



## 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, April 22, 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:***                 ***Scott Tebon, Gary Wieczorek***

***Others Present:***                     ***Todd Willis – Administrator/Treasurer, Nathan Paoli – Director of Public Works***

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

***Motion by Trustee Frutiger, seconded by Trustee Wilkinson to approve the Village Board agenda for April 22, 2024. Motion Carried 5-0***

- 3) CEREMONIAL SWEARING-IN: Introduction and swearing-in of re-elected Trustees Kerri Hewitt and Tracy Curtis and newly elected Trustee David Wilkinson.

Since the Village Clerk was absent from the meeting, Administrator Willis swore in the re-elected and newly elected Trustees.

- 4) Proclamations
  - a. Kaia Fry – Years of service with the Village of Deerfield Public Library

President Frutiger invited Fred Fry, husband of Kaia Fry, to come up and accept the proclamation on her behalf. Kaia was the first library director for the Village of Deerfield and was instrumental in getting the new library building built. The Proclamation stated her years of service for the library and Deerfield Community as a whole. The Village Staff and Board thanks her and recognizes the legacy she leaves.

b. Arnold Evensen – Years of service on the Village Board

President Frutiger invited Arnie Evensen up to recognize him for his dedicated commitment as a concerned citizen of the Village and the numerous hours donated. Calling out his years of service updating infrastructure and how he was instrumental in the expansion of the Village Park systems.

5) 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)

6) Announcements

- a. The next regularly scheduled meeting is May 13, 2024 at 7:00 pm

It was noted by President Frutiger that due to some known schedule conflicts, the next meeting may be scheduled on a different date.

7) Public Hearing

*None*

6) Committee Reports

a. Finance

*No Meeting*

b. Plan Commission

Committee member Frutiger reported they reviewed the Olsons’s Drumlin Hill Condominium lots 16, which passed. And a request from Anthony Winger owner of 107 W Deerfield St. Land Division by CSM, which also passed.

c. Municipal Needs

*No Meeting*

d. Public Works

*No Meeting*

e. Parks

*No Meeting*

f. Library

*No Meeting*, noted the Library meeting will be tomorrow

g. Fire

Member Frutiger reported they met on the 9<sup>th</sup> of April. They have a new water tender going into service and the fire department that bough the other tanker came to pick up. There was also two new members, joining as probationary members.

h. Joint Police

*No Meeting*

i. EMS

Member Frutiger reported they met on the 18<sup>th</sup> of April where they reviewed their draft financial statement. He stated it looked good and that they are sitting with \$612,852 in the undesignated funds. Which was an increase from \$71, 174 last year due o the increase in run fees that were collected. Runs are already up higher and seem to be increasing year over year.

j. Joint Interactive

*No Meeting*

k. Deerfield Cares

Member Frutiger reported they met on the 10<sup>th</sup>. There will be a presentation for Narcan either the 5<sup>th</sup> or the 12<sup>th</sup> depending on which day works better for the presenter. Also, the 24<sup>th</sup> of July is the movie night in the community park and the next meeting is May 29<sup>th</sup>.

l. Community Center

*No Meeting*

m. Cable

Member Dunnington reported they met on the first Wednesday of the month. They had submitted some questions to the school board concerning the construction that's going to take place because their studio and equipment room is being torn down. They were able to get some of those answers back. The next meeting will be May 1<sup>st</sup> and will look closer at those answers then and how to not go dark during the construction.

n. Personnel

*No Meeting*

o. DCCVA

*No Meeting*

7) Unfinished Business

a. Update on Village Impact Fees.

Administrator Willis stated in their packet they have an overview of the Parkland dedication fees that the Village has acquired since 2004 and the monies that have been expended. Currently there is a balance of \$13,700.20. He also provided the Board with the section of code that includes impact fees, how they were created, and whether it can be an impact fee or a dedication of land or some mixture thereof when development happens. There is also section 7.2 from the recently approved CORP and would need to be finalized through resolution. Administrator Willis reviewed the impact fees with the Board Members. He also circled back to Trustee Tebon's previous question if 4% was low and discussed how the 4% could be used, for example trail networks, but clarified that it is no less than 4% so it could always be more. President Frutiger confirmed that some of the Savannah park residents are already requesting a trail entrance. Mr. Willis reviewed the timeline of the CORP which was passed by the parks committee on March 20<sup>th</sup> and had Village Board action on March 25<sup>th</sup> with the last step to be the resolution that would solidify that and be inserted into the plan.

b. Resolution for the adoption of the Village of Deerfield Comprehensive Outdoor Recreation Plan 2024-2029.

***Motion by Trustee Hewitt, seconded by President Frutiger to approve the Resolution for the adoption of the Village of Deerfield Comprehensive Outdoor Recreation Plan 2024-2029. Motion Carried 5-0***

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 March 25, 2024 meeting of the Village Board.

***Motion by President Frutiger, seconded by Trustee Dunnington to approve the Consent Agenda. Motion Carried 5-0***

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

- a. Any items removed from the Consent Agenda.  
None
- b. Review and recommendation of Village Checks issued from March 22, 2024 – April 5, 2024.  
Administrator Willis explained these are the checks that were cut for bills due by the Village during that time span and asked if there were any questions. President Frutiger inquired about a check cut to resident for \$700, and Administrator Willis explained that was a refund from taxes. Mr. Frutiger also had a question about the Sunbelt Rentals, Public Works Director Paoli explained that was the rental for the equipment used to mill the sidewalks.

***Motion by President Frutiger, seconded by Trustee Hewitt to approve checks 59015-59065. Motion Carried 5-0***

- c. Review and recommendation on Village Checks issued from April 6, 2024 – April 18, 2024.  
President Frutiger questioned two \$2000 checks; Administrator Willis explained these were Curb Bond refunds.

***Motion by President Frutiger, seconded by Trustee Wilkinson to approve checks 59066-59091. Motion Carried 5-0***

- d. Review and recommendation on issuance of an operator's license for the period of April 23, 2024 – June 30, 2024 for: Jason Schultz – Refuel Pantry  
Administrator Willis explained the application was complete and reviewed by both the Clerk and the PD and recommended approval.

***Motion by President Frutiger, seconded by Trustee Wilkinson to approve operator's license for the period of April 23, 2024-June 30, 2024 for Jason Schultz – Refuel pantry. Motion Carried 5-0***

- e. Review and recommendation on a request by the Couillard Solar Foundation to have portions of N. Grand Ave. posted no parking on May 31, 2024 as part of Solstock Music Festival.  
Administrator Willis explained that the Village received a request no parking to accommodate a trailer to be parked and that the applicant is in attendance to give more information. The applicant then gave some additional explanation to the Village Board. She indicated the event would run 3:00 to 9:00 pm and music would be from 3:00 to 6:00 pm. There will be some booths with energy activities and different vendors on the Community Center side parking lot. The Dane County Trash Lab is the "trailer", smaller kind of semi-truck, they would like to have parked on the street. Trustee Dunnington commented on the businesses located on the strip mall. The applicant indicated that she believes they have enough cones to cover those businesses.

***Motion by President Frutiger, seconded by Trustee Curtis to approve the no parking on Grand Avenue illustrated in the drawing provided. Motion Carried 5-0***

- f. Review and recommendation on a request by the Couillard Solar Foundation for a temporary variance under Sec. 22-47(d) for amplified sound on May 31, 2024 as part of the Solstock Music Festival.  
Administrator Willis explained that a temporary variance may not be necessary, but wanted to include a procedural item to acknowledge there will be music.

***Motion by Member Hewitt, seconded by Trustee Dunnington to approve the temporary variance under Sec. 22-47(d) for amplified sound on May 32, 2024 as part of the Solstock Music Festival. Motion Carried 5-0***

- g. Review and recommendation for a Temporary Class “B” liquor license for the Couillard Solar Foundation to hold Solstock Music Festival at 10 Liberty St., Deerfield, WI on May 31, 2024. Administrator Willis explained there were no issues with the application and that staff would recommend approval.

***Motion by Member Hewitt, seconded by Trustee Wilkinson to approve a Temporary Class “B” liquor license for the Couillard Solar Foundation to hold Solstock Music Festival at 10 Liberty St., Deerfield, WI on May 31, 2024. Motion Carried 5-0***

- h. Review and recommendation for a letter to the Wisconsin Department of Transportation on pedestrian crossing signals or signage on Hwy 73/Main St. Administrator Willis explained that Trustee Wieczorek had sent him communication that he would like it to be taken up by the Public Works Department, but there was no meeting held. Administrator Willis explained he had taken his recommendations and created a staff report. Staff would recommend approval. President Frutiger explained that the Board should talk to the Bank because it had been previously discussed that the Bank might be interested in purchasing the signage. Member Wilkinson asked during further discussion where the sign would be, Director Paoli answered if you come up from Washburn to Main Street, it’s about 20 feet from Washburn on the east side.

***Motion by President Frutiger, seconded by Trustee Hewitt to approve the letter to the Wisconsin Department of Transportation on pedestrian crossing signals or signage on Hwy 72/Main St. Motion Carried 5-0***

- i. Discussion and action on a request for modification to a baseball field located at Community Park. Administrator Willis explained the request had first gone to the Parks Committee and they had some concerns. The applicants were in attendance and explained what they trying to do is they want to perform some work on the baseball field, the two fields that the Community Park. They want to be able to move the bases further away from each other, so it’s a peg system on the backside. That was as the players get older, they can move the bases back further. The portable pitching mount is bigger and stronger, so they would need them further away from the batters. They would be removing the mounds after every practice and every game. The applicant had met with Abby at the DCC, and indicated she was good with that. The applicants indicated they are willing to do all the work, invest the time and all the money and they are just requesting permission to go perform the work. President Frutiger clarified that the sleeves that they are going to put in will be low enough to put caps over and cover with dirt. The applicants stated you could run them over with a lawn mower.

***Motion by Trustee Curtis, seconded by Trustee Wilkinson to approve the request for modification to the baseball field located at Community Park. Motion Carried 5-0***

- j. Discussion and possible action on “No Mow May” in the Village of Deerfield Administrator Willis explained it was a request to have a discussion on “No Mow May” and turned it over to Director Paoli. Director Paoli explained that the las time they tried this he was not in favor. He explained he saw confusion and after not mowing for the month of May the lawns became to long to handle in June. President Frutiger added that he believed this started as a concern for the bees and he stated there is nothing in your grass for the bees. Complaints the Village fielded was from residents complaining weeds in their neighbors’ yards spreading to their treated yards. It was brought up that there is code to do a natural lawn, but you need Village approval.

***Motion by Trustee Wilkinson, seconded by President Frutiger to decline the request for “No Mow May” in the Village of Deerfield. Motion Carried 5-0***

- k. Discussion and action on Village Trustee committee assignments for the 2024 term  
There was discussion on committee assignments but no action taken.

#### 10) Department Reports

- a. Village Clerk  
*Not in attendance*

- b. Public Works

Director Paoli explained April had been a busy month. There was one small snow event, but no salt was needed. Public Works had worked through the Village to fill pot holes. The opening of the parks, dealt with some small leaks from frozen pipes. Derek Anderson, had taken two of his Wastewater State Certificate tests and passed. The mowing has already started and the new speed sign is going up. President Frutiger asked if all the new meters were installed, Director Paoli answered they are close. Trustee Wilkinson asked about the wall on 73 and it was reminded that it was the DOTs responsibility.

- c. Village Administrator

Administrator Willis explained that he is continuing to work with the Village attorney and the Olsons on the zoning text for the PUD on Drumlin Hill. He had a meeting with the League of Municipalities and their mutual insurance conference where they discussed disaster planning, cybersecurity. He reported on the Utility Clerk Amy Posner going to the Treasurer's Conference in Stevens Point and gained some important networking. She was also deputized to be the deputy clerk and is waiting to finish her notary.

#### 11) Adjournment

***Motion by President Frutiger, seconded by Trustee Wilkinson to adjourn the meeting at 7:59 pm. Motion passed 5-0***

Respectfully submitted by:

Marissa Q Aravena

Village Clerk/Deputy Treasurer