

**VILLAGE BOARD AGENDA
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE VILLAGE BOARD OF THE VILLAGE OF DEERFIELD TO BE HELD AT THE
DEERFIELD VILLAGE HALL, 4 N. MAIN STREET, DEERFIELD, WISCONSIN ON
MONDAY, SEPTEMBER 23, 2019 AT 7:00 P.M.**

- I. CALL TO ORDER – NOTING OF ROLL BY CLERK/SIGN IN SHEET**
- II. CONSENT AGENDA**
 - A. APPROVAL OF MINUTES FROM SEPTEMBER 9, 2019**
 - B. APPROVAL OF VOUCHERS**
 - C. TREASURER’S REPORT FOR AUGUST 2019**
 - D. COMMITTEE REPORTS**
 - 1. JOINT LAW ENFORCEMENT**
 - 2. PLANNING COMMISSION**
 - 3. LIBRARY BOARD**
 - 4. DEERFIELD CARES**
 - 5. DCCVA**
 - 6. DEERGROVE EMS**
 - 7. COMMUNITY CENTER**
 - 8. FINANCE**
- III. PUBLIC APPEARANCES**
 - A. MUNICIPAL NEEDS STUDY PRESENTATION – BARRINETOS DESIGN & CONSULTING**
 - B. PUBLIC COMMENTS**
- IV. NEW BUSINESS**
 - A. RESOLUTIONS**
 - 1. CONSIDERATION OF RESOLUTION R2019-16 APPROVING AN AMENDMENT TO THE PROJECT PLAN OF TAX INCREMENTAL DISTRICT NO. 3**
 - 2. CONSIDERATION OF RESOLUTION R2019-17 CREATING TAX INCREMENTAL DISTRICT NO. 6, APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES**
 - B. LICENSES & PERMITS**
 - 1. CONSIDER A REQUEST FOR AN OPERATOR’S LICENSE FOR THE PERIOD OF SEPTEMBER 24, 2019 TO JUNE 30, 2020 FOR LUDWIG K HANSEN**
 - C. REVIEW & ACTION:**
 - 1. DISCUSS/CONSIDER CONTRACT WITH BARRINETOS DESIGN & CONSLUTING FOR CONCEPT DESIGN OF THE NEW VILLAGE HALL**
 - 2. DISCUSS/CONSIDER SETTING THE 2019 TRICK OR TREAT DATE/HOURS**
 - 3. DISCUSS/CONSIDER REQUEST TO AMEND TID #3 BOUNDARIES**
 - 4. DISCUSS/CONSIDER DGEMS 2020 BUDGET**
 - 5. DISCUSS/CONSIDER DOT MULITMODEL LOCAL SUPPLEMENT PROGRAM**
- V. ORDINANCES**
 - 1. ORDINANCE O-2019-05 AN ORDINANCE REPEALING AND RECREATING ARTICLE VII OF CHAPTER 2 OF PART I OF THE VILLAGE CODE RELATED TO PUBLIC RECORDS AND ADOPTING THE WISCONSIN MUNICIPAL RECORDS SCHEDULE FOR THE RETENTION AND DESTRUCTION OF VILLAGE RECORDS**
- VI. COMMUNICATIONS**
- VII. STAFF REPORTS**
 - A. ADMINISTRATOR’S REPORT**
 - 1. DRAINAGE DISTRICT 23**
- VIII. 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) 9/20/2019 (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, SEPTEMBER 9, 2019 AT 7:00 P.M.**

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

The meeting was called to order at 7:00 p.m. by President Frutiger. Roll call: Evensen, Wilkinson, Tebon, Wiczorek, Kositzke and Frutiger present. Absent: McMullen. Also present: see sign-in sheet on file in Clerk's office.

CONSENT AGENDA

Motioned by Evensen and seconded by Tebon to approve the September 9, 2019 Board agenda as posted. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM AUGUST 26, 2019

Motioned by Evensen and seconded by Frutiger to approve the minutes from August 26, 2019 as written. 5-ayes, 1-abstained, motion carried.

B. APPROVAL OF VOUCHERS

The members reviewed the vouchers submitted for payment which had been approved by the Finance Committee.

Motioned by Wilkinson and seconded by Tebon to approve payment of checks #54609 to #54636 totaling \$169,047.25. All ayes, motion carried.

C. COMMITTEE REPORTS

1. CABLE

Kositzke reported that it was discussed mounting a tower to the roof of the high school to house the weather bug. WDEE is working with the School Administration for an appropriate place. Discussion continues on hiring a high school student.

2. JOINT INTERACTIVE

Wilkinson reported that the School District gave a bus tour around the Village for all the new teachers as a way to introduce them to our community. All students will now be able to attend sporting events for free. Enrollment is about the same and they are looking into a future referendum after the current referendum ends.

3. PUBLIC WORKS

Frutiger reported that there was an update on the work of well #4 and it is anticipated to be in operation again by the last week in September. There was an update on 2019 street projects and the new Water Dept. truck.

4. BOARD OF REVIEW

Evensen reported that there will be two sessions for open book, October 16, 10 a.m. to 2 p.m. and October 17, 3 p.m. – 7 p.m. and the Board of Review is scheduled for October 24, starting at 10 a.m.

5. FINANCE

Frutiger reported that all items are on tonight's board agenda.

PUBLIC APPEARANCES

A. PUBLIC COMMENTS

Joe Howard inquired about extending the boarder of TID #3. McCredie informed Howard that discussing of the expansion will be on the Sept. 23 board agenda but she would need the paperwork as soon as possible in order for Ehlers to review.

**UNFINISHED BUSINESS, REVIEW & ACTION THERE ON
NEW BUSINESS**

A. RESOLUTIONS

1. RESOLUTION R2019-15 A RESOLUTION EARMARKING TID #2 CLOSING FUNDS FOR FUTURE STREET PROJECTS

Frutiger explained the earmarking of \$15,000 for the parking lot downtown and \$100,000 for Liberty Road. Motioned by Wilkinson and seconded by Evensen to approve Resolution R2019-15 earmarking TID #2 closing funds for future street projects. All ayes, motion carried.

B. LICENSES & PERMITS

1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF SEPTEMBER 10, 2019 TO JUNE 30, 2020 FOR ANDREW J. GROSVOLD, THAI KWIATKOWSKI AND ALIAH T. SCHULTZ

The Finance Committee and Police Dept. reviewed the requests for an Operator's license from Andrew Grosvold, Thai Kwiatkowski and Aliah Schultz for the period of September 10, 2019 to June 30, 2020 and found no reasons for denial and recommended their issuance. Motioned by Evensen and seconded by Tebon to approve the issuance of Operator licenses to Andrew Grosvold, Thai Kwiatkowski and Aliah Schultz for the period of September 10, 2019 to June 30, 2020. All ayes, motion carried.

2. CONSIDER A TEMPORARY CLASS "B" RETAILER'S LICENSE TO THE DEERFIELD VOLUNTEER FIRE DEPARTMENT FOR THE PERIOD OF SEPTEMBER 21, 2019 TO SEPTEMBER 22, 2019 FOR THEIR FALL RAFFLE FUNDRAISER

Motioned by Tebon and seconded by Evensen to approve the Temporary Class "B" Retailer's License to the Deerfield Volunteer Fire Department for the period of September 21 to September 22, 2019 for their Fall Raffle Fundraiser. All ayes,

motion carried.

C. REVIEW & ACTION:

1. DISCUSS/CONSIDER NO PARKING ON GRAND AVE FROM LIBERTY TO W. NELSON ST.

There have been no responses from residents regarding this change. Motioned by Evensen and seconded by Tebon to approve the no parking on the east side of Grand Avenue from Liberty St. to W. Nelson St. All ayes, motion carried.

2. DISCUSS/CONSIDER CRACK FILING ROADS LOCATED IN THE INDUSTRIAL PARK – PUBLIC WORKS

The Village received an estimate for \$8,000 to crack fill Golf Rd, Interpane Ln. and Enterprise Dr. and TID #2 funds would be used to pay for it. Motioned by Evensen and seconded by Kositzke to approve the crack filing of Golf Rd., Interpane Ln. and Enterprise Drive for \$8,000.00 and to use TID #2 funds to pay for it. All ayes, motion carried.

ORDINANCES

1. ORDINANCE O-2019-05 AN ORDINANCE REPEALING AND RECREATING ARTICLE VII OF CHAPTER 2 OF PART 1 OF THE VILLAGE CODE RELATED TO PUBLIC RECORDS AND ADOPTING THE WISCONSIN MUNICIPAL RECORDS SCHEDULE FOR THE RETENTION AND DESTRUCTION OF VILLAGE RECORDS

Discussion occurred between the board members. Motioned by Kositzke and seconded by Wieczorek to table Ordinance O-2019-05 to repeal and recreate Article VII of Chapter 2 of Part 1 of the Village Code related to Public Records and Adopting the Wisconsin Municipal Records Schedule for the retention and destruction of Village records. All ayes, motion carried.

2. ORDINANCE O-2019-06 AMENDING CHAPTER 34-78, PROHIBITING THE USE OF TIMER-BASED WATER SOFTENERS

Motioned by Evensen and seconded by Kositzke to approve Ordinance O-2019-06 amending Chapter 34-78, prohibiting the use of Timer-Based Water Softeners. All ayes, motion carried.

STAFF REPORTS

A. ADMINISTRATOR'S REPORT

McCredie reviewed the Open Book and Board of Review. E-Waste is going to be held September 14 from 8 a.m. – 11 am. to be held at Public Works. The DOT is holding a meeting on September 16 to review the Hwy 73 project. Wieczorek encouraged the Chamber and local Business owners to spread the word and attend to show concern for the repair needing it sooner than the anticipated 2023.

ADJOURN

Motioned by Wilkinson and seconded by Evensen to adjourn at 7:37 pm. All ayes, motion carried.

/S/ Kim Grob
Deputy Clerk-Treasurer

Period: 08/31/2019 (8/19)

Report Criteria:

Transaction.Journal Code = "CR"

Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
08/01/2019	1	DEPOSIT	001-11000	3,184.76	
08/01/2019	2	DEPOSIT	001-11000	283.52	
08/02/2019	3	DEPOSIT	001-11000	7,070.21	
08/05/2019	4	DEPOSIT	001-11000	625.81	
08/05/2019	5	DEPOSIT	001-11000	245.54	
08/05/2019	6	DEPOSIT	001-11000	836.79	
08/05/2019	7	DEPOSIT	001-11000	251.20	
08/06/2019	8	DEPOSIT	001-11000	1,998.00	
08/06/2019	9	DEPOSIT	001-11000	96.30	
08/08/2019	10	DEPOSIT	001-11000	8,500.72	
08/08/2019	11	DEPOSIT	001-11000	536.56	
08/09/2019	12	DEPOSIT	001-11000	623.27	
08/09/2019	13	DEPOSIT	001-11000	4,564.77	
08/09/2019	14	DEPOSIT	001-11000	440.50	
08/12/2019	15	DEPOSIT	001-11000	13,263.12	
08/12/2019	16	DEPOSIT	001-11000	603.57	
08/12/2019	17	DEPOSIT	001-11000	248.53	
08/12/2019	18	DEPOSIT	001-11000	421.47	
08/13/2019	19	DEPOSIT	001-11000	19,638.35	
08/15/2019	20	DEPOSIT	001-11000	17,241.44	
08/15/2019	21	DEPOSIT	001-11000	458.04	
08/15/2019	22	DEPOSIT	001-11000	1,113.30	
08/16/2019	23	DEPOSIT	001-11000	3,845.93	
08/16/2019	24	DEPOSIT	001-11000	569.03	
08/16/2019	25	DEPOSIT	001-11000	9,288.67	
08/16/2019	26	DEPOSIT	001-11000	163,000.00	
08/16/2019	27	DEPOSIT	001-11000	400.14	
08/16/2019	28	DEPOSIT	001-11000	121.21	
08/16/2019	29	DEPOSIT	001-11000	485.54	
08/20/2019	30	DEPOSIT	001-11000	3,987.28	
08/20/2019	31	DEPOSIT	001-11000	17,546.12	
08/20/2019	32	DEPOSIT	001-11000	1,267.39	
08/20/2019	33	DEPOSIT	001-11000	484.00	
08/20/2019	34	DEPOSIT	001-11000	446.93	
08/21/2019	35	DEPOSIT	001-11000	4,721.37	
08/21/2019	36	DEPOSIT	001-11000	3,012.50	
08/22/2019	37	DEPOSIT	001-11000	4,602.90	
08/22/2019	38	DEPOSIT	001-11000	791.85	
08/23/2019	39	DEPOSIT	001-11000	9,998.24	
08/23/2019	40	DEPOSIT	001-11000	1,513.63	
08/26/2019	41	DEPOSIT	001-11000	9,800.02	
08/26/2019	42	DEPOSIT	001-11000	1,746.67	
08/26/2019	43	DEPOSIT	001-11000	2,522.36	
08/26/2019	44	DEPOSIT	001-11000	1,036.03	
08/27/2019	45	DEPOSIT	001-11000	944.33	
08/27/2019	46	DEPOSIT	001-11000	300.37	
08/29/2019	47	DEPOSIT	001-11000	2,161.11	
08/29/2019	48	DEPOSIT	001-11000	507.93	
08/29/2019	49	DEPOSIT	001-11000	462.46	
08/30/2019	50	DEPOSIT	001-11000	1,301.00	
08/01/2019	32073	LIBERTY COMMONS - TID #3 GRANT FEE	511-42733		1,034.00 -
08/01/2019	32074	SUNDRY PERSONS - PSN - CK	601-11420		83.50 -
		SUNDRY PERSONS - PSN - CK	601-11421		2.47 -
		SUNDRY PERSONS - PSN - CK	602-11420		165.19 -

Period: 08/31/2019 (8/19)

Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
		SUNDRY PERSONS - PSN - CK	602-11421		4.88 -
		SUNDRY PERSONS - PSN - CK	100-13604		27.48 -
					283.52* -
08/01/2019	32075	CHICAGO TITLE - SP ASMT 617 AUTUMN PKWY	100-44120		50.00 -
08/01/2019	32076	SUNDRY PERSONS - UB	601-11420		626.21 -
		SUNDRY PERSONS - UB	601-11421		14.41 -
		SUNDRY PERSONS - UB	602-11420		1,146.09 -
		SUNDRY PERSONS - UB	602-11421		26.31 -
		SUNDRY PERSONS - UB	100-13604		287.74 -
					2,100.76* -
08/02/2019	32077	VILLAGE OF CAMBRIDGE - MUNI COURT JUNE	100-43610		350.18 -
08/02/2019	32078	SUNDRY PERSONS - UB	601-11420		1,985.49 -
		SUNDRY PERSONS - UB	601-11421		58.48 -
		SUNDRY PERSONS - UB	602-11420		4,476.13 -
		SUNDRY PERSONS - UB	602-11421		131.59 -
		SUNDRY PERSONS - UB	100-13604		68.34 -
					6,720.03* -
08/05/2019	32080	SUNDRY PERSONS - PSN - CK & CC	601-11420		65.27 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		2.78 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		135.09 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		5.78 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		36.62 -
					245.54* -
08/05/2019	32081	SUNDRY PERSONS - PSN - CK	601-11420		270.09 -
		SUNDRY PERSONS - PSN - CK	601-11421		1.98 -
		SUNDRY PERSONS - PSN - CK	602-11420		475.12 -
		SUNDRY PERSONS - PSN - CK	602-11421		3.96 -
		SUNDRY PERSONS - PSN - CK	100-13604		85.64 -
					836.79* -
08/05/2019	32082	SUNDRY PERSONS - PSN - CK & CC	601-11420		75.50 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		150.00 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		25.70 -
					251.20* -
08/05/2019	32083	SUNDRY PERSONS - UB	601-11420		230.11 -
		SUNDRY PERSONS - UB	601-11421		4.77 -
		SUNDRY PERSONS - UB	602-11420		311.11 -
		SUNDRY PERSONS - UB	602-11421		7.35 -
		SUNDRY PERSONS - UB	100-13604		72.47 -
					625.81* -
08/06/2019	32084	SUNDRY PERSONS - PSN - CK	601-11420		27.45 -
		SUNDRY PERSONS - PSN - CK	602-11420		56.00 -
		SUNDRY PERSONS - PSN - CK	100-13604		12.85 -
					96.30* -
08/06/2019	32085	SUNDRY PERSONS - UB	601-11420		593.67 -
		SUNDRY PERSONS - UB	601-11421		5.11 -
		SUNDRY PERSONS - UB	602-11420		1,147.50 -
		SUNDRY PERSONS - UB	602-11421		10.00 -
		SUNDRY PERSONS - UB	100-13604		241.72 -
					1,998.00* -
08/08/2019	32086	SUNDRY PERSONS - BUILDING PERMITS	100-43510		4,045.09 -
08/08/2019	32087	LINDSAY GRACYALNY - SAVANNAH PK RENTAL	100-44641		100.00 -
08/08/2019	32088	SUNDRY PERSONS - PSN - CK & CC	601-11420		161.67 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		312.96 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		61.93 -

Period: 08/31/2019 (8/19)

Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
					536.56* -
08/08/2019	32089	SUNDRY PERSONS - PSN - CK & CC	601-11420		186.15 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		.87 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		370.08 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		1.77 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		64.40 -
					623.27* -
08/08/2019	32090	SUNDRY PERSONS - UB	601-11420		1,471.50 -
		SUNDRY PERSONS - UB	601-11421		3.67 -
		SUNDRY PERSONS - UB	602-11420		2,440.72 -
		SUNDRY PERSONS - UB	602-11421		6.70 -
		SUNDRY PERSONS - UB	100-13604		433.04 -
					4,355.63* -
08/09/2019	32091	SUNDRY PERSONS - PSN - CK & CC	601-11420		127.87 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		1.02 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		257.37 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		2.16 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		52.08 -
					440.50* -
08/09/2019	32092	SUNDRY PERSONS - UB	601-11420		1,378.00 -
		SUNDRY PERSONS - UB	601-11421		3.70 -
		SUNDRY PERSONS - UB	602-11420		2,648.15 -
		SUNDRY PERSONS - UB	602-11421		7.63 -
		SUNDRY PERSONS - UB	100-13604		477.29 -
					4,514.77* -
08/09/2019	32093	DANE CO TITLE - SP ASMT 114 SAVANNAH PKW	100-44120		50.00 -
08/12/2019	32094	SUNDRY PERSONS - DOG PARK TAGS	100-43340		135.00 -
08/12/2019	32095	WI OUTLAW FASTPITCH - BALL PARK REVENUE	100-44641		225.00 -
08/12/2019	32096	SUNDRY PERSONS - PSN - CK & CC	601-11420		197.71 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		.61 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		336.10 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		1.29 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		67.86 -
					603.57* -
08/12/2019	32097	SUNDRY PERSONS - PSN - CK & CC	601-11420		77.43 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		.98 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		142.38 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		1.96 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		25.78 -
					248.53* -
08/12/2019	32098	SUNDRY PERSONS - PSN - CK & CC	601-11420		119.12 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		2.78 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		241.25 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		5.61 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		52.71 -
					421.47* -
08/12/2019	32099	SUNDRY PERSONS - UB	601-11420		4,051.32 -
		SUNDRY PERSONS - UB	601-11421		7.90 -
		SUNDRY PERSONS - UB	602-11420		7,985.80 -
		SUNDRY PERSONS - UB	602-11421		15.87 -
		SUNDRY PERSONS - UB	100-13604		842.23 -
					12,903.12* -
08/13/2019	32100	JESSIE ALBEDYLL - TEMP CLASS B LICENSE	100-43110		10.00 -
08/13/2019	32101	SUNDRY PERSONS - UB	601-11420		18,453.58 -
		SUNDRY PERSONS - UB	601-11421		.35 -
		SUNDRY PERSONS - UB	602-11420		1,096.52 -
		SUNDRY PERSONS - UB	602-11421		.80 -

Period: 08/31/2019 (8/19)

Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
		SUNDRY PERSONS - UB	100-13604		77.10 -
					19,628.35* -
08/15/2019	32102	WILFREDO DEXTRE - TID #3 GRANT APP	511-42733		250.00 -
08/15/2019	32103	THE RAILHOUSE - OPER LIC-BROWN, GLOVER	100-43120		50.00 -
		THE RAILHOUSE - OPER LIC-BROWN, GLOVER	100-44110		14.00 -
		THE RAILHOUSE - OPER LIC-BROWN, GLOVER	100-43120		10.00 -
					74.00* -
08/15/2019	32104	BANK OF DEERFIELD - FIREMENS BTHM RENTAL	100-44641		25.00 -
08/15/2019	32105	SUNDRY PERSONS - DOG PARK MONEY BOX	100-21347		144.00 -
08/15/2019	32106	MICHELLE VINGE- 2ND METER-406 DRUMLIN	601-46740		33.00 -
08/15/2019	32107	CHARTER COMMUNICATIONS - FRANCHISE FEE	202-41110		7,197.21 -
08/15/2019	32108	KNIGHT BARRY - SP ASSMT 210 S. PRAIRIE A	100-44120		50.00 -
08/15/2019	32109	DEERFIELD JT. FIRE DEPT - A/R INV #27309	100-13802		3,593.34 -
08/15/2019	32110	MCK CONSULT - SHACKS-OPER LICENSE (3)	100-43120		75.00 -
		MCK CONSULT - SHACKS-OPER LICENSE (3)	100-44110		21.00 -
					96.00* -
08/15/2019	32111	SUNDRY PERSONS - PSN - CK & CC	601-11420		132.30 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		1.63 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		265.16 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		3.31 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		55.64 -
					458.04* -
08/15/2019	32112	SUNDRY PERSON - PSN - CK & CC	601-11420		326.46 -
		SUNDRY PERSON - PSN - CK & CC	601-11421		1.39 -
		SUNDRY PERSON - PSN - CK & CC	602-11420		630.78 -
		SUNDRY PERSON - PSN - CK & CC	602-11421		2.84 -
		SUNDRY PERSON - PSN - CK & CC	100-13604		151.83 -
					1,113.30* -
08/15/2019	32113	SUNDRY PERSONS - UB	601-11420		1,729.32 -
		SUNDRY PERSONS - UB	601-11421		8.20 -
		SUNDRY PERSONS - UB	602-11420		3,402.98 -
		SUNDRY PERSONS - UB	602-11421		16.56 -
		SUNDRY PERSONS - UB	100-13604		621.83 -
					5,778.89* -
08/16/2019	32114	CHAMBER OF COMMERCE-FIREMENS BTHM RENTAL	100-44641		25.00 -
08/16/2019	32115	SUNDRY PERSONS - PSN - CK & CC	601-11420		173.71 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		1.02 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		328.93 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		2.05 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		63.32 -
					569.03* -
08/16/2019	32116	SUNDRY PERSONS - UB	601-11420		1,070.63 -
		SUNDRY PERSONS - UB	601-11421		12.26 -
		SUNDRY PERSONS - UB	602-11420		2,215.25 -
		SUNDRY PERSONS - UB	602-11421		25.30 -
		SUNDRY PERSONS - UB	100-13604		430.49 -
					3,753.93* -
08/16/2019	32117	BETTY MONSKY-TEMP OPER LICENSE	100-43120		17.00 -
08/16/2019	32118	KNIGHT BARRY - SP ASMT 321 HERITAGE SQ.	100-44120		50.00 -
08/16/2019	32119	MM 100-116-38	100-11506		163,000.00 -
08/16/2019	32120	SUNDRY PERSONS - PSN - CK & CC	601-11420		117.11 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		1.56 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		234.22 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		3.10 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		44.15 -

Period: 08/31/2019 (8/19)

Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
					400.14* -
08/16/2019	32121	SUNDRY PERSONS - PSN - CC	601-11420		37.42 -
		SUNDRY PERSONS - PSN - CC	602-11420		75.25 -
		SUNDRY PERSONS - PSN - CC	100-13604		8.54 -
					121.21* -
08/16/2019	32122	SUNDRY PERSONS - PSN - CK & CC	601-11420		168.34 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		265.80 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		51.40 -
					485.54* -
08/16/2019	32123	SUNDRY PERSONS - UB	601-11420		2,963.33 -
		SUNDRY PERSONS - UB	601-11421		13.57 -
		SUNDRY PERSONS - UB	602-11420		5,753.04 -
		SUNDRY PERSONS - UB	602-11421		26.63 -
		SUNDRY PERSONS - UB	100-13604		532.10 -
					9,288.67* -
08/20/2019	32124	ST. PAUL'S LIBERTY - FRMN BTHRM RENTAL	100-44641		25.00 -
08/20/2019	32125	SUNDRY PERSONS - DIRECT PAYMENT	601-11420		5,448.53 -
		SUNDRY PERSONS - DIRECT PAYMENT	602-11420		10,198.92 -
		SUNDRY PERSONS - DIRECT PAYMENT	100-13604		1,898.67 -
					17,546.12* -
08/20/2019	32126	AMERICAN TOWER - RENT	100-48260		1,267.39 -
08/20/2019	32127	TDS - RENT	100-48260		484.00 -
08/20/2019	32128	SUNDRY PERSONS - PSN - CK & CC	601-11420		134.76 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		257.15 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		55.02 -
					446.93* -
08/20/2019	32129	SUNDRY PERSONS - UB	601-11420		1,082.72 -
		SUNDRY PERSONS - UB	601-11421		3.08 -
		SUNDRY PERSONS - UB	602-11420		1,851.23 -
		SUNDRY PERSONS - UB	602-11421		6.17 -
		SUNDRY PERSONS - UB	100-13604		309.08 -
					3,252.28* -
08/20/2019	32130	FIRST WING FAM THEATRE - WDEE DVD	202-47001		525.00 -
08/20/2019	32131	FITZPATRICK SRVCS - SP ASMT 321 HERITAGE	100-44120		50.00 -
08/20/2019	32132	J. KLOTH - RENTAL COMM PARK	100-44641		135.00 -
08/21/2019	32133	THE PICKLE TREE - OPER LIC - A. TANNER	100-43120		25.00 -
		THE PICKLE TREE - OPER LIC - A. TANNER	100-44110		7.00 -
					32.00* -
08/21/2019	32134	DANE CO TITLE - SP ASMT 114/116 W. NELSO	100-44120		50.00 -
08/21/2019	32135	DANE CO TITLE - SP ASMT 231 N. MAIN	100-44120		100.00 -
08/21/2019	32136	SUNDRY PERSONS - PSN - CK & CC	601-11420		1,064.25 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		1,691.25 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		257.00 -
					3,012.50* -
08/21/2019	32137	SUNDRY PERSONS - UB	601-11420		1,254.99 -
		SUNDRY PERSONS - UB	601-11421		9.43 -
		SUNDRY PERSONS - UB	602-11420		2,457.38 -
		SUNDRY PERSONS - UB	602-11421		18.37 -
		SUNDRY PERSONS - UB	100-13604		547.20 -
					4,287.37* -
08/21/2019	32138	SUNDRY PERSONS - RECONNECT FEES	601-46740		252.00 -
08/22/2019	32139	MARIA OCHOO - COMMUNITY PARK RENTAL	100-44641		100.00 -
08/22/2019	32140	SUNDRY PERSONS - PSN - CK & CC	601-11420		243.85 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		470.90 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		77.10 -

Period: 08/31/2019 (8/19)

Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
					791.85* -
08/22/2019	32141	SUNDRY PERSONS - UB	601-11420		1,433.83 -
		SUNDRY PERSONS - UB	601-11421		.59 -
		SUNDRY PERSONS - UB	602-11420		2,538.42 -
		SUNDRY PERSONS - UB	602-11421		1.26 -
		SUNDRY PERSONS - UB	100-13604		478.80 -
					4,452.90* -
08/22/2019	32142	DANE CO TITLE - SP ASMT 2 S. MAIN STREET	100-44120		50.00 -
08/23/2019	32143	SUNDRY PERSONS - PSN - CK	601-11420		450.93 -
		SUNDRY PERSONS - PSN - CK	602-11420		882.80 -
		SUNDRY PERSONS - PSN - CK	100-13604		179.90 -
					1,513.63* -
08/23/2019	32144	SUNDRY PERSONS - UB	601-11420		3,058.98 -
		SUNDRY PERSONS - UB	601-11421		3.97 -
		SUNDRY PERSONS - UB	602-11420		5,370.84 -
		SUNDRY PERSONS - UB	602-11421		7.29 -
		SUNDRY PERSONS - UB	100-13604		944.16 -
					9,385.24* -
08/23/2019	32145	ALLEN KITCHEN & BATH - DEL P.P. TAX	100-12311		563.00 -
08/23/2019	32146	PREFERRED TITLE - SP ASMT 208 N. INDUSTR	100-44120		50.00 -
08/26/2019	32147	SUNDRY PERSONS - PSN - CK & CC	601-11420		521.19 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		1,032.10 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		193.38 -
					1,746.67* -
08/26/2019	32148	SUNDRY PERSONS - PSN - CK & CC	601-11420		817.40 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		.81 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		1,463.05 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		1.65 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		239.45 -
					2,522.36* -
08/26/2019	32149	SUNDRY PERSONS - PSN - CK & CC	601-11420		299.09 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		575.66 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		161.28 -
					1,036.03* -
08/26/2019	32150	SUNDRY PERSONS - UB	601-11420		2,839.23 -
		SUNDRY PERSONS - UB	601-11421		2.27 -
		SUNDRY PERSONS - UB	602-11420		5,413.65 -
		SUNDRY PERSONS - UB	602-11421		4.50 -
		SUNDRY PERSONS - UB	100-13604		1,050.37 -
					9,310.02* -
08/26/2019	32151	KLINEFELTER RENTALS - TID #3 GRANT AGRMT	511-42733		490.00 -
08/27/2019	32152	KURTS NEVER INN - OPER LIC - A. SCHULTZ	100-43120		25.00 -
		KURTS NEVER INN - OPER LIC - A. SCHULTZ	100-44110		7.00 -
					32.00* -
08/27/2019	32153	SUNDRY PERSONS - PSN - CK	601-11420		86.19 -
		SUNDRY PERSONS - PSN - CK	602-11420		175.24 -
		SUNDRY PERSONS - PSN - CK	100-13604		38.94 -
					300.37* -
08/27/2019	32154	SUNDRY PERSONS - UB	601-11420		264.64 -
		SUNDRY PERSONS - UB	602-11420		531.34 -
		SUNDRY PERSONS - UB	100-13604		116.35 -
					912.33* -
08/29/2019	32155	FLANNEL FRONTIER - P.P. TAX	100-12311		28.44 -
		FLANNEL FRONTIER - P.P. TAX	100-46390		3.16 -

Period: 08/31/2019 (8/19)

Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
					31.60* -
08/29/2019	32156	SUNDRY PERSONS - PSN - CK	601-11420		141.98 -
		SUNDRY PERSONS - PSN - CK	601-11421		4.36 -
		SUNDRY PERSONS - PSN - CK	602-11420		288.07 -
		SUNDRY PERSONS - PSN - CK	602-11421		8.86 -
		SUNDRY PERSONS - PSN - CK	100-13604		64.66 -
					507.93* -
08/29/2019	32157	SUNDRY PERSONS - PSN - CK & CC	601-11420		138.77 -
		SUNDRY PERSONS - PSN - CK & CC	601-11421		4.19 -
		SUNDRY PERSONS - PSN - CK & CC	602-11420		271.92 -
		SUNDRY PERSONS - PSN - CK & CC	602-11421		8.20 -
		SUNDRY PERSONS - PSN - CK & CC	100-13604		39.38 -
					462.46* -
08/29/2019	32158	SUNDRY PERSONS - UB	601-11420		600.88 -
		SUNDRY PERSONS - UB	601-11421		16.36 -
		SUNDRY PERSONS - UB	602-11420		1,219.17 -
		SUNDRY PERSONS - UB	602-11421		33.50 -
		SUNDRY PERSONS - UB	100-13604		259.60 -
					2,129.51* -
08/30/2019	32159	ANDY GROSVOLD - OPER LICENSE	100-43120		25.00 -
		ANDY GROSVOLD - OPER LICENSE	100-44110		7.00 -
					32.00* -
08/30/2019	32160	LOEDER OIL - OPER LICENSE	100-43120		25.00 -
		LOEDER OIL - OPER LICENSE	100-44110		7.00 -
		LOEDER OIL - OPER LICENSE	100-43120		10.00 -
					42.00* -
08/30/2019	32161	SUNDRY PERSONS - UB	601-11420		59.40 -
		SUNDRY PERSONS - UB	601-11421		4.26 -
		SUNDRY PERSONS - UB	602-11420		117.01 -
		SUNDRY PERSONS - UB	602-11421		8.39 -
		SUNDRY PERSONS - UB	100-13604		10.94 -
					200.00* -
08/30/2019	32162	DANE CO TITLE - SP ASMT 35/37 N. MAIN ST	100-44120		50.00 -
08/30/2019	32163	VILLAGE OF CAMBRIDGE - MUNI COURT JULY	100-43610		977.00 -
Documents:	140	Transactions:	309	Totals:	329,110.78 329,110.78 -

Report Criteria:
 Transaction.Journal Code = "CR"

Check Issue Date(s): 08/01/2019 - 08/31/2019

Per	Date	Check No	Vendor No	Payee	Amount
08/19	08/12/2019	54371	2438	VOID - INTERN. SOC. OF ARBORICULTI	120.00 -M
08/19	08/02/2019	54519	240	DEERFIELD POST OFFICE	240.87
08/19	08/12/2019	54520	2061	ADVANCED DISPOSAL	11,671.50
08/19	08/12/2019	54521		Information Only Check	.00 V
08/19	08/12/2019	54522		Information Only Check	.00 V
08/19	08/12/2019	54523	25	ALLIANT ENERGY/WPL	9,187.47
08/19	08/12/2019	54524	2360	AMERICOLLECT, INC	200.00
08/19	08/12/2019	54525	2458	BOARDMAN & CLARK LLP	3,132.50
08/19	08/12/2019	54526	1995	CAMBRIDGE ACE HARDWARE	225.66
08/19	08/12/2019	54527	2200	CENTURYLINK	1.25
08/19	08/12/2019	54528	1412	CHARTER COMMUNICATIONS	437.58
08/19	08/12/2019	54529	140	CINTAS CORPORATION LOC.446	329.32
08/19	08/12/2019	54530	2118	CT LABORATORIES	550.00
08/19	08/12/2019	54531	2263	DANE CO TREAS-POLICE CONTRACT	41,315.87
08/19	08/12/2019	54532	2468	DANE CO TREASURER - DANE COM	1,758.00
08/19	08/12/2019	54533		Information Only Check	.00 V
08/19	08/12/2019	54534	884	DEERFIELD WATER UTILITY	18,875.74
08/19	08/12/2019	54535	1175	DIGGERS HOTLINE INC.	357.05
08/19	08/12/2019	54536	755	FRONTIER	142.14
08/19	08/12/2019	54537	305	FRY, FRED	760.00
08/19	08/12/2019	54538	310	FRY, KAIA	150.00
08/19	08/12/2019	54539	315	GARDINER APPRAISAL SERVICE LLC	3,691.67
08/19	08/12/2019	54540	2431	GROB, KIM	191.88
08/19	08/12/2019	54541	380	HOMETOWN NEWS LP	28.95
08/19	08/12/2019	54542	2111	KLINEFELTER RENTALS LLC	5,913.00
08/19	08/12/2019	54543	1707	MEITNERS LAND SERVICE LLC	595.00
08/19	08/12/2019	54544	1746	MUNICIPAL WELL & PUMP	18,330.50
08/19	08/12/2019	54545	2496	MUTT MITT	95.61
08/19	08/12/2019	54546	120	NAPA AUTO PARTS	113.46
08/19	08/12/2019	54547	1256	NEW VISION NETWORKS, INC.	408.00
08/19	08/12/2019	54548	1168	PAYNE & DOLAN, INC.	99,450.00
08/19	08/12/2019	54549	2558	REDEVELOPMENT RESOURCES, LLC	2,718.75
08/19	08/12/2019	54550	2573	REVERE ELECTRIC SUPPLY CO	1,723.00
08/19	08/12/2019	54551	615	ROTO-ROOTER SEWER SERVICE	560.00
08/19	08/12/2019	54552	405	SAFEBUILT, LLC	2,399.45
08/19	08/12/2019	54553	1386	SEALING SYSTEMS, INC.	2,388.00
08/19	08/12/2019	54554	515	SECURIAN FINANCIAL GROUP INC	172.98
08/19	08/12/2019	54555	1628	SHERWIN-WILLIAMS	853.44
08/19	08/12/2019	54556	680	SUPERIOR CHEMICAL CORP.	91.87
08/19	08/12/2019	54557	1701	T & T STONE CO. INC	192.95
08/19	08/12/2019	54558	1769	VERIZON WIRELESS	257.01
08/19	08/12/2019	54559	820	WI STATE LABORATORY OF HYGIENE	626.00
08/19	08/12/2019	54560	875	WRWA	195.00
08/19	08/26/2019	54561	10	AFLAC	363.56
08/19	08/26/2019	54562	2327	ALL FLAGS, LLC	89.61
08/19	08/26/2019	54563	25	ALLIANT ENERGY/WPL	1,364.74
08/19	08/26/2019	54564	2360	AMERICOLLECT, INC	100.00
08/19	08/26/2019	54565	50	ANDERSON, DEREK	50.51
08/19	08/26/2019	54566	2574	BLATTERMAN BUILT HOMES	2,000.00
08/19	08/26/2019	54567	1968	BLOCK IRON & SUPPLY COMP, INC.	443.55
08/19	08/26/2019	54568	957	BP	362.91
08/19	08/26/2019	54569	1412	CHARTER COMMUNICATIONS	160.74
08/19	08/26/2019	54570	2118	CT LABORATORIES	530.00
08/19	08/26/2019	54571	2430	DE LAGE LANDEN FINANCIAL SRVC	241.04
08/19	08/26/2019	54572	275	DVORAK PUMPING, LLC	235.00
08/19	08/26/2019	54573	1419	FRITSCHKE, LEAH	22.04
08/19	08/26/2019	54574	755	FRONTIER	109.51

Check Issue Date(s): 08/01/2019 - 08/31/2019

Per	Date	Check No	Vendor No	Payee	Amount
08/19	08/26/2019	54575	2192	GLOBAL SAFETY NETWORK, INC	7.00
08/19	08/27/2019	54576	1423	VOID - GORDON FLESCH	.00 M
08/19	08/26/2019	54577	2575	HEARTLAND ENVIRONMENTAL DISTRI	220.13
08/19	08/26/2019	54578	1745	HILL ELECTRIC, INC	107.00
08/19	08/26/2019	54579	375	HOLLAND LANDSCAPING	300.00
08/19	08/26/2019	54580	410	INGRAM LIBRARY SERVICES	1,008.17
08/19	08/26/2019	54581	2576	JEFFERSON GLASS, INC.	210.00
08/19	08/26/2019	54582	2111	KLINEFELTER RENTALS LLC	7,200.00
08/19	08/26/2019	54583	1612	LOEDER OIL	20.21
08/19	08/26/2019	54584	1084	MADISON MAGAZINE	19.95
08/19	08/26/2019	54585	2365	MARTELLE WATER TREATMENT INC	161.93
08/19	08/26/2019	54586	1654	MICROMARKETING LLC	788.46
08/19	08/26/2019	54587	1737	MOBIL/EXXON	524.83
08/19	08/26/2019	54588	1807	MOYNIHAN, GAIL	219.55
08/19	08/26/2019	54589	1724	NORTH SHORE BANK	300.00
08/19	08/26/2019	54590	2510	ORTIZ-FERGUSON, KAYLA	75.00
08/19	08/26/2019	54591	2342	PAGE, RACHAEL	45.34
08/19	08/26/2019	54592	575	PAOLI, NATHAN	147.69
08/19	08/26/2019	54593		Information Only Check	.00 V
08/19	08/26/2019	54594	2420	PARK BANK	1,942.08
08/19	08/26/2019	54595	888	REINDERS, INC.	196.84
08/19	08/26/2019	54596	2473	SCHNELL PLUMBING SERVICE	126.60
08/19	08/26/2019	54597	2339	SCHUMACHER, BRYON	325.77
08/19	08/26/2019	54598	1628	SHERWIN-WILLIAMS	401.25
08/19	08/26/2019	54599	640	SOUTH CENTRAL LIBRARY SYSTEM	12.00
08/19	08/26/2019	54600	505	STAFFORD ROSENBAUM	106.90
08/19	08/26/2019	54601	715	TOWN & COUNTRY ENGINEERING	1,430.00
08/19	08/26/2019	54602	891	TRUGREEN CHEMLAWN	63.34
08/19	08/26/2019	54603	730	UNITED COOPERATIVE	22.80
08/19	08/26/2019	54604	1769	VERIZON WIRELESS	82.87
08/19	08/26/2019	54605	795	WE ENERGIES	1,104.55
08/19	08/26/2019	54606	805	WI DEPT OF JUSTICE	14.00
08/19	08/26/2019	54607	2196	WISCONSIN STATE JOURNAL	263.99
08/19	08/26/2019	54608	2158	WOLLIN, JEREMY W.	130.46
Totals:					<u>253,863.39</u>

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
08/04/19	PC	08/08/19	17951	ANDERSON, DEREK A	505	1,450.97
08/04/19	PC	08/08/19	17952	BROOKS, JANE M	305	389.83
08/04/19	PC	08/08/19	17953	BULLIS, ROBERT J	323	337.78
08/04/19	PC	08/08/19	17954	DOYLE, JOHN P	510	2,109.97
08/04/19	PC	08/08/19	17955	FRITSCH, LEAH E	313	1,511.42
08/04/19	PC	08/08/19	17956	FRUTIGER, GREGORY S	603	184.70
08/04/19	PC	08/08/19	17957	GROB, KIM	211	1,158.54
08/04/19	PC	08/08/19	17958	KONZIELLA, DOLORES M	222	491.07
08/04/19	PC	08/08/19	17959	MCCREDIE, ELIZABETH J	210	1,937.79
08/04/19	PC	08/08/19	17960	MOYNIHAN, GAIL A	127	637.67
08/04/19	PC	08/08/19	17961	MULCAHY, ALLEN R	528	30.47
08/04/19	PC	08/08/19	17962	PAGE, RACHAEL M	328	575.09
08/04/19	PC	08/08/19	17963	PAOLI, NATHAN L	530	1,473.85
08/04/19	PC	08/08/19	17964	SCHUMACHER, BRYON R	527	962.97
08/04/19	PC	08/08/19	17965	WOLLIN, JEREMY W	519	1,134.21
08/18/19	PC	08/22/19	17966	ANDERSON, DEREK A	505	1,294.15
08/18/19	PC	08/22/19	17967	BROOKS, JANE M	305	374.79
08/18/19	PC	08/22/19	17968	BULLIS, ROBERT J	323	281.48
08/18/19	PC	08/22/19	17969	DOYLE, JOHN P	510	1,983.37
08/18/19	PC	08/22/19	17970	FRITSCH, LEAH E	313	1,511.42
08/18/19	PC	08/22/19	17971	FRUTIGER, GREGORY S	603	184.70
08/18/19	PC	08/22/19	17972	GROB, KIM	211	1,158.54
08/18/19	PC	08/22/19	17973	KONZIELLA, DOLORES M	222	433.56
08/18/19	PC	08/22/19	17974	MCCREDIE, ELIZABETH J	210	1,937.79
08/18/19	PC	08/22/19	17975	MOYNIHAN, GAIL A	127	627.27
08/18/19	PC	08/22/19	17976	MULCAHY, ALLEN R	528	91.42
08/18/19	PC	08/22/19	17977	PAGE, RACHAEL M	328	602.87
08/18/19	PC	08/22/19	17978	PAOLI, NATHAN L	530	1,665.28
08/18/19	PC	08/22/19	17979	SCHUMACHER, BRYON R	527	1,133.72
08/18/19	PC	08/22/19	17980	WOLLIN, JEREMY W	519	1,119.82

Grand Totals:

28,786.51

RESOLUTION NO. R2019-16

**RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN OF
TAX INCREMENTAL DISTRICT NO. 3,
VILLAGE OF DEERFIELD, WISCONSIN**

WHEREAS, the Village of Deerfield (the "Village") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the Village; and

WHEREAS, Tax Incremental District No. 3 (the "District") was created by the Village on September 12, 2005 as a mixed-use district; and

WHEREAS, the Village now desires to amend the Project Plan of the District (the "Amendment") in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, such Amendment will amend the categories, locations or costs of project costs to be made as permitted under Wisconsin Statutes Section 66.1005(4)(h)1.

WHEREAS, an amended Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and Village ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the amendment of the District promotes the orderly development of the Village;
- k. An opinion of the Village Attorney or of an attorney retained by the Village advising that the Project Plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Dane County, the Deerfield Community School District, and the Madison Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on August 19, 2019 held a public hearing concerning the proposed amendment to the Project Plan of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission adopted the Project Plan, and recommended to the Village Board that it amend the Project Plan, and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Deerfield that:

1. The boundaries of the District named "Tax Incremental District No. 3, Village of Deerfield" remain unchanged.
2. That this Amendment is effective as of the date of adoption of this resolution.
3. The Village Board finds and declares that:
 - (a) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - (b) The Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b) .
 - (c) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
4. The Project Plan for "Tax Incremental District No. 3, Village of Deerfield" (attached as Exhibit A), as amended, is approved, and the Village further finds the Project Plan is feasible and in conformity with the master plan of the Village.

Adopted this 23rd day of September, 2019.

Village President

Village Clerk

EXHIBIT A -

PROJECT PLAN

[DISTRIBUTED SEPARATELY]

RESOLUTION NO. R2019-17

**RESOLUTION CREATING TAX INCREMENTAL DISTRICT NO. 6,
APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES
VILLAGE OF DEERFIELD, WISCONSIN**

WHEREAS, the Village of Deerfield (the "Village") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the Village; and

WHEREAS, Tax Incremental District No. 6 (the "District") is proposed to be created by the Village as an industrial district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and Village ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the Village;
- k. An opinion of the Village Attorney or of an attorney retained by the Village advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Dane County, the Deerfield Community School District, and the Madison Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on August 19, 2019 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Village Board that it create such District and approve the Project Plan.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Deerfield that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 6, Village of Deerfield", are hereby established as specified in Exhibit A of this Resolution.
2. The District is created effective as of January 1, 2019.
3. The Village Board finds and declares that:

- (a) Not less than 50% by area of the real property within the District is suitable for industrial sites within the meaning of Wisconsin Statutes Section 66.1101 and has been zoned for industrial use.
 - (b) Based upon the finding stated in 3.a. above, the District is declared to be an industrial district based on the identification and classification of the property included within the District.
 - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the Village, does not exceed 12% of the total equalized value of taxable property within the Village.
 - (e) That there are no parcels to be included within the District that were annexed by the Village within the three-year period preceding adoption of this Resolution.
 - (f) The Village estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (g) The project costs relate directly to promoting industrial development in the District consistent with the purpose for which the District is created.
 - (g) Any real property within the District that is found suitable for industrial sites and is zoned for industrial use will remain zoned for industrial use for the life of the District.
4. The Project Plan for "Tax Incremental District No. 6, Village of Deerfield" (attached as Exhibit B) is approved, and the Village further finds the Plan is feasible and in conformity with the master plan of the Village.

BE IT FURTHER RESOLVED THAT the Village Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2019, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the Village Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the Village Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this 23rd day of September, 2019.

Village President

Village Clerk

**LEGAL BOUNDARY DESCRIPTION OR MAP OF
TAX INCREMENTAL DISTRICT NO. 6
VILLAGE OF DEERFIELD**

[INCLUDED WITHIN PROJECT PLAN]

PROJECT PLAN

[DISTRIBUTED SEPARATELY]

Application for an "Operator's" License

To Serve or Sell Fermented Malt Beverages and Intoxicating Liquors
Deerfield, WI

New **Renewal**

Date Sept 9, 1919

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 Ludwig K Hansen Phone 608 347 4688
First (legal) Middle Last
 Address of Applicant 265 Fair Oak Rd, Deerfield, WI 53531
 *Date of Birth 9/8/64 *Sex M *Race C
 *Driver's License Number H525 5316 4328 04 State issued out of WI

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

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 Lions Club

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

Ludwig Hansen, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

L Hansen
Applicant sign here

Subscribed and sworn to before me this 9 day of Sept, 2019
Barbara A Smith
 Notary Public, Dane County, Wisconsin

The Deerfield Police Department conducted a background check on: <u>09/10/19</u>	
Recommendation: <input checked="" type="checkbox"/> I recommend approval of the license <input type="checkbox"/> I recommend refusal of the license	Records: <input type="checkbox"/> records attached <input checked="" type="checkbox"/> no record
Explanation:	
Officer Signature: <u>C. LAWLER #1123 DASO</u>	Approved by Village Board:

Fee: \$32.00 cash
 Simple Case ✓
 DOS ✓



September 20, 2019

Ms. Elizabeth McCredie
Village Administrator | Clerk-Treasurer
4 N. Main Street, PO Box 66
Deerfield, WI 53531

**RE: Deerfield Village Hall Schematic Design
Architectural Services Proposal Amendment**

Dear Elizabeth,

Following our contract work for the Village Space Needs study, Barrientos Design is pleased to present this amendment for schematic design of the new Village Hall.

In our space needs analysis, it was determined that the village Hall will need a new building location while the Police and DPW facilities had minor spaces that can be accommodated at a later date. It was also determined that the Village Museum will be part of the Village Hall building program.

SCOPE OF WORK

This next phase of service will be to develop a Schematic Design Option for a new Village Hall at a new site. As part of this, we will explore three new sites for the Village Hall location. The first two will be located at the Village Park downtown. The third option will involve exploring a potential new parcel somewhere in the Village and will be determined in this Schematic effort.

Barrientos Design will provide architectural Schematic Design for the City Hall with these specific architectural tasks and deliverables:

1. Gather site data on the two park sites. Review parcel property lines, adjacent functions, traffic patterns, grading, stormwater, utilities, landscaping and any significant urban design features.
2. Conduct a site search for a potential new site somewhere in the Village.
3. Take the space program developed prior and create a new floor plan that incorporates all of the facility functions.
4. Identify furniture and fixture layouts for each room.
5. Develop an optimal site plan delineating the building footprint, parking needs, and expansion needs into this layout.
6. Develop a conceptual floor plan at each of the three sites to a diagrammatic level.
7. Meet with Village and review conceptual options. Evaluate the pros and cons, and recommend one concept for schematic development



8. Create a schematic design set of documents including:
 - a. Architectural floor plan
 - b. Site plan
 - c. Building cross-section
 - d. Elevations
 - e. Roof Plan
 - f. Typical wall section
 - g. Room and plan enlargement of Board Room
 - h. One rendering
9. Review municipal ordinances
10. Conduct building code analysis and ADA review
11. Identify sustainable/green building approaches that can be readily incorporated into the building.
12. Identify security and personnel safety measures that will be incorporated
13. Develop a construction cost estimate
14. Create a project implementation schedule and identify next steps
15. Conduct a Board workshop reviewing the schematic design
16. Gather input and finalize final Schematic Report
17. Submit report in .pdf format

SCHEMATIC SCHEDULE

Barrientos will develop the schematic design over two months. At 6 weeks, we will conduct a Village Workshop. Submit the final report in the following two weeks

FEE

Barrientos design will perform this work for a lump sum fee of \$ 24,872

Reimbursable expenses will include travel and printing/distribution of Reports.

We welcome continuing our working relationship with the Village of Deerfield, and we look forward to a positive outcome.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.

A handwritten signature in black ink that reads 'Norman Barrientos' with a long horizontal flourish extending to the right.

Norman Barrientos, AIA, LEED AP

TO: Deerfield Village Board

FR: Elizabeth McCredie

Board Meeting Date: September 23, 2019

AGENDA ITEM: 2019 TRICK OR TREAT DATE/HOURS

It's that time of year again when we need to set the 2019 Trick or Treat hours. We are starting to get inquiries into when it will be held plus I'd like to put the information on the next utility bills.

I'm recommended that we keep the same date and time of October 31st from 5 to 7 pm which we have used for, at least, the last 20 years and it coincides with the Fire Departments trick or treat event that is scheduled for October 31st from 5 pm to 7:30 pm.

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.

Liz

Line Item #	Description	2019 DGEMS Budget	2019 YTD Thru August	Proposed 2020 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 472,700.00	\$ 293,093.18	\$ 506,550.00	+\$33,850.00	+7.16%
721	HEALTH INSURANCE	\$ 113,140.00	\$ 85,763.27	\$ 137,120.00	+\$23,980.00	+21.19%
722	WORK. COMP.	\$ 32,140.00	\$ 6,704.00	\$ 27,790.00	-\$4,350.00	-13.53%
723	RETIREMENT	\$ 50,950.00	\$ 38,193.02	\$ 58,700.00	+\$7,750.00	+15.21%
724	EMPLOYER'S FICA	\$ 45,610.00	\$ 29,384.80	\$ 44,740.00	-\$870.00	-1.91%
725	STAFF CONT. EDUC.	\$ 9,000.00	\$ 3,361.03	\$ 9,000.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ 30.00	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 6,000.00	\$ 4,000.00	\$ 6,000.00		
734	OVERTIME	\$ 107,850.00	\$ 83,626.18	\$ 113,260.00	+\$5,410.00	+5.02%
735	EMT STIPEND	\$ 25,000.00	\$ 12,780.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 42,000.00	\$ 30,317.75	\$ 45,500.00	+\$3,500.00	+8.33%
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 570.79	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 1,375.29	\$ 2,000.00		
770	COMMUNICATIONS	\$ 6,000.00	\$ 4,099.87	\$ 6,000.00		
775	INFORMATION TECHNOLOGY	\$ 6,850.00	\$ 2,130.48	\$ 6,850.00		
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ 1,478.12	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 1,150.54	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 173.57	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ 240.00	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 853.76	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 10,375.00	\$ 10,243.35	\$ 10,380.00	+\$5.00	+0.05%
831	FUEL	\$ 14,000.00	\$ 8,703.27	\$ 14,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 62,300.00	\$ 2,671.82	\$ 16,800.00	-\$45,500.00	-73.03%
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 2,598.69	\$ 3,600.00		
845	Capital Purchase	\$ -	\$ 42,749.35	\$ -		
850	MEDICAL SUPPLIES	\$ 40,995.00	\$ 20,968.84	\$ 45,100.00	+\$4,105.00	+10.01%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ -	\$ 1,000.00		
860	EMT CLOTHING	\$ 12,900.00	\$ 4,328.48	\$ 12,900.00		
870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 8,012.00	\$ 8,600.00		
871	GROUP LIFE INSURANCE	\$ 700.00	\$ 452.81	\$ 700.00		
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 50.00	\$ 4,000.00		
873	INCOME CONTINUATION INSURANCE	\$ -	\$ -	\$ -		
878	COMMUNITY MEDIC PROGRAM - NEW	\$ 310.00	\$ 50.00	\$ 310.00		
879	HEALTH AND SAFETY	\$ 1,500.00	\$ 1,020.19	\$ 2,500.00	+\$1,000.00	+66.67%
880	LEGAL	\$ 5,000.00	\$ 1,638.00	\$ 5,000.00		
881	ACCOUNTING	\$ 7,650.00	\$ 8,000.00	\$ 8,000.00	+\$350.00	+4.58%
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,906.66	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 1,200.00	\$ 262.60	\$ 2,000.00	+\$800.00	+66.67%
	TOTAL EXPENSES	\$ 1,112,000.00	\$ 713,981.71	\$ 1,142,030.00	+\$30,030.00	+2.70%

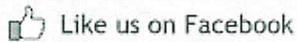
Estimated Gross Run Fees	\$ 496,960.00	\$ 447,690.47	\$ 550,000.00
Training Center Income	\$ 2,500.00	\$ 3,533.00	\$ 2,500.00
Contracted Revenue (T of DF)	\$ 33,000.00	\$ 33,000.00	\$ 33,500.00
Contracted Revenue (T of PS)	\$ 32,267.45	\$ 16,133.73	\$ 32,912.80
Contracted Revenue (CAEMS)	\$ -	\$ 156.25	\$ -
Interest	\$ 500.00	\$ 503.25	\$ 500.00
Special Event Fees	\$ 2,000.00	\$ 4,975.00	\$ 2,000.00
TOTAL SERVICE REVENUE	\$ 592,227.45	\$ 501,016.70	\$ 621,412.80
Donations	\$ 25,000.00	\$ 25,038.84	\$ -
Grant Revenue		\$ -	
Proceeds from sale of equipment		\$ 943.86	
MUNICIPAL CONTRIBUTIONS	\$ 519,772.55	\$ 519,772.55	\$ 520,617.20

Municipality	2018 Equalized Value	2019 Contribution	2019 Equalized Value	2020 Contribution	Difference	% change
V. Cottage Grove	\$ 746,059,000	\$ 274,595.11	\$ 798,718,600	\$ 277,152.19	+\$2,557.08	0.93%
T. Cottage Grove	\$ 434,756,000	\$ 160,016.66	\$ 460,310,800	\$ 159,726.02	-\$290.64	-0.18%
V. Deerfield	\$ 231,376,900	\$ 85,160.78	\$ 241,325,500	\$ 83,738.99	-\$1,421.79	-1.67%
TOTALS	\$ 1,412,191,900	\$ 519,772.55	\$ 1,500,354,900	\$ 520,617.20	+\$844.65	0.16%

League of Wisconsin Municipalities

Capitol Buzz

June 6, 2019

Witynski@lwm-info.orgwww.lwm-info.org Like us on FacebookView our profile on  LinkedInFollow us on TwitterSubscribe to our E-
Newsletters**JFC Adopts Omnibus Transportation Plan that Includes 10% Increase in GTA; 2% increase in Transit Aids; and one-Time \$90 million bump to LRIP,**

Tonight, the Joint Finance Committee passed on a party line vote Motion #130, a transportation budget plan that includes the following for local governments:

General Transportation Aids. The motion restores the 10% increase in GTA funding recommended by Governor Evers. The motion increases GTA from \$348,639,300 to \$383,503,200 for municipalities beginning in calendar year 2020. The motion also increases the mileage aid payment for towns by 10 percent from \$2,389 to \$2,628.

Mass Transit Operating Assistance. The motion provides a 2 percent increase in mass transit operating assistance to each tier of the mass transit systems for calendar year 2020 and thereafter. The Governor had recommended a 10 percent increase.

Local Roads Improvement Program -- Onetime Funding. The motion provides \$90 million GPR in 2019-20 on a onetime basis to a newly created GPR appropriation to fund local government project costs that would be eligible for program funding under the Local Roads Improvement Program discretionary component to be allocated as follows:

- \$22.8 million for cities and villages
- \$32 million for counties
- \$35 million for towns

A local project cost match of 10 percent of total project cost would apply to projects submitted for funding under this new program. DOT is to solicit project applications for this funding beginning in 2019-20, until the funds appropriated have been spent.

Transportation Fund Revenue Changes. The motion increases the following fees to boost transportation fund revenues:

- Increase vehicle title fees by \$95
- Increase automobile registration fee by \$10
- Make registration fees for all heavier vehicles \$100 (this results in a decrease in the two heaviest classes and an increase in the two lightest classes)

Mileage-Based Fee Study. The motion provides DOT \$2.5 million to enter into a contract for a mileage-based fee study that would outlined the

policies, procedures, and operations needed to implement such fees. The contractor must submit a report to DOT and the Legislature by December 1, 2022. DOT would be required to submit a recommendation on an implementation plan for a mileage-based fee to JFC by January 1, 2023.

VILLAGE OF DEERFIELD ORDINANCE O-2019-05

AN ORDINANCE REPEALING AND RECREATING ARTICLE VII OF CHAPTER 2 OF PART I OF THE VILLAGE CODE RELATED TO PUBLIC RECORDS AND ADOPTING THE WISCONSIN MUNICIPAL RECORDS SCHEDULE FOR THE RETENTION AND DESTRUCTION OF VILLAGE RECORDS

The Village Board of the Village of Deerfield, Dane County, does hereby ordain as follows:

1. **Title and Purpose.** This ordinance is titled Ordinance O-2019-05, An Ordinance Repealing and Recreating Article VII of the Village Code Related to Public Records and Adopting the Wisconsin Municipal Records Schedule for the Retention and Destruction of Village Records. The purpose of this ordinance is to update the Village code on retention and access to public records in accordance with best practices and Wisconsin law, and to provide Village Officers of the Village of Deerfield with the authority to destroy certain obsolete public records in possession of the Village of Deerfield in conformance with the Wisconsin Municipal Records Schedule (WMRS), approved by the State of Wisconsin Public Records Board on August 27, 2018 and set to expire August 27, 2028; and when the record is not contained within the WMRS, in conformance with the Public Records Board other General Records Schedules (GRS) and their successor schedules.
2. **Authority.** The Village Board of the Village of Deerfield, Dane County, Wisconsin, has the specific authority under s. 19.21 (4) and 60.83, Wis. Stats. to manage and destroy obsolete public records in the possession of the Village of Deerfield.
3. **Revisions to Code.** Article VII. – Public Records of Chapter 2 of Part I of the Municipal Code of the Village of Deerfield is repealed and recreated to now read as follows:

ARTICLE VII. – PUBLIC RECORDS

Sec. 2-317. – Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Authority means any of the following village entities having custody of a village record: an office, elected official, agency, board, municipal court, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

Custodian means that officer, department head, division head, or employee of the village designated under section 2-319 or otherwise responsible by law to keep and preserve any village records or file, deposit or keep such records in his office, or is lawfully in possession or entitled to possession of such public records and who is required by this section to respond to requests for access to such records.

Record means any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority. “Record”

includes, but is not limited to, handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. "Record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library.

Sec. 2-318. – Duty to maintain records.

- (a) Except as provided under Section 2-323, each officer and employee of the village shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of the officer or employee or his or her deputies, or to the possession or control of which he or she or they may be lawfully entitled as such officers or employees.
- (b) Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody and the successor shall receipt therefor to the officer or employee, who shall file said receipt with the village administrator-clerk-treasurer. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the administrator-clerk-treasurer, on behalf of the successor, to be delivered to such successor upon the latter's receipt.
- (c) Any custodian of records may keep and preserve public records by means of microfilm or another reproductive device, optical imaging or electronic formatting. Such records shall meet the standards for reproduction set forth in Wis. Stat. §§ 16.61(7) and 16.612, as amended, and shall be considered original records for all purposes, including record retention and destruction.

Sec. 2-319. – Legal custodians.

- (a) Each elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.
- (b) Unless otherwise prohibited by law, the village administrator-clerk-treasurer or in his or her absence or disability or in case of vacancy, the deputy clerk, is designated as legal custodian for all village records.
- (c) For every authority not specified in Subsections (a) and (b), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.

- (d) Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee.
- (e) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Subch. II of Ch. 19, Wis. Stats., and this Article. The designation of a legal custodian does not affect the powers and duties of an authority under this Section.

Sec. 2-320. – Public access to records.

- (a) Except as provided in Section 2-322, any person has a right to inspect a record and to make or receive a copy of any record as provided in Wis. Stat. § 19.35(1).
- (b) Records will be available for inspection and copying during all regular office hours.
- (c) If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least forty-eight (48) hours' advance notice of intent to inspect or copy.
- (d) A requester shall be permitted to use facilities comparable to those available to village employees to inspect, copy or abstract a record.
- (e) The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged. No original public records of the village shall be removed from the possession of the legal custodian.
- (f) A requester shall be charged a fee to defray the cost of locating and copying records as follows:
 - (i) The cost of photocopying shall be as established on the village fee schedule kept in the village administrator-clerk-treasurer's office, plus any costs incurred by the village administrator-clerk-treasurer or his or her designee in going to a copying facility. Said cost will be calculated not to exceed the actual, necessary and direct cost of reproduction.
 - (ii) If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
 - (iii) The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio- or video-tapes, shall be charged.
 - (iv) If mailing or shipping is necessary, the actual cost thereof shall also be charged.
 - (v) There shall be no charge for locating a record unless the actual cost therefor exceeds \$50.00, in which case the actual cost shall be determined

by the legal custodian and billed to the requester. The village will determine the cost of locating a record by using the lowest hourly rate of any employee who may reasonably be able to locate the record.

- (vi) The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
 - (vii) Elected and appointed officials of the village shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
 - (viii) The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.
- (g) Notwithstanding Subsection (f), for each special assessment search, including sewer and water charges, the charge shall be as established on the village fee schedule kept in the village administrator-clerk-treasurer's office.
- (h) Pursuant to Wis. Stat. § 19.34, and the guidelines therein listed, each authority shall adopt, prominently display and made available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records or obtain copies of records, and the costs thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of Sections 2-320 through 2-322 of the Deerfield Code. This Subsection does not apply to members of the village board or members of any village commission or committee.

Sec. 2-321. – Access procedures.

- (a) A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.
- (b) A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Wis. Stat. § 19.37. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under Section 2-320(f). A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.
- (c) Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to

deny the request in whole or in part and the reasons therefor. If the legal custodian, after conferring with the village attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner which would permit reasonable compliance.

- (d) A request for a record may be denied as provided in Section 2-322. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five (5) business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that, if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under Wis. Stat. § 19.37(1), or upon application to the attorney general or a district attorney.

Sec. 2-322. – Limitations on right to access.

- (a) As provided by state and federal law, certain records are exempt from inspection under this Article.
- (b) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the village attorney, may deny the request, in whole or in part, only if he or she determines that the harm to the public interest caused by the release of the record outweighs the public interest in access to the request record.
- (c) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the village attorney prior to releasing any such record and shall follow the guidance of the village attorney when separating out the exempt material. If, in the judgment of the custodian and the village attorney, there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

Sec. 2-323. – Destruction of records.

- (a) Each custodian shall manage and may destroy obsolete village records in their possession in conformance with the *Wisconsin Municipal Records Schedule* published by the Wisconsin Public Records Board, as the same may be amended from time to time and which is hereby adopted, and in conformance with Wis. Stat. § 19.21 (5) and the provisions of this Article VII.
- (b) Within thirty (30) days of date of publication of the ordinance creating this Section, the village president and village administrator-clerk-treasurer shall execute and file the *Notification of General Records Schedule Adoption* (Form PBR-002).

- (c) Village officials and records custodians may consult other records schedules published by the Wisconsin Public Records Board and the Public Service Commission including but not limited to the *Budget and Related General Record Schedule*, the *Fiscal & Accounting Related Records General Schedule*, and the *Purchasing & Procurement General Schedule* in evaluating whether or not a record is subject to destruction.
 - (d) Prior to the destruction of any public record as described in Wis. Stats. Chapter 19.21(4) (a), (b), or (c), at least sixty (60) days' notice in writing shall be given to the Wisconsin Historical Society unless the requirement is waived in the *Wisconsin Municipal Records Schedule*.
 - (e) This section shall not be construed to authorize the destruction of any public record in advance of any retention period prescribed by statute, state administrative regulations, and the *Wisconsin Municipal Records Schedule*.
4. **Severability.** If any portion of this Ordinance or its application on any person or circumstance is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected
 5. **Effective Date.** This Ordinance shall take effect immediately upon passage and publication or posting, as required by law.

Adopted this 23rd day of September, 2019

By: Gregory Frutiger, Village President

Attest: Elizabeth McCredie, Village Administrator
Clerk/Treasurer

Adopted: _____

Vote: Ayes: _____

Noes: _____

Published: _____