



## 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 23, 2023 at 7:00 pm***

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

Members:                                *Greg Frutiger, Gary Wieczorek, Arnold Evensen, Tracy Curtis, Tessa Dunnington, Kerri Hewitt*

Excused:                                 *Scott Tebon*

Others in Attendance:                *Todd Willis, Marissa Aravena*

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

1) Call to Order/ Roll Call at 7:00 pm

2) Approval of the Agenda

***Motion by Trustee Evensen, seconded by Trustee Frutiger to approve the Village Board agenda for October 23, 2023. Motion Carried 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: [twillis@deerfieldwi.com](mailto:twillis@deerfieldwi.com)

*Trustee Dunnington mentioned that the Chambers Great Pumpkin Hunt was going to be on Wednesday October 25, 2023 from 4:30 pm – 7:00 pm, and that there was currently 44-45 businesses participating this year.*

4) Announcements

- a. The next regularly scheduled meeting is October 23, 2023 at 7:00 pm

5) Public Hearing

- a. None Scheduled

6) Committee Reports

- a. Finance

*No Meeting*

- b. Plan Commission

*No Meeting*

- c. Municipal Needs

*No Meeting*

- d. Public Works

*No Meeting*

- e. Parks

Trustee Evensen stated that the Parks Committee met on October 16, 2023 and recommended for approval budget allocations for 2024. The Committee also reviewed Chilifest, and on November 20, 2023 they will hold a joint meeting with the Plan Commission to discuss the Comprehensive Plan update and kick-off the Comprehensive Outdoor Recreation Plan.

- f. Library

Trustee Curtis discussed a banned book event, storytime attendance is up, and there is a big push to read 1000 before kindergarten. The Library also had a guest speaker with the largest attendance to date.

- g. Fire

*No representative at the meeting*

- h. Joint Police

*No Meeting*

- i. EMS

President Frutiger mentioned the group met on October 19, 2023, and the group is looking to start discussions on considering a funding formula change (1/3 – equalized value, 1/3- calls, 1/3- population).

- j. Joint Interactive

*No Meeting*

- k. Deerfield Cares

*No Meeting*

- l. Community Center

Trustee Evensen stated the Committee met earlier this evening, and reviewed Staff Reports, a good Treasurer's report, updated employee manual, and discussed the cold storage area available in the building.

- m. Cable

*No Meeting*

- n. Personnel

*No Meeting*

- o. DCCVA

*No Meeting*

7) 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 October 9, 2023 meeting of the Village Board

Village Board

October 23, 2023

***Motion by Trustee Evensen, seconded by Trustee Curtis to approve the consent agenda after removing b. and c. Motion passed 4-0-1 (Frutiger abstained because he was not at the meeting)***

8) Non-Consent Agenda

- a. Any items removed from the Consent Agenda.
- b. Discussion and Action on the Village Check run for October 11, 2023

Members of the Village Board reviewed and asked questions related to expenditures from the check run such as purchases from SJE, Town of Deerfield. Mr. Willis explained that the payment to the Town of Deerfield was from the roadwork completed on Liberty St. in 2022, and the Village was paying its portion per the agreement with the town.

***Motion by Trustee Evensen, seconded by Trustee Wieczorek to approve the check run for October 11, 2023. Motion passed 6-0.***

- c. Discussion and action on request by Corporate Contractors Inc (CCI) for payment application #13 in the amount of \$55,134.30 for retainage of the Village Hall project.

Mr. Willis explained that all of the work related to Village Hall had been completed, and the contractor was looking to receive its final payment for the work completed per the contract. Trustee Wieczorek stated that even with the payment, CCI had a 2 year warranty on the building in case anything happened related to work done.

***Motion by President Frutiger, seconded by Trustee Evensen to approve Pay Application #13 to Corporate Contractors Inc. in the amount of \$55,134.30. Motion passed 6-0***

- d. Discussion and action on requested payment for additional roadwork completed on N. Nelson st. to be billed back to MPI as part of the Village Truck Route extension on W. Nelson St. in the amount of \$56,867.50

Mr. Willis explained that the additional work related to the truck route extension to N. Nelson St. had been completed, inspected, and approved by the Village Engineer. Per the agreement signed by the Village, Mr. Tierney, and MPI the Village would pay the invoice, and bill-back to MPI over 3 payment installments for the work. These invoices would be for October, November, and December so that it would not affect the year-end audit.

***Motion by Trustee Evensen, seconded by Trustee Hewitt to approve the payment of additional work related to making N. Nelson St. a truck route in the amount of \$56,867.50 to be billed back to MPI in 3 installments prior to the end of the year. Motion passed 6-0***

- e. Discussion and action on the Business Improvement District 2024 Operating Plan.

Mr. Willis discussed the Business Improvement District (BID) 2024 Operating Plan, and the funding measures to allow for the BID to achieve the goals within the Plan. He went over the recommended budget expenditures for the BID in 2024 and the special assessment for the properties in the BID. He added that the budget would need to be approved by the Village Board following a public hearing prior to any special assessment is levied on the properties.

- f. Authorization for a Public Hearing on the Business Improvement District Operating Plan and Special Assessment for 2024.

Mr. Willis explained that as part of the BID budget approval process the Village Board would need to authorize a Public Hearing to be held on November 13, 2023. He added that each property owner will be sent a letter to notify them of the public hearing, and if they so choose review the Operating Budget at Village Hall prior to the Public Hearing.

***Motion by Trustee Evensen, seconded by Trustee Curtis to authorize a Public Hearing for the Business Improvement Districts 2024 Operating Plan and Special Assessment to be held on November 13, 2023. Motion passed 6-0***

- g. Request by Don Tierney for approval and acceptance of roadwork completed on Liberty St., N. Nelson St., and Venture Lane, and payment of TID #3 incentives per the Amendment to the Development Agreement dated February 27, 2023 in the amount of \$125,000.

Mr. Willis explained that the roadwork as part of the TIF #3 had been completed by Mr. Tierney. Town & Country has inspected and approved the work completed. As part of the Development Agreement, the Village owes Mr. Tierney his last incentive payment for TID #3 in the amount of \$125,000.00.

***Motion by President Frutiger, seconded by Trustee Evensen to approve the final TIF #3 incentive payment in the amount of \$125,000.00 per the Development Agreement. Motion passed 6-0***

#### 9) Set date and time for Trick or Treating for 2023

Mr. Willis explained that the Village Board would need to formally approve a date & time for Trick or Treating this year. Typically, the date and time have been the same every year, so this was merely a formality to establish it in 2023. Based on years past, the event is held on Halloween from 5 pm – 7 pm.

***Motion by Trustee Evensen, seconded by Trustee Dunnington to hold the Village wide Trick or Treating on October 31, 2023 from 5 pm – 7 pm. Motion passed 6-0***

#### 10) Adjournment

***Motion by Trustee Evensen, seconded by Trustee Curtis to adjourn the meeting at 7:27 pm. Motion passed 6-0***

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