



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 Meeting:

Village Board

Date and Time:

Monday, January 27, 2025 at 7:00 p.m.

Location:

Deerfield Village Hall, 23 West Nelson St., Deerfield, WI 53531

Members:

Tracy Curtis, Tessa Dunnington, Greg Frutiger, Kerri Hewitt, Scott Tebon, Gary Wieczorek, Open Seat

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

Members Excused:

N/A

Others Present:

Maggie Darr, Village Administrator

Greg Droessler & Billie Kershaw, Town & Country Engineering

1) Call to Order/ Roll Call

The Village Board meeting was called to order at 7:00 p.m. All members present.

2) Approval of the Agenda

Motion by Hewitt, second by Tebon to approve the agenda of the January 27, 2025 Village Board. Motion carried unanimously (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: mdarr@deerfieldwi.com

Dave Dinkel spoke regarding his interpretation that the approval process for the rezoning of 403 Center St. (Honey Properties, LLC) is inadequate. Mr. Dinkel shared support for holding a Neighborhood Information Meeting for this project and holding the public hearing in front of the Planning Commission rather than the Village Board. Mr. Dinkel also provided reasons that he thought the rezoning is not appropriate for the neighborhood.

4) Announcements

- a. The next regularly scheduled meeting is February 10, 2025 at 7:00 p.m.

5) Committee Reports

- a. Finance: ***Meeting held tonight; reviewed vouchers and checks.***

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- b. Plan Commission: ***Planning Commission met 1/20. Reviewed rezoning request by Honey Properties, LLC. Reviewed land division and rezoning at 884 Shaul Lane.***
- c. Municipal Needs: ***Meeting held 1/20. Discussed warranty close-out of Village Hall; cybersecurity and document management services; website redesign; and status of facilities capital projects. Discussed holding a joint Municipal Needs Committee & Parks Committee meeting.***
- d. Public Works: ***No meeting.***
- e. Parks: ***Meeting held 1/15. Continued discussion surrounding fees. No changes to fees in 2025.***
- f. Library: ***Many programs are ongoing including book clubs, a scavenger hunt, the Jr. Library Assistant Program, Tuesday story time. There is no update from WHEDA on the library development project.***
- g. Fire: ***No meeting.***
- h. Joint Police: ***Meeting held 1/14. Call volumes are down. The new squad was received recently. There have been recent staffing changes.***
- i. EMS: ***Meeting held 1/16. The ambulance will be delivered at the end of March.***
- j. Joint Interactive: ***No meeting.***
- k. Deerfield Cares: ***Meeting held 1/21. February 25 is the date of the ambassador program.***
- l. Community Center: ***Meeting held tonight. Discussed 2025 plans and assigned committees. DCC closed on additional storage space at the end of 2024.***
- m. Cable: ***Meeting scheduled for Wednesday, January 29.***
- n. Personnel: ***No meeting.***
- o. DCCVA: ***No meeting.***
- p. BID: ***No meeting.***
- q. Tax Improvement District – Joint Review Board: ***No meeting.***

6) Public Hearing

- a. None.

7) Unfinished business.

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 January 13, 2025 Meeting of the Village Board
- b. Review of Village Checks issued on January 16 and January 20, 2025.

Motion by Wieczorek, second by Tebon to approve the consent agenda. Motion carried unanimously (6 – 0).

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

- a. Discuss/Possible action approving Village Board and citizen appointments to the Deerfield Community Trust Fund Committee

Darr reviewed the application process. Frutiger explained his reasoning for appointments.

Motion by Tebon, second by Dunnington to approve appointing Kerri Hewitt, Michael Berge, and John Connor to the Deerfield Community Trust Fund Committee. Motion carried 5 – 0 – 1 (Hewitt abstained).

- b. Discuss/Possible action awarding a contract for the Well 3 Generator project

Greg Droessler, Town & Country, reviewed the recommendation. There were four bidders. Town & Country completed reference checks for the low bidder, WIL-Surge Electric, Inc. The Board discussed the alternate bids using Kohler vs. Cummins equipment and opted to purchase Cummins equipment given the Village staff's familiarity.

Motion by Tebon, second by Frutiger to award the contract for the Well 3 Generator addition project to WIL-Surge, Inc. Motion carried unanimously (6 – 0).

c. Update/Possible action on the WWTF Facilities Planning Document

Greg Droessler, Town & Country, presented the executive summary that was included in the Board packet. Droessler summarized the phased approach to facility upgrades. Phase 1 can be completed without a rate increase. Phase 1 improvements are projected to have 20-year lifecycle. The public hearing and approval of the plan is scheduled for February 10. Following approval, the Village will proceed with design, with a deadline of September 2025 for submission to DNR, followed by construction scheduled for approximately April 2026. Droessler followed up on an earlier Board inquiry that a 5% rate increase would generate approximately \$244,000 in additional revenue in the Sewer Fund.

No action taken.

d. Discuss/Possible action approving Deer-Grove EMS Commission Resolution No. 2025-01-0116: Ambulance Capital Purchase Fund Transfer

Chief Lang spoke regarding the request. The capital fund allocated \$130,000 in 2024. Tonight, DGEMS is asking to transfer \$17,121.92 in fund balance for the completion of this purchase.

Motion by Frutiger, second by Wieczorek approving Deer-Grove EMS Commission Resolution No. 2025-01-0116: Ambulance Capital Purchase Fund Transfer. Motion carried unanimously (6 – 0).

10) Department Reports

- a. Village Clerk: **Darr shared that Village Clerk Jordan mailed out absentee ballots for the February election.**
- b. Public Works: **Darr shared updates for Public Works Director Paoli, including that the ATV/UTV signs went up on January 17; there was a water main break on Simonson Blvd on Sunday, 1/19. The break was repaired by Village staff and Snyder Excavation on 1/20. The area will remain gravel until spring when hot mix asphalt is available. Paoli will be putting in the Village's order for road salt soon. Our allotment is 200 tons.**
- c. Village Administrator: **Darr provided updates on year-end closeout activities; working with the DVFD on the annual Service Award Program documentation and filing a request for disbursement; kick-off of the 2025 assessment year, with a revaluation scheduled for this year; and update on progress implementing Novatech; and an update on the website redesign.**

11) Adjournment of the meeting of the Village Board

Motion by Curtis, second by Dunnington to adjourn the meeting. Motion carried unanimously (6 – 0). Meeting adjourned at 7:47 p.m.

Maggie Darr
Village Administrator

Village Board

January 27, 2025

Notice Posted: January 24, 2025

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; except as otherwise stated in the Agenda, 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.