll call vote, all ayes, motion carried.

/S/ Kim Grob  
Deputy Clerk-Treasurer

Village of Deerfield, Wisconsin  
RESOLUTION NO. R2020-06

**A RESOLUTION TO CARRY FORWARD  
UNUSED LEVY LIMITS INTO 2020 FROM 2019**

**WHEREAS,** The State of Wisconsin allows local municipalities to maintain reasonable amounts of unused funds to meet immediate cash flow needs and accumulate needed capital in non-lapsing funds to finance specifically identified future capital expenditures, and

**WHEREAS,** Action by the Village Board of the Village of Deerfield is required to carry forward unused levy limits from the previous year.

**NOW, THEREFORE, BE IT RESOLVED,** by the Village Board of the Village of Deerfield, Dane County, upon the recommendation of the Village Treasurer, as follows:

\$221,117.00 of unused funds in 2019 will be carried forward into 2020

Dated this 11<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
Greg Frutiger, Village President

Attest:

\_\_\_\_\_  
Elizabeth McCredie, Village Clerk

**TO: Deerfield Village Board**  
**FR: Elizabeth McCredie**  
Board Meeting Date: May 11, 2020

**AGENDA ITEM: RESOLUTION R2020-06 TO CARRY FORWARD UNUSED LEVY LIMITS INTO 2020**

The following amounts were not expended in the 2019 Village Budget I am requesting that these balances be carried forward in order to cover 2020 expenses. The Finance Committee will be reviewing these at their meeting and forwarding their recommendation to the Board for final consideration.

Parks	\$16,411 – this amount is the collective unspent balances from 2017,2018 and 2019 park outlay category but was not spent. The Chair of the Parks Committee is requesting that this amount be carried forward to cover 2020 park expenditures.
Election	\$5,905 – this amount is the collective unspent balance from the 2018 and 2019 election category and I am requesting that it be carried forward to 2020 for the purchase of 3 Badger Books and supplies for the machines. These items were originally ordered in 2019 but due to the Coronavirus they have been unable to produce the machines so they will not be delivered until 2020.
Streets	\$43,900 – 2017 Dane Co grant received in 2018, and \$35,300 road repair funds not spent in 2019
Cell Tower Fund	\$10,041 – Funds remaining at the end of 2019 to be used for the Municipal Needs Study.
TID 2 Fund	\$144,859 – Funds remaining at the end of 2019 to be used for the Liberty St. project \$115,000 and balance remaining in fund \$29,859.

These amounts total \$221,117 and Resolution R2020-06 formalizes these carry overs.

If you have and questions on this issue prior to the meeting, feel free to contact me at Village Hall, at 764-5404, via cell 608-206-1782 or email: [mccredie@deerfieldwi.com](mailto:mccredie@deerfieldwi.com).

Liz

**CARRY OVER REQUESTS FROM 2019 TO 2020**

PARKS OUTLAY #100-55410		732	Unspent 2017 amounts	
PARKS OUTLAY #100-55410		2,627	Unspent 2018 amounts	
PARKS OUTLAY #100-55410	16,411	13,052	Unspent 2019 amounts	
ELECTIONS #100-51420 - 2017		1,690	Purchase of Badger Books	3 Badger Books @ \$1,904 ea plus supplies \$193 = \$5,905
ELECTIONS #100-51420 - 2018		2,500	Purchase of Badger Books	
ELECTIONS #100-51420 - 2019	5,905	1,715	Purchase of Badger Books	
STREET #100-54310		8,600	Dane Co grant money for 2017 Meadowlark Circle project paid in 2018	
STREET #100-54310		35,300	Road repair funds not spent in 2019	
CELL TOWER FUND #100-34500	43,900	10,042	Municipal Needs Study	
TID 2 FUND #100-34300		115,000	Liberty Street project and Main St parking project	
TID 2 FUND #100-34300	144,859	29,859	Unspent balance in fund	
TOTAL CARRY OVER FROM 2019 to 2020		<b>223,117</b>	<b>TOTAL</b>	

## Deerfield, WI

Date APRIL 21ST, 2020

DOJ ✓

**Approved by Village Board:**

## **MEMORANDUM**

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Date: May 8, 2020

To: Ms. Elizabeth McCredie, Village Administrator  
Village of Deerfield  
4 North Main Street  
P.O. Box 66  
Deerfield, WI 53531

From: Thomas TeBeest, P.E. – Town & Country Engineering, Inc.

Subject: Design Engineering and Bidding Services – Downtown Redevelopment Area  
(Main Street and Park Drive)

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Town & Country Engineering, Inc. is pleased to present this proposal to the Village of Deerfield to provide design engineering and bidding services for Main Street (STH 73) and Park Drive improvements.

### **Project Understanding**

The Village desires to make improvements to its downtown area by making aesthetic enhancements to one block of Main Street from Deerfield Street to West Nelson Street. This will include replacing the curb and gutter, replacing portions of the sidewalk behind the curb, creating curb bump-outs at intersections, constructing curb ramps, adding storm sewer inlets and pipe, and placing conduit and handholes for lighting by others. Plans for decorative sidewalk, streetscaping and other amenities will be designed by others and incorporated into bidding documents. The Park Drive area and parking lot will be designed as a mill and overlay with some improvements to storm sewer and surface drainage.

The project shall be bid out in July/August 2020 so that a construction contract can be fully executed by September 2020 in order for the Village to take advantage of TID funding. Construction will occur in 2020-2021, prior to WisDOT resurfacing of STH 73 (Main Street) scheduled for 2023.

We have provided a list of engineering tasks that will comprise the design phase of this project.

### **Proposed Scope of Work**

#### **Design Engineering & Bidding Services**

1. Establish survey control
2. Complete field work
3. Prepare base map with existing topography, utilities, drainage, driveways, sidewalk, stoops, streets, curb & gutter, buildings, and property and right-of-way lines, etc.
4. Develop preliminary plans
5. Meeting with stakeholders to present preliminary plan with cost estimate
6. Incorporate comments into plans and prepare a final draft of plans and specs and cost estimate
7. Village Board Meetings & Committee Meetings

#### **TOWN & COUNTRY ENGINEERING, INC.**

Madison ♦ Rhinelander ♦ Kenosha  
2912 Marketplace Drive, Suite 103 • Madison, WI 53719 • (608) 273-3350 • [tce@tcengineers.net](mailto:tce@tcengineers.net)



8. Permitting/utility and regulatory agency coordination
9. Prepare ad for bids, bid documents, open and evaluate bids, prepare recommendation letter, and construction contracts
10. Construction administration and construction staking
11. Construction observation (at an additional cost if requested)

**Estimated Fee**

The above scope of services gives a general representation of services that will be required to furnish a biddable set of plans and specifications that can be used to bid and construct the proposed improvements. The estimated cost for the above approximate scope of work would be in the range of \$45,000 to \$49,000. This amount includes the current charges incurred to date of about \$5,900 for work under the TID#3 Downtown Development project.

As with all our projects, we will only invoice for actual time spent on the project at our regular billing rates. These rates would remain unchanged for the duration of our services for this project.

If this is acceptable, please sign or have the Village President sign and return a copy to our office.

Thank you for the opportunity to be of service to the Village of Deerfield on this important project.

Owner: Village of Deerfield

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

TJT

J:\JOB#S\Deerfield\DE-00-00\Correspondence\2020\2020 Downtown Development Engineering Services.docx

**TOWN & COUNTRY ENGINEERING, INC.**

Madison ♦ Rhinelander ♦ Kenosha  
2912 Marketplace Drive, Suite 103 • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

CLIENT NAME:	VILLAGE OF DEERFIELD
PROJECT NAME:	TID#3 DOWNTOWN DEVELOPMENT
DATE OF ESTIMATE:	5/8/2020
	MAIN STREET & PARK DRIVE

Project	from	to	Estimated Street & Parking Lot Cost	Estimated Sidewalk & Curb Cost	Estimated Storm Sewer Cost	Estimated Streetscape/ Walkway Costs	Estimated Total Cost
<b>RECONSTRUCTION</b>							
Main Street	Deerfield St	W. Nelson St		\$197,014	\$21,648		\$218,662
<b>MILL &amp; OVERLAY</b>							
Park Drive	Deerfield St	W. Nelson St	\$185,847		\$14,268	\$131,400	\$131,400
			<b>\$185,847</b>	<b>\$197,014</b>	<b>\$35,916</b>	<b>\$131,400</b>	<b>\$550,177</b>

#### REVISIONS TO MAIN STREET:

SAVE 5' of sidewalk nearest buildings and spot replace bad/damaged areas  
 New 2.5' of sidewalk and new curb  
 Storm sewer same as previous estimate  
 Added \$15,000 allowance for conduit and handholes for street lighting  
 NOTE: If replacing ALL sidewalk then add \$50,000 to this total

#### PARK DRIVE & PARKING AREA REVISIONS:

Omit base course  
 Mill and overlay Park Drive  
 Spot base repair  
 wedge up west side and make inverted crown  
 Omit curb and sidewalk  
 Profile Mill and overlay parking lot  
 Only add one Storm MH inlet

Deerfield Streetscape Preliminary Opinion of Probable Cost						05.06.2020
	Unit	Unit Cost	Qty	Est. Total	Notes	
<b>Plantings</b>						
Canopy Trees- Nelson Lot	Ea	\$350.00	0	\$0.00	Installed (Removed from project)	
Canopy Trees- Park Dr	Ea	\$350.00	0	\$0.00	Installed (Removed from project)	
Deciduous and Evergreen Shrubs	Ea	\$80.00	3	\$240.00	Walkway	
Perennials- Main St	Ea	\$15.00	0	\$0.00	4" pots; 11 planters at 15 sf each (165 sf); plants 15" o.c. (BID will provide)	
Perennials- Walkway	Ea	\$25.00	135	\$3,380.00	gallon container; 30" o.c. over 725 sf	
Turf Restoration- Park Dr & Nelson Lot	SY	\$3.00	500	\$1,500.00	Topsoil, seed, fertilizer, matting	
Turf Sod- Walkway Area	SY	\$11.00	200	\$2,200.00		
Decorative Mulch	CY	\$50.00	9	\$450.00	Shredded hardwood bark to 3" depth. 2 CY for Main planters & 7 CY for Walkway	
Planting Mixture- Main St Planters	CY	\$70.00	3	\$220.00	6" avg. over all planting areas	
Planting Mixture- Walkway	CY	\$70.00	31	\$2,180.00	4" avg. over all planting & turf areas	
Edging- Walkway	LF	\$18.00	50	\$900.00	Commercial grade aluminum, black	
<b>Paving</b>						
Colored & Textured Concrete	SF	\$12.00	1,064	\$12,770.00	5" colored/textured concrete + 4" of 3/4" base	
<b>Allowances</b>						
Lighting- Main St	EA	\$3,500.00	17	\$59,500.00	New street lighting	
Lighting- Park Dr	EA	\$3,500.00	0	\$0.00	New street lighting	
Lighting- Walkway	EA	\$1,800.00	5	\$9,000.00	Bollard style or low level lighting	
Seating	EA	\$1,200.00	6	\$7,200.00	Benches- two in walkway, 4 along Main	
Arch	EA	\$15,000.00	1	\$15,000.00	Custom, installed	
Mural	LS	\$6,500.00	1	\$6,500.00	Mural on building if owner agrees	
Grading	SY	\$15.00	390	\$5,850.00	Existing drop 872-864/5.6%; smooth out to eliminate step	
Design Assistance	%	10%		\$8,400.00	Final design, bidding	
		Contingency		10%	General restoration, etc	
		<b>Total</b>		<b>\$131,400.00</b>		

G. FOX & SON, INC.  
6246 North Fox Road  
Janesville, Wisconsin 53548  
(608) 774-0883  
bsfox5722@gmail.com

April 13, 2020

Village of Deerfield  
- Public Works / John Doyle  
4 N. Main Street  
Deerfield, WI 53531

RE: Legreid St. Water Main

G. Fox & Son, Inc. proposes to furnish all pipe and material to increase the size of the water main on Legreid Street from 4-inch to 8-inch. This may include the use of some 12" water main piping and a new 12"x8" tee. Also, all material will be hauled to the village dump and clean fill will be hauled in and compacted for new asphalt. Asphalt price is not included.

PRICE COMPLETE: \$ 17,950.00

Respectfully Submitted by:  
William G. Fox  
G. Fox & Son, Inc.

# **2019 Consumer Confidence Report Data DEERFIELD WATERWORKS, PWS ID: 11302236**

## **Water System Information**

If you would like to know more about the information contained in this report, please contact Derek Anderson at (608) 764-5497.

## **Opportunity for input on decisions affecting your water quality**

Village board meetings are held at 7PM on the 2nd and 4th Mondays of the month. Meetings are held at the Village Hall 4.N Main st.

## **Health Information**

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's safe drinking water hotline (800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the Environmental Protection Agency's safe drinking water hotline (800-426-4791).

## **Source(s) of Water**

Source ID	Source	Depth (in feet)	Status
3	Groundwater	865	Active
4	Groundwater	775	Active

To obtain a summary of the source water assessment please contact, Derek Anderson at (608) 764-5497.

## Educational Information

The sources of drinking water, both tap water and bottled water, include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminants, such as salts and metals, which can be naturally- occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff and septic systems.
- Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health.

## Definitions

Term	Definition
AL	Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
Level 1 Assessment	A Level 1 assessment is a study of the water system to identify potential problems and determine, if possible, why total coliform bacteria have been found in our water system.
Level 2 Assessment	A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine, if possible, why an E. coli MCL violation has occurred or why total coliform bacteria have been found in our water system, or both, on multiple occasions.
MCL	Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

<b>Term</b>	<b>Definition</b>
MCLG	Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MFL	million fibers per liter
MRDL	Maximum residual disinfectant level: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
MRDLG	Maximum residual disinfectant level goal: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
mrem/year	millirems per year (a measure of radiation absorbed by the body)
NTU	Nephelometric Turbidity Units
pCi/l	picocuries per liter (a measure of radioactivity)
ppm	parts per million, or milligrams per liter (mg/l)
ppb	parts per billion, or micrograms per liter (ug/l)
ppt	parts per trillion, or nanograms per liter
ppq	parts per quadrillion, or picograms per liter
TCR	Total Coliform Rule
TT	Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.

## Detected Contaminants

Your water was tested for many contaminants last year. We are allowed to monitor for some contaminants less frequently than once a year. The following tables list only those contaminants which were detected in your water. If a contaminant was detected last year, it will appear in the following tables without a sample date. If the contaminant was not monitored last year, but was detected within the last 5 years, it will appear in the tables below along with the sample date.

### Disinfection Byproducts

<b>Contaminant (units)</b>	<b>Site</b>	<b>MCL</b>	<b>MCLG</b>	<b>Level Found</b>	<b>Range</b>	<b>Sample Date (if prior to 2019)</b>	<b>Violation</b>	<b>Typical Source of Contaminant</b>
HAA5 (ppb)	205 TAP	60	60	0	0		No	By-product of drinking water chlorination

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2019)	Violation	Typical Source of Contaminant
TTHM (ppb)	205 TAP	80	0	2.3	2.3		No	By-product of drinking water chlorination

### Inorganic Contaminants

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2019)	Violation	Typical Source of Contaminant
BARIUM (ppm)		2	2	0.019	0.007 - 0.019	7/5/2017	No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
FLUORIDE (ppm)		4	4	1.0	0.8 - 1.0	7/5/2017	No	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
SODIUM (ppm)		n/a	n/a	4.24	2.98 - 4.24	7/5/2017	No	n/a

Contaminant (units)	Action Level	MCLG	90th Percentile Level Found	# of Results	Sample Date (if prior to 2019)	Violation	Typical Source of Contaminant
COPPER (ppm)	AL=1.3	1.3	0.6280	0 of 10 results were above the action level.		No	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD (ppb)	AL=15	0	1.86	0 of 10 results		No	Corrosion of household



Contaminant (units)	Action Level	MCLG	90th Percentile Level Found	# of Results	Sample Date (if prior to 2019)	Violation	Typical Source of Contaminant
				were above the action level.			plumbing systems; Erosion of natural deposits

### Radioactive Contaminants

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2019)	Violation	Typical Source of Contaminant
GROSS BETA PARTICLE ACTIVITY (pCi/l)		n/a	n/a	3.2	3.2	7/5/2017	No	Decay of natural and man-made deposits. MCL units are in millirem/year. Calculation for compliance with MCL is not possible unless level found is greater than 50 pCi/l.
GROSS ALPHA, EXCL. R & U (pCi/l)		15	0	7.0	7.0	7/5/2017	No	Erosion of natural deposits
RADIUM, (226 + 228) (pCi/l)		5	0	2.3	2.3	7/5/2017	No	Erosion of natural deposits
GROSS ALPHA, INCL. R & U (n/a)		n/a	n/a	7.0	7.0	7/5/2017	No	Erosion of natural deposits

### Additional Health Information

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Deerfield Waterworks is responsible for providing high quality drinking water, but cannot control the variety of materials used in

plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at [www.epa.gov/safewater/lead](http://www.epa.gov/safewater/lead).

**TO: Deerfield Village Board**

**FR: Elizabeth McCredie**

Board Meeting Date: May 11, 2020

**AGENDA ITEM: NOTARY REQUIREMENT FOR OPERATOR'S LICENSES**

There is a new state law that does not require notarizing on operator's applications or retail alcohol applications. In fact, requiring a notarized signature for the business retail licenses is specifically NOT required and cannot be required. State law is silent on notarizing operator's licenses, so it is up to each municipality to determine whether or not you require notarized signatures on operator license applications.

I'm recommending that we give applicants a choice and leave the notary section on the application as some individuals may not be able to get to the Village hall during our regular business hours. Plus, we can create a check box on the form stating we saw their ID or a copy of it if their employer is dropping the application off.

The Finance Committee will be reviewing this item prior to the board meeting and making their recommendation.

If you have and questions on this issue prior to the meeting, feel free to contact me at Village Hall, at 764-5404, via cell 608-206-1782 or email: [mccredie@deerfieldwi.com](mailto:mccredie@deerfieldwi.com).

Liz

**125.039 ALCOHOL BEVERAGES**

Updated 17–18 Wis. Stats. 4

document is an underage person or to notify a law enforcement authority of a suspected violation of s. 125.085 (3) (a) or (b).

History: 1997 a. 27.

**125.04 General licensing requirements.** (1) **LICENSE OR PERMIT: WHEN REQUIRED.** No person may sell, manufacture, rectify, brew or engage in any other activity for which this chapter provides a license, permit, or other type of authorization without holding the appropriate license, permit or authorization issued under this chapter.

(2) **LICENSES OR PERMITS ISSUED IN VIOLATION OF CHAPTER.** No license or permit may be issued to any person except as provided in this chapter. Any license or permit issued in violation of this chapter is void.

(3) **APPLICATIONS FOR LICENSES AND PERMITS.** (a) *Contents.* The department shall prepare an application form for each kind of license, other than a manager's or operator's license, and for each kind of permit issued under this chapter. Each form shall require all of the following information:

1. A history of the applicant relevant to the applicant's fitness to hold a license or permit.
2. The kind of license or permit for which the applicant is applying.
3. The premises where alcohol beverages will be sold or stored or both.
4. If the applicant is a corporation, the identity of the corporate officers and agent.
- 4L. If the applicant is a limited liability company, the identity of the company members or managers and agent.
- 4m. If the applicant is a cooperative organized under ch. 185, the identity of the cooperative members, board of directors, and agent.

5. The applicant's trade name, if any.
6. Any other information required by this chapter.

(b) *Application for renewing.* The department may prepare a simplified application form for renewal of each kind of license or permit which requires only information pertinent to renewal.

(bm) *Signature on, and notarization of, forms.* The application forms prepared by the department for a license or permit under this chapter may not require any of the following:

1. The signature of more than one person signing on behalf of the applicant.
2. That an applicant's signature be notarized.

(c) *Distribution.* The department shall make one copy of each kind of license application that it prepares available to each municipality.

(d) *Application form use.* 1. An application form prepared by the department shall be used by each applicant for a permit.

2. A replica of an application form prepared by the department shall be used by each applicant for a license, other than a manager's or operator's license.

(e) *Place of filing applications.* 1. Each application for a license shall be signed by the applicant. The applicant shall file the application for a license with the municipal clerk of the intended place of sale.

2. The applicant shall file the application for a permit with the department.

(f) *Time of filing and issuance.* 1. Except as provided in subds. 2. and 3., all applications for licenses to sell alcohol beverages shall be filed with the clerk of the municipality in which the premises are located at least 15 days prior to the granting of the license.

2. In counties having a population of 750,000 or more, the governing body of the municipality shall establish the time, prior to the granting of a license, by which an application shall be filed with the clerk.

3. For licenses issued under s. 125.26 (6) for a picnic or other gathering lasting less than 4 days, the governing body of the

municipality shall establish the time, prior to the granting of a license, by which an application shall be filed with the clerk.

(g) *Publication of application for license.* The municipal clerk shall publish each application for a Class "A", Class "B", "Class A", "Class B" or "Class C" license, except licenses under ss. 125.26 (6) and 125.51 (10), prior to its issuance in a newspaper according to the following conditions:

1. The publication shall include the name and address of the applicant, the kind of license applied for and the location of the premises to be licensed.

2. The newspaper utilized for publication shall have been regularly published, on a daily or weekly basis for a period of not less than 2 years before the date of publication in the municipality in which is located the premises to be licensed.

3. If the municipality in which the premises is located has no newspaper, the newspaper utilized for publication shall be one having circulation in the municipality and designated by the governing body. If no designation is made, publication shall be in the newspaper having the largest circulation in the municipality.

4. The newspaper utilized for publication shall be one that is published on a daily basis, except that a weekly newspaper may be utilized if a daily newspaper is not published in the municipality.

5. The publication shall be printed in a daily newspaper on 3 successive occasions, or if a weekly newspaper is utilized, it shall be printed at least once.

6. At the time the application is filed, the applicant shall pay to the clerk the cost of publication as determined under s. 985.08.

(h) *Subsequent changes.* Within 10 days of any change in any fact set out in an application for a license or permit to sell alcohol beverages, the licensee or permittee shall file with the issuing authority a written description of the changed fact.

(i) *Records.* 1. Any person may inspect applications for licenses to sell alcohol beverages.

2. The clerk of the municipality shall retain all applications made to it for licenses to sell alcohol beverages.

3. The clerk of the municipality may destroy all applications more than 4 years old which have been retained under subd. 2.

(j) *Penalty for materially false application information.* Any person who knowingly provides materially false information in an application for a license or permit under this chapter may be required to forfeit not more than \$1,000.

(4) **LIST OF LICENSEES.** By July 15 annually, the clerk of a municipality issuing licenses shall mail to the department a list containing the name, address and trade name of each person holding a license issued by that municipality, other than a manager's or operator's license or a license issued under s. 125.26 (6), the type of license held and, if the person holding the license is a corporation or limited liability company, the name of the agent appointed under sub. (6).

(5) **QUALIFICATIONS FOR LICENSES AND PERMITS.** (a) *Natural persons.* Licenses and permits related to alcohol beverages, issued to natural persons under this chapter, may be issued only to persons who fulfill all of the following requirements:

1. Do not have an arrest or conviction record, subject to ss. 111.321, 111.322, 111.335 and 125.12 (1) (b).
2. Have been residents of this state continuously for at least 90 days prior to the date of application.
3. Have attained the legal drinking age.
4. Have submitted proof under s. 77.61 (11).

5. Have successfully completed within the 2 years prior to the date of application a responsible beverage server training course at any location that is offered by a technical college district and that conforms to curriculum guidelines specified by the technical college system board or a comparable training course that is approved by the department or the department of safety and professional services. This subdivision does not apply to an applicant who held, or who was an agent appointed and approved under sub.

**Application for an "Operator's" License**  
To Serve or Sell Fermented Malt Beverages and Intoxicating Liquors  
Deerfield, WI

☐ **New**      ☐ **Renewal**

Date \_\_\_\_\_, \_\_\_\_\_

I, the undersigned, do hereby respectfully make application to the local governing body of the Village of Deerfield, County of Dane, Wisconsin for a License to serve and/or sell, from date hereof to **June 30, \_\_\_\_** inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32 (2) and 125.68 (2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale or service of such beverages and liquors if a license be granted to me.

**Answer the following questions fully and completely:**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
*First (legal) Middle Last*

Address of Applicant \_\_\_\_\_

\*Date of Birth \_\_\_\_\_ \*Sex \_\_\_\_\_ \*Race \_\_\_\_\_

\*Driver's License Number \_\_\_\_\_ State issued out of \_\_\_\_\_

As required by WI Statutes Section 125.17 (6), have you completed the Beverage Server Training Course? \_\_\_\_\_

If so, where? \_\_\_\_\_

Have you been convicted of a felony or any alcohol-related or drug-related misdemeanor? ☐ NO ☐ YES

If yes, date of such conviction \_\_\_\_\_ Name of Court \_\_\_\_\_

Nature of offense \_\_\_\_\_

Have you been convicted of violating any law or ordinance regulating the sale of Fermented malt beverages or intoxicating liquors?

☐ NO ☐ YES - Date and Nature of violation \_\_\_\_\_

Have you ever had a license to serve alcohol beverages suspended or revoked, or surrendered the license in lieu of suspension or revocation? ☐ NO ☐ YES If yes, provide the place and date \_\_\_\_\_

Have you been convicted of operating a motor vehicle while intoxicated? ☐ NO ☐ YES - Date(s) \_\_\_\_\_

Name of employer for which license is intended \_\_\_\_\_

☐ Photo ID or copy provided

**Fees:** ☐ **\$32.00 annual** I understand that the fee is not refunded if this application is denied.

\* We request this information so we can verify your criminal and driving history.

STATE OF WISCONSIN  
Dane County

\_\_\_\_\_, being first duly sworn on oath says that (s)he is the person who made and signed  
*Applicant print name here*  
the foregoing application for an operator's license; that all the statements made by the applicant are true.

X \_\_\_\_\_

*Applicant sign here*

Subscribed and sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Wisconsin

**The Deerfield Police Department conducted a background check on:**

**Recommendation:** ☐ I recommend **approval** of the license  
☐ I recommend **refusal** of the license

**Records:** ☐ records attached  
☐ no record

**Explanation:** \_\_\_\_\_

**Officer Signature:** \_\_\_\_\_

**Approved by Village Board:** \_\_\_\_\_