

VILLAGE BOARD AGENDA
VILLAGE OF DEERFIELD
Monday, September 28, 2020, 7:00 p.m.
Teleconference Meeting

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

Phone in 1-978-990-5087 Access code: 4962217

Or by logging into www.freeconferencecall.com – drop down Online meetings, Join meeting, code mccredie

- I. CALL TO ORDER – NOTING OF ROLL BY CLERK/SIGN IN SHEET
- II. CONSENT AGENDA
 - A. APPROVAL OF MINUTES FROM SEPTEMBER 14, 2020
 - B. APPROVAL OF VOUCHERS
 - C. COMMITTEE REPORTS
 - 1. LIBRARY
 - 2. DEERFIELD CARES
 - 3. PARKS
 - 4. EMS
 - 5. SOLAR
 - 6. COMMUNITY CENTER
 - 7. PLANNING
 - 8. FINANCE
- III. PUBLIC APPEARANCES
 - A. PUBLIC COMMENTS – if you wish to speak under public comments you must contact the Village Hall at 608-764-5404 prior to 9:00am the date of the meeting
- IV. NEW BUSINESS
 - A. RESOLUTION
 - 1. RESOLUTION R2020-11 AWARDED A BID FOR THE SALT SHED ROOF REPLACEMENT PROJECT
 - 2. RESOLUTION R2020-12 AWARDED A BID FOR THE DRUMLIN TRAIL PARK SHELTER ROOF REPLACEMENT PROJECT
 - B. LICENSES & PERMITS
 - 1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF SEPTEMBER 29, 2020 TO JUNE 30, 2021 FOR KIMBERLY F SCHULTZ
 - C. REVIEW & ACTION:
 - 1. DISCUSS/CONSIDER VILLAGE OF DEERFIELD'S ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM'S MANUAL OF POLICIES AND PROCEDURES
 - 2. DISCUSS/CONSIDER DGEMS 2021 BUDGET
 - 3. DISCUSS/CONSIDER CARRY OVER OF FUNDS FROM PARKS CAPITAL OUTLAY FUND AND TO SET 2021 PARKS CAPITAL OUTLAY AMOUNT
 - 4. DISCUSS/CONSIDER CONTINUANCE OF REDEVELOPMENT RESOURCES EMPLOYMENT
 - 5. DISCUSS/CONSIDER AMENDMENT NO 1 WITH VIERBICHER FOR THE MAIN STREET PARK DRIVE STREET IMPROVEMENT
 - 6. DISCUSS/CONSIDER POLICE STATION SOLAR PROJECT GIFT PROPOSAL
 - 7. DISCUSS/CONSIDER TRICK OR TREAT 2020
 - 8. DISCUSS/CONSIDER TRUSTEE VACANCY
- V. STAFF/BOARD REPORTS
- VI. ADJOURN

Notice is hereby given that it is possible that a majority of the Village Board or other governmental body may be present at the above meeting of the VILLAGE BOARD to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Village Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the VILLAGE BOARD will take formal action at the above meeting. If you require an interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact the Village Clerk at 764-5404 at least 24 hours prior to the meeting.

Elizabeth McCredie, Clerk
Village of Deerfield

Posted (3) 9/25/2020 (Mun. Bldg, Library, Bank)

VILLAGE BOARD MINUTES
VILLAGE OF DEERFIELD
Monday, September 14, 2020, 7:00 p.m.
Teleconference Meeting

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

The meeting was called to order at 7:00 pm by President Frutiger. The meeting was held virtually via Free Conference Call technology. Roll call: Evensen, Wilkinson, Kositzke, Wieczorek and Frutiger present, Tebon absent.

CONSENT AGENDA

Motion by Evensen and seconded by Wilkinson to approve the September 14, 2020 agenda with the addition of the Community Center being added under Committee reports. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM AUGUST 24, 2020

Motion by Evensen and seconded by Wieczorek to approve the minutes from August 24, 2020 as written. All ayes, motion carried.

B. APPROVAL OF VOUCHERS

The Finance Committee reviewed and recommended payment for the vouchers listed.

Motion by Wilkinson and seconded by Evensen to approve payment of check #55639 to #55702 totaling \$130,689.13. All ayes, motion carried.

C. TREASURER REPORT FOR JULY 2020 AND 2ND QUARTER FINANCIALS

McCredie gave the July 2020 Treasurer's report with a beginning balance in the checking account of \$40,855.11, deposits totaling \$387,784.44, checks totaling \$371,610.14, payroll checks totaling \$29,564.90 and the other expenses for the month totaling \$27,312.87 leaving an ending balance of \$151.64. The ending balance in the Money Market account was \$1,308,844.73 and the Local Government Investment Pool's balance was 4,149,629.12 resulting in a total fund balance of \$5,458,625.49 at the end of July 2020.

Motion by Evensen and seconded by Wilkinson to approve the July 2020 Treasurer's report as presented. All ayes, motion carried.

McCredie also presented the 2nd quarter financial report.

Motion by Evensen and seconded by Wilkinson to approve the 2nd quarter financial report as presented. All ayes, motion carried.

D. COMMITTEE REPORTS

1. SOLAR COMMITTEE

Kositzke reported that they are working on gathering bids for the Police station roof and a written proposal from Cal Couillard. The committee discussed what else in the Village could benefit from having solar energy, having electric power stations on Main St and Park Drive.

2. EMS SPECIAL MEETING

Frutiger reported that EMS looked at the 2021 budget but it was not approved by the Village/Town of Cottage Grove.

3. CABLE

Kositzke reported that there has been progress in Chua's training for Meyer's position but it is difficult due to covid and that Cable's insurance is now going through the Village's plan.

4. PERSONNEL

Frutiger reported that Grob has taken another job and her last day was September 11th. The committee discussed altering the title of this position to Clerk/Deputy Treasurer and an advertisement will be published.

5. PUBLIC WORKS

The Public Works committee approved awarding a bid for the replacement of the salt shed roof and discussed a request to allow the St. Vincent containers next to the police station and working on property maintenance issues through out the Village.

6. FINANCE

Frutiger reported that everything on the Finance agenda are on the Board agenda.

PUBLIC APPEARANCES - none

A. PUBLIC COMMENTS – IF YOU WISH TO SPEAK UNDER PUBLIC COMMENTS YOU MUST CONTACT THE VILLAGE HALL AT 608-764-5404 PRIOR TO 9:00AM THE DATE OF THE MEETING

NEW BUSINESS

A. LICENSES & PERMITS

1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF SEPTEMBER 15, 2020 TO JUNE 30, 2021 FOR DIANA B TURCOTTE

The Finance committee reviewed and approved issuance of this request as the police gave their approval and there were no issues with her background check,

Motion by Wilkinson and seconded by Evensen to approve the issuance of an Operator's license for the period of September 15, 2020 to June 30, 2021 for Diana B Turcotte. All ayes, motion carried.

B. REVIEW & ACTION:

1. DISCUSS/CONSIDER APPROVAL OF MEDICAL DIRECTOR AGREEMENT BETWEEN MADISON EMERGENCY PHYSICIANS, S.C. AND DEER GROVE EMS

EMS Chief Lang informed the Board that in reviewing the current agreement it was determined that additional input was needed from the director which was offered to the current director but he declined. A search of two (2) medical groups, that provide EMS certified physician for the purpose of medical direction, was conducted and after review Madison Emergency Physicians (MEP) was chosen and this is the agreement included in the board packet. This agreement has been approved by DGEMS's attorney and insurance company and is before the board as it is an agreement over \$5,000 and thus needs approval by all three (3) municipalities. MEP has agreed to charge \$500/month for the remainder of 2020 but will then increase to \$1,000/month which will be reflected in the DGEMS 2021 budget.

Motion by Evensen and seconded by Kositzke to approve the Medical Director agreement between Madison Emergency Physicians, S.C. and Deer Grove EMS. All ayes, motion carried.

Chief Lang gave an update on DGEMS's 20201 budget.

STAFF/BOARD COMMUNICATION

Frutiger stated that it appeared everyone received a request from David Dinkel to extend TID #3 but there was not enough time for this to happen.

ADJOURN

Motion by Evensen and seconded by Kositzke to adjourn at 7:53 pm. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Administrator/Clerk-Treasurer

Not Applicable

Village of Deerfield, Wisconsin
RESOLUTION NO. R2020-11

VILLAGE BOARD OF THE VILLAGE OF DEERFIELD

A RESOLUTION AWARDING A BID FOR THE SALT SHED ROOF REPLACEMENT PROJECT

WHEREAS, the Village of Deerfield approved allocating \$10,000 in the 2020 Snow & Ice Outlay fund to replace the Salt Shed roof; and

WHEREAS, the Village received the following three (3) bids:

- Phoenix Brothers Home Improvement \$ 8,850.00
- Legacy Exteriors \$ 8,886.25
- Hausz Contractors \$11,875.00

WHEREAS, the Public Works Committee, at their September 14, 2020 meeting, reviewed and approved awarding the project to Phoenix Brothers Home Improvement at a cost not to exceed \$8,850.00; and

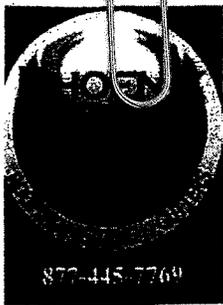
BE IT THEREFORE RESOLVED by the Village Board of the Village of Deerfield hereby awards a contract to _____ in the amount of \$ _____ for the Salt Shed roof replacement project.

Adopted this 22nd day of September, 2020
Village of Deerfield
Dane County, Wisconsin

Gregory Frutiger, Village President

Attest: _____
Elizabeth J. McCredie, Village Clerk-Treasurer

Dated: _____



Phoenix Brothers Home Improvement
 N56W13500 Silver Spring Rd. Menomonee Falls WI 53051
 Phone: (877) 445-7769
 Fax: (262) 781-6045
Company Representative:
 Jake Marx
 (920) 901-4827
 jake.phoenixcontractors@gmail.com

Customer Info:

Job #: N/A
 WILSONVILLE DPW - DOYLE, JOHN
 105 North Industrial Park Road,
 Wilsonville, WI, 53531
 (508) 209-0581

ARK PAVILLION

Description

REMOVE HAUL AND DISPOSE OF EXISTING SHINGLES AND COMPONENTS
 INSPECT STRUCTURAL INTEGRITY OF DECKING IF WE RUN INTO BAD DECKING IT WILL BE AN ADDITIONAL \$50 PER SHEET.
 INSTALL LIFETIME DIMENSIONAL SHINGLES INSTALLED PER MANUFACTURERS SPECS
 INSTALL SYNTHETIC FELT UNDERLAYMENT TO MANUFACTURERS SPECIFICATIONS
 REPLACE ALL FLASHINGS INCLUDING PIPE BOOTS STEP FLASHING AND DRIP EDGE

ARK PAVILLION total: \$1,750.00

ALT SHED

Description

REMOVE HAUL AND DISPOSE OF EXISTING SHINGLES AND COMPONENTS
 INSPECT STRUCTURAL INTEGRITY OF DECKING IF WE RUN INTO BAD DECKING IT WILL BE AN ADDITIONAL \$50 PER SHEET.
 INSTALL LIFETIME DIMENSIONAL SHINGLES INSTALLED PER MANUFACTURERS SPECS
 INSTALL SYNTHETIC FELT UNDERLAYMENT TO MANUFACTURERS SPECIFICATIONS
 REPLACE ALL FLASHINGS INCLUDING PIPE BOOTS STEP FLASHING AND DRIP EDGE

ALT SHED total: \$8,850.00

Total for all sections: \$11,100

Total: \$11,100

 Company Authorized Signature

 Date

 Customer Signature

 Date

 Customer Signature

 Date

This estimate was last edited by Jake Marx ((920) 901-4827, jake.phoenixcontractors@gmail.com) on July 20, 2020. The estimate may be withdrawn if not accepted within ____ days.



Date	Agreement
09/09/2020	Salt building
Sales Rep	

Brock Roder
 Phone:
 Email: broder@legacy-exteriors.com

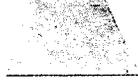
Legacy Exteriors LLC
 4125 Terminal Dr Ste 120
 Mc Farland, Wisconsin 53558
 Phone: 608/8383111

Agreement

John Doyle
 205 N Industrial Park Dr.
 Deerfield, Wisconsin 53531
 (608)209-0581 / jdoyle@deerfieldwi.com

Included

Product	Description	Quantity	Unit	Unit Price	Ext. Price
Roofing GAF Shingles Timberline HDZ Color TBD	 <p>More homeowners and professional installers in North America rely on Timberline HDZ Shingles than any other brand. They offer just the right combination of beauty, performance, and reliability in a genuine wood-shake look and can help improve your home's resale value. When you install Timberline HDZ Shingles with Advanced Protection Shingle Technology, you're getting rugged, dependable performance. And you'll not only protect your most valuable asset you'll also beautify your home for years to come.</p>	28	sq	\$105.00	\$2,940.00
Roofing GAF Accessories Hip and Ridge Cap Shingles Seal-A-Ridge ArmorShield	 <p>An SBS Modified Ridge Cap Shingle that helps protect against leaks at the hips and ridges and complements the look of your GAF Shingles while helping to protect against extreme weather conditions</p>	3	ea	\$72.75	\$218.25
Roofing GAF Accessories Roof Deck Protection FeltBuster	 <p>A non-asphaltic, polypropylene roofing underlayment that helps to prevent wind-driven rain from infiltrating under the roof's shingles</p>	2	ea	\$145.00	\$290.00
Roofing GAF Accessories Leak Barriers WeatherWatch	 <p>Mineral-Surfaced Leak Barrier for Asphalt Shingle Roofs</p>	2	ea	\$100.00	\$200.00
Roofing GAF Accessories Starter Strip Shingles Pro-Start	 <p>Pro-Start Eave/Rake Starter Strip Shingles provide a cost-effective alternative to using cut-up 3-tab strip shingles as your starter course</p>	1	ea	\$51.67	\$51.67

Roofing Roofing Accessories Tear Off and installation Single Layer		Remove & Haul away all existing roofing and debris down to the under sheathing. *In the event of a extra layer on roofing jobs, there will be an additional charge of \$70 per 100 square feet for each additional layer	28	sq	\$151.67	\$4,246.76
Roofing Roofing Accessories Hardware/Materials Drip Edge Rake 1.5" Royal Brown			10	ea	\$10.00	\$100.00
Roofing Roofing Accessories Hardware/Materials Nails and Staples Coil Nails		Wide head aids holding, reduces pull- through Galvanized to resist rust and weathering	2	ea	\$39.17	\$78.34
Roofing Roofing Accessories Hardware/Materials Nails and Staples Staples		Galvanized staples used to secure underlayment.	2	ea	\$8.83	\$17.66
Roofing Roofing Accessories Hardware/Materials Sealant Geocel #2300 Sealant		2300® Construction Tripolymer Sealant is a single component, high- performance elastomeric sealant for use in a wide variety of roofing, trim, architectural metal, manufacturing, underdeck system, solar roof system, and general construction applications.	5	ea	\$10.48	\$52.40
Roofing Roofing Accessories Hardware/Materials Plywood OSB 7/16 Decking 4x4x8		Sheathing panels that provide dimensional stability and stiffness for roof sheathing needs Engineered wood product with smooth surface; no core voids, knots or splits. If we find rotten or deteriorated wood, there will be an additional charge of \$60 per sheet or \$10 per Lineal Foot.	0	ea	\$60.00	\$0.00
Roofing GAF Accessories Ventilation and Attic Vents Exhaust Ridge Vents COBRA Snow Country		A quality rigid-style vent with integral Snow Guard Filter that helps to exhaust heat and moisture from your attic. (Available in colder climates)	13	ea	\$14.58	\$189.54
Roofing Roofing Accessories Dump			1	ea	\$250.00	\$250.00
Roofing Roofing Accessories Permit			1	ea	\$166.67	\$166.67
Roofing Roofing Accessories Hardware/Materials Drip Edge Gutter 2.2" Royal Brown		Installed along all eaves, under the felt and has 120 degree bend to ensure water runs into the gutter and not behind	12	ea	\$7.08	\$84.96

Estimated Start Date: On or about 09/09/2020	Total \$8,886.25
Estimated End Date: On or about 09/09/2020	Down Payment (50%) \$4,443.13
	Final Payment (50%) \$4,443.12

Estimate

HAUSZ

69 Hoopen Rd
Cambridge, WI 53523

Date	Estimate #
9/9/2020	2017-1007

Name / Address
City Of Deerfield Public Works 205 North Industrial Park Rd. Deerfield, WI 53531 608-209-0581

P.O. No.	Terms	Account #	Project
Park/Salt /Police	50% down /balance...		

Item	Description	Qty	Rate	Total
R&R Roofing	To remove and replace existing roof and install Owens Corning Duration roof system Includes Ice and water shield, synthetic underlayment, and all components to ensure a lifetime warranty from Owens Corning	65	475.00	30,875.00
O/P	<p>Salt Shed 25 squares <i>11,875.00</i></p> <p>Police Shop 35 squares <i>15,675.00</i></p> <p>Park Roof 7 squares <i>3,325.00</i></p> <p>Contractors Overhead and Profit this covers all Osha requirements, permits and insurances Warranty will cover workmanship and all labor and materials</p>		20.00%	6,175.00
Thank you for the opportunity to estimate your project			Total	\$37,050.00

Phone #
(608)206-5623

E-mail
hauszcontractors@gmail.com

Village of Deerfield, Wisconsin
RESOLUTION NO. R2020-12

VILLAGE BOARD OF THE VILLAGE OF DEERFIELD

A RESOLUTION AWARDING A BID TO REPLACE THE DRUMLIN TRAIL PARK SHELTER ROOF

WHEREAS, the Parks Committee, at their September 16, 2020 meeting, discussed replacing the roof on the Drumlin Trail Park shelter; and

WHEREAS, the Village received the following three (3) bids:

- Phoenix Brothers Home Improvement \$ 1,750.00
- Legacy Exteriors \$ 2,500.78
- Hausz Contractors \$ 3,325.00

WHEREAS, the Parks Committee, reviewed and approved awarding the project to Phoenix Brothers Home Improvement at a cost not to exceed \$1,750.00; and

WHEREAS, the funds to cover this project would come from the 2020 Parks Outlay fund in the amount of \$443.40 and the balance of \$1,306.60 coming from the carry over amount of \$16,411 approved by Resolution 2020-06; and

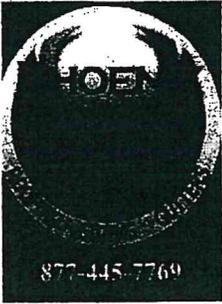
BE IT THEREFORE RESOLVED by the Village Board of the Village of Deerfield hereby awards a contract to _____ in the amount of \$ _____ for the Drumlin Trail Park shelter roof replacement project.

Adopted this 22nd day of September, 2020
Village of Deerfield
Dane County, Wisconsin

Gregory Frutiger, Village President

Attest: _____
Elizabeth J. McCredie, Village Clerk-Treasurer

Dated: _____



Phoenix Brothers Home Improvement
 N56W13500 Silver Spring Rd. Menomonee Falls WI 53051
 Phone: (877) 445-7769
 Fax: (262) 781-6045
Company Representative:
 Jake Marx
 (920) 901-4827
 jake.phoenixcontractors@gmail.com

Customer Info:
 Job #: N/A
 WHEELERFIELD DPW - DOYLE, JOHN
 105 North Industrial Park Road,
 Wheelerfield, WI, 53531
 (920) 209-0581

WHEELERFIELD PAVILLION

Description

REMOVE HAUL AND DISPOSE OF EXISTING SHINGLES AND COMPONENTS
 INSPECT STRUCTURAL INTEGRITY OF DECKING IF WE RUN INTO BAD DECKING IT WILL BE AN ADDITIONAL \$50 PER SHEET.
 INSTALL LIFETIME DIMENSIONAL SHINGLES INSTALLED PER MANUFACTURERS SPECS
 INSTALL SYNTHETIC FELT UNDERLAYMENT TO MANUFACTURERS SPECIFICATIONS
 REPLACE ALL FLASHINGS INCLUDING PIPE BOOTS STEP FLASHING AND DRIP EDGE

WHEELERFIELD PAVILLION total: \$1,750.00

ALT SHED

Description

REMOVE HAUL AND DISPOSE OF EXISTING SHINGLES AND COMPONENTS
 INSPECT STRUCTURAL INTEGRITY OF DECKING IF WE RUN INTO BAD DECKING IT WILL BE AN ADDITIONAL \$50 PER SHEET.
 INSTALL LIFETIME DIMENSIONAL SHINGLES INSTALLED PER MANUFACTURERS SPECS
 INSTALL SYNTHETIC FELT UNDERLAYMENT TO MANUFACTURERS SPECIFICATIONS
 REPLACE ALL FLASHINGS INCLUDING PIPE BOOTS STEP FLASHING AND DRIP EDGE

ALT SHED total: \$8,850.00

Total for all sections: \$11,100.00

Total: \$11,100.00

 Company Authorized Signature

 Date

 Customer Signature

 Date

 Customer Signature

 Date

This estimate was last edited by Jake Marx ((920) 901-4827, jake.phoenixcontractors@gmail.com) on July 20, 2020. The estimate may be withdrawn if not accepted within ____ days.

Date	Agreement
09/09/2020	Shelter
Sales Rep	

Brock Roder
 Phone:
 Email: broder@legacy-exteriors.com



Legacy Exteriors LLC
 4125 Terminal Dr Ste 120
 Mc Farland, Wisconsin 53558
 Phone: 608/8383111

Agreement

John Doyle
 205 N Industrial Park Dr.
 Deerfield, Wisconsin 53531
 (608)209-0581 / jdoyle@deerfieldwi.com

Included

Product	Description	Quantity	Unit	Unit Price	Ext. Price
Roofing GAF Shingles Timberline HDZ Color TBD	 More homeowners and professional installers in North America rely on Timberline HDZ Shingles than any other brand. They offer just the right combination of beauty, performance, and reliability in a genuine wood-shake look and can help improve your home's resale value. When you install Timberline HDZ Shingles with Advanced Protection Shingle Technology, you're getting rugged, dependable performance. And you'll not only protect your most valuable asset you'll also beautify your home for years to come.	7	sq	\$105.00	\$735.00
Roofing GAF Accessories Hip and Ridge Cap Shingles Seal-A-Ridge ArmorShield	 An SBS Modified Ridge Cap Shingle that helps protect against leaks at the hips and ridges and complements the look of your GAF Shingles while helping to protect against extreme weather conditions	2	ea	\$72.75	\$145.50
Roofing GAF Accessories Roof Deck Protection FeltBuster	 A non-asphaltic, polypropylene roofing underlayment that helps to prevent wind-driven rain from infiltrating under the roof's shingles	1	ea	\$145.00	\$145.00
Roofing GAF Accessories Starter Strip Shingles Pro-Start	 Pro-Start Eave/Rake Starter Strip Shingles provide a cost-effective alternative to using cut-up 3-tab strip shingles as your starter course	1	ea	\$51.67	\$51.67
Roofing Roofing Accessories Tear Off and Installation Single Layer	 Remove & Haul away all existing roofing and debris down to the under sheathing. *In the event of a extra layer on roofing jobs, there will be an additional charge of \$70 per 100 square feet for each additional layer	7	sq	\$141.67	\$991.69

Roofing Roofing Accessories Hardware/Materials Drip Edge Rake 1.5"		Installed along all rake edges, on top of the felt. 90 degree bend, ensures water is diverted away from the fascia & prevents wind driven rain from getting under the shingles.	6	ea	\$10.00	\$60.00
Roofing Roofing Accessories Hardware/Materials Nails and Staples Coil Nails		Wide head aids holding, reduces pull-through Galvanized to resist rust and weathering	1	ea	\$39.17	\$39.17
Roofing Roofing Accessories Hardware/Materials Nails and Staples Staples		Galvanized staples used to secure underlayment.	1	ea	\$8.83	\$8.83
Roofing Roofing Accessories Hardware/Materials Sealant Geocel #2300 Sealant		2300® Construction Tripolymer Sealant is a single component, high-performance elastomeric sealant for use in a wide variety of roofing, trim, architectural metal, manufacturing, underdeck system, solar roof system, and general construction applications.	3	ea	\$10.48	\$31.44
Roofing Roofing Accessories Hardware/Materials Plywood OSB 7/16 Decking 4x4x8		Sheathing panels that provide dimensional stability and stiffness for roof sheathing needs Engineered wood product with smooth surface; no core voids, knots or splits. If we find rotten or deteriorated wood, there will be an additional charge of \$60 per sheet or \$10 per Lineal Foot.	0	ea	\$60.00	\$0.00
Roofing Roofing Accessories Dump			1	ea	\$250.00	\$250.00
Roofing Roofing Accessories Hardware/Materials Drip Edge Gutter 2.2" Royal Brown		Installed along all eaves, under the felt and has 120 degree bend to ensure water runs into the gutter and not behind	6	ea	\$7.08	\$42.48

Estimated Start Date:
On or about 09/09/2020
Estimated End Date:
On or about 09/09/2020

Total \$2,500.78
 Down Payment (50%) \$1,250.39
 Final Payment (50%) \$1,250.39

Estimate

HAUSZ
CONTRACTORS

69 Hoopen Rd
Cambridge, WI 53523

Date	Estimate #
9/9/2020	2017-1007

Name / Address
City Of Deerfield Public Works 205 North Industrial Park Rd. Deerfield, WI 53531 608-209-0581

P.O. No.	Terms	Account #	Project
Park/Salt /Police	50% down /balance...		

Item	Description	Qty	Rate	Total
R&R Roofing	To remove and replace existing roof and install Owens Corning Duration roof system Includes Ice and water shield, synthetic underlayment, and all components to ensure a lifetime warranty from Owens Corning	65	475.00	30,875.00
O/P	<p>Salt Shed 25 squares <u>11,875.00</u></p> <p>Police Shop 33 squares <u>13,675.00</u></p> <p>Park Roof 7 squares <u>3,325.00</u> →</p> <p>Contractors Overhead and Profit this covers all Osha requirements, permits and insurances Warranty will cover workmanship and all labor and materials</p>		20.00%	6,175.00
Thank you for the opportunity to estimate your project			Total	\$37,050.00

Phone #
(608)206-5623

E-mail
hauszcontractors@gmail.com

Application for an "Operator's" License

To Serve or Sell Fermented Malt Beverages and Intoxicating Liquors

Deerfield, WI

New

Renewal

Date September 11, 2020

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: Kimberly Fay Schultz Phone (608) 381-3022
First (legal) Middle Last

Address of Applicant 121 Parkview Ct

*Date of Birth 2-17-1976 *Sex Female *Race White

*Driver's License Number _____ State issued out of _____

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

If so, where? Online

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 Mobil on Main

Photo ID or copy provided

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

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

STATE OF WISCONSIN
Dane County

Kimberly Schultz, 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.

X Kimberly Schultz
Applicant sign here

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public, _____ County, Wisconsin

The Deerfield Police Department conducted a background check on: 09/15/20

Recommendation: I recommend approval of the license I recommend refusal of the license
Records: records attached no record

Explanation:

Officer Signature: DIEP. C. LAURITSEN #1123 DASD Approved by Village Board:

VILLAGE OF DEERFIELD'S

***ECONOMIC DEVELOPMENT REVOLVING
LOAN PROGRAM:***

MANUAL OF POLICIES AND PROCEDURES

JUNE ~~1920~~2020, REVISION

(ADOPTED 2020)

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SECTION 1 GENERAL PROVISIONS

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1.1 TITLE.

These regulations shall hereafter be known, cited and referred to as the Village of Deerfield's Economic Development Revolving Loan Program:- Policies and Procedures (September 2020 July, 1993 Revision). ~~The prior manual, dated August 1988 and revised January 1989 and March 1989, is hereby repealed and replaced.~~

1.2 PURPOSE

These regulations have been established to set forth the criteria which will govern economic development activities to be assisted with funds made available through the Village's Economic Development Revolving Loan Program (hereinafter referred to as the Program). The Program is administered solely by the Village and is not subject to oversight by the U.S. Department of Housing and Urban Development or Wisconsin Department of Administration, or requirements of Community Development Block Grant.

1.3 OBJECTIVES.

Economic Development activities assisted with funds made available through this Program are intended to meet the following objectives:

- ~~(1) To maintain and promote a diverse mix of employment opportunities to minimize seasonal or cyclical employment fluctuations.~~
- ~~(2)~~(1) To encourage the creation and retention of permanent jobs which represent a range of wage scales appropriate to the skills and experience of the area labor force.
- ~~(3)~~(2) To encourage the leveraging of new private investment in the community.
- ~~(4)~~(3) To maintain a positive business climate which encourages the retention and expansion of existing business and industry and helps to attract desirable new business and industry.
- ~~(5) To encourage the development of modern technology and safe, healthful work environments.~~

1.4 AMENDMENTS.

The Village Board may from time to time amend the provisions imposed by the Economic Development Revolving Loan Program: Manual of Policies and Procedures (hereinafter

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| [referred to as the Manual](#)).

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SECTION 2 ADMINISTRATION

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2.1 PROGRAM ROLES.

- (1) ~~The Finance Committee Planning Commission/Economic Development Committee (PC/EDC) shall review overall policies and procedures for implementing the Program,~~ consider all complaints or disputes within the Program, and make recommendations to the Village Board regarding the same. ~~In conjunction with the Industrial Park Commission, the Finance Committee. The PC/EDC shall review and rank all loan applications and make recommendations to the Village Board for approval or disapproval.~~
- (2) The Village Board shall establish overall policies and procedures for implementing the Program, review and rank all loan applications, approve or disapprove requests for funds, and resolve complaints or disputes within the Program.
- (3) The Village Clerk and Village President shall explain the Program to prospective applicants, furnish written information, and process all requests for funds.
- (4) The Village Clerk shall review all financial statements and loan amortization schedules, review and approve documentation of program expenditures, record security instruments, maintain a separate accounting record, and report annually to the ~~DOD regarding the use of Program income~~ PC/EDC and Village Board.
- (5) The Village Attorney shall prepare all loan agreements, review all Promissory Notes and mortgage or lien instruments, and advise the Board on default matters.

~~6. Applicant is responsible for all attorney fees, and administrative costs. These costs could be added to the loan.~~

2.2 MEETINGS

Meetings ~~of the PC/EDC shall be~~ held on an as-needed basis ~~the 3rd Monday of each month~~ in the Village Hall ~~located at 4 N. Main Street, Deerfield, Wisconsin,~~ unless otherwise ~~agreed and~~ noticed. All Finance Committee and Board members shall be given prior notice of their respective meetings. For the purpose of PC/EDC action under this Manual, a majority of the seven PC/EDC members shall constitute a quorum. For the purpose of Village Board ~~action~~ action under this Manual, a majority of the seven board members shall constitute a quorum. A majority of those present and constituting a quorum shall be required for official PC/EDC and Board action to take place. Applications may be reviewed in closed session if authorized by Wisconsin Statute § 19.85(1). ~~All meetings reviewing applications will be held in closed session.~~

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2.3 RECORDS

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Written records of all Program activities including minutes of Program meetings, loan applications and related documents, shall be maintained in the office of the Village Clerk in accordance with and for the time periods specified in the Village's records retention schedule. All individual project files shall be maintained as confidential records and shall not be disclosed to third parties, except as may be necessary for purposes of administration and enforcement of this Program, including but not limited to Village financial advisors, accounts, attorneys, and other agents, regulatory bodies, and courts of law, and except as may be required by the "Open Records" laws.

2.4 ADMINISTRATIVE COSTS.

~~Up to 7 percent of the funds available each year may be~~ Available funds may be used for direct loan administration costs (“Administrative Costs”), including the following:

- (1) Legal costs for preparing loan agreements and assisting with implementation and monitoring of the Program.
- (2) Consulting fees to review business plans and to provide technical assistance.
- (3) Hard costs such as copying, typing and mailing expenses.
- ~~(4) Ongoing reporting requirements and loan review, reduced by the amount paid for review fees by the applicant.~~

2.5 REVIEW FEES.

~~An Application~~ application review fees of \$ _____ and an origination fee of \$ _____ ~~1%~~ of the loan amount for administration fees will be paid by the applicant at the time of the loan closing. In addition, the Applicant is responsible for all Administrative Costs incurred by the Village, which will be billed and paid at the time of the loan closing. These costs may be added to the loan upon written request of the Applicant. Additional ~~administrative fees~~ Administrative Costs incurred after loan closing -will be billed to the applicant as services are rendered and shall be paid by the applicant within 30 days of the invoice date. The applicant will be notified of the need for additional contribution beyond the initial fees prior to the time the Village provides the initial administrative services.

SECTION 3 *ELIGIBILITY*

3.1 Eligible Applicants.

- (1) Applications may be submitted by ~~the Chief Executive Officer or President~~ an authorized representative of any business or industry wishing to expand an existing operation or establish a new operation in the Village of Deerfield.
- (2) No member of the Village Board or any other official, employee or agent of the Village who exercises policy, decision-making functions or responsibilities in connection with the implementation of this Program (“Excluded Official”), spouse of an Excluded Official, or company in which an Excluded Official holds than a 2 percent interest, is eligible for direct financial assistance under this Program.

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- (3) No Program Loans will be made which are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).

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3.2 ELIGIBLE ACTIVITIES.

Program loans shall be available to eligible applicants for the following activities [within the Village of Deerfield](#):

- (1) The acquisition of land, buildings and fixed equipment.
- (2) The construction, reconstruction or installation of buildings, fixed equipment and machinery and site improvements.
- (3) The addition, clearance, demolition, removal or rehabilitation of buildings and improvements.
- (4) The payment of assessments for sewer, water, street and other public utilities, if the provision of the facilities will directly create or retain jobs.
- (5) The purchase/~~lease~~ of equipment and machinery, except as excluded in Section 3.3 below.
- (6) Acquisition of inventory.
- (7) Working capital, with preference for restricting any payroll costs to those attributable to expanded employment.

3.3 INELIGIBLE ACTIVITIES.

Program loans shall not be available for the following activities:

- (1) Refinancing or reimbursement for expenditures made prior to loan approval.
- (2) Equipment which is moveable or has a depreciation life of 5 years or less, such as office equipment, furnishings or minor tools.
- (3) Routine maintenance of plant or shop facilities.
- (4) [Except as provided in this paragraph \(4\), ~~Construction-construction~~ or rehabilitation of residential buildings. Program loans may be used for exterior construction or rehabilitation of buildings, and interior construction and rehabilitation of commercial units, in buildings containing both commercial and residential units.](#)
- (5) Specialized equipment that is not essential to business operations.

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(6) Projects or properties that have received a TIF Grant within the last [10 / 20] years.

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3.4 MINIMUM REQUIREMENTS.

To be eligible for funding, the proposed project must meet all of the following minimum requirements:

- (1) Private Funds Leveraged. The applicant must leverage a minimum of one dollar of private funds for every one dollar of loan funds. The Village Board may, in exceptional circumstances, increase or decrease this requirement.
- ~~(2) Cost Per Job Created or Retained/Penalty for Failure to Meet Standards. At least one full-time permanent position must be created or retained for every \$20,000 requested. If the required number of jobs are not created or retained, within the time frame set forth in the loan agreement, a penalty will be applied to the loan. The penalty shall be \$1,500.00 per each job not created.~~
- (32) Demonstration of Need. The applicant must demonstrate that the proposed project is not eligible for financing from any other source on reasonably equivalent terms and that assistance is required to remain competitive in the industry to which it belongs.
- (43) Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the funds.
- (54) Location. Activities financed under the Program must be located within the Village of Deerfield corporate limits.
- (65) Low-Moderate Income (LMI) Benefit. Each project must benefit at least 60% low and moderate income persons. Job applicants and/or employees, for the jobs which are required to be created or retained, will need to submit information on family size and family income. This information will be used to verify the LMI Benefit, and will be kept confidential.

~~Low and moderate income persons shall be defined in accordance with the low-moderate income limits in effect in Dane County as of the date of application. The Village will obtain this information from Dane County as the need arises.~~

~~Family shall be defined as spouses, single parents, and legal dependents or as currently defined by the Wisconsin Department of Development.~~

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SECTION 4 REVOLVING LOAN PROGRAM

4.1 DEFINITION.

Direct loans are available to eligible applicants meeting all the minimum Program requirements.

4.2 CONDITIONS.

Loan proposals should be based on need and ability to repay. Minimum standards include the following:

- (1) Loan Amount. Loan amounts are subject to the availability of funds. There is ~~no~~ not a set minimum or maximum loan amount; however, the Village generally will not loan less than ~~\$10,000~~ \$2,000 or more than ~~\$150~~ 20,000.
- (2) Interest Rate. The ~~prime interest rate may be fixed or graduated on a fixed schedule at interest prime.~~ In no case shall the interest rate be less than 3 percent or greater than 2 percent above the prime rate shall be at the prime interest rate at the time the contract is signed as established by the Federal Reserve System.
- (3) Term. The term of loan shall be no longer than ~~the term of the private financing.~~ In no case shall the term exceed 15 5 years.
- (4) Period of Payment. The repayment schedule shall be set up for either monthly or quarterly payments. Whenever possible, an amortization schedule shall be provided and accepted at the loan closing.
- (5) Amount of Payment. Interest and principal shall be collected for all of the term to maturity. However, interest and/or principal may be deferred for up to ~~one year~~ 6 months, if justified in the loan proposal.
- (6) Collateral. Reasonable security will be required for 100 percent of the loan. Collateral generally shall consist of a first or second lien on all assets to be purchased with loan proceeds, as well as a lien on all other assets owned and used in the business, and personal guarantees.

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SECTION 5 APPLICATION PROCEDURES

5.1 DISCUSSION OF REQUIREMENTS.

Before submitting an application, the applicant shall discuss the Program with the authorized Village Officials. The authorized Village Officials shall provide the applicant with the appropriate application forms and may provide information that may assist the applicant in completing the application. All personal financial information of the Applicant shall be kept confidential.

5.2 TIMING.

Applications may be submitted at any time during the calendar year.

5.3 PRIORITY.

Applications will be evaluated in the order received. If an application is incomplete, the application must be resubmitted and will be considered in the order received at the time of resubmittal.

5.4 LOAN PACKAGE.

Applicants shall submit a loan package consisting of the following information:

- (1) Application. A completed application form, as provided by the Village Clerk.
- (2) Business Description. A written description of the business, including the following:
 - (a) A brief history of the existing or proposed business, including when it started or is to start, type of operation, legal structure, union status, and products.
 - (b) Key customers and clients.
 - (c) A brief personal resume of each principal associated with the business, including number of years experience, educational background, and personal involvement in proposed business.
 - (d) Financial statements for previous three (3) years, the most recent of which must be a reviewed or audited financial statement. The financial statement should include an income statement and a balance sheet.

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- (3) Project Description. Explain how the company plans to use the requested funds.

- (4) Need. Explain and document why Program financing is necessary to implement the proposed project. One or more of the following examples may apply:
 - (a) Demonstrate the existence of a financing gap.
 - (b) Demonstrate that the proposed project is not economically feasible if private financing must be used for 100 percent of the project.
 - (c) Demonstrate that private financing or investment in the project is contingent upon and will be leveraged by Program financing.
- (5) Commitments from Private Lenders. Include documentation of commitments from all private lenders making loans to the project. Lender commitment letters should include:
 - (a) Description of the type of loan being made by the lender (first mortgage, permanent financing, construction finance, etc.).
 - (b) The amount of the loan, interest rate, term and security.
 - (c) Statement that the loan is contingent only on the receipt of Program financing, if applicable.
- ~~(6) Projections. Provide three years projected balance sheets, income statements, and cash flow statements that clearly indicate the project will work. Financial statements must include a compilation letter, signed by an accountant.~~

5.5 REVIEW PROCESS.

Specific steps in the review process include the following:

- (1) Preliminary Review. The Village Clerk ~~and the Finance Committee, Industrial Park Commission~~ PC/EDC shall, and upon request of the PC/EDC the Village Attorney shall review the application for completeness and verify that the proposed program meets the minimum requirements provided in Section 3.4. If the application is not complete, the Village Clerk and/or ~~Finance Committee~~ PC/EDC will call the applicant and state the deficiencies. Changes will come back for review. Once complete, the ~~Finance Committee PC/EDC and Industrial Park Commission~~ will recommend approval/disapproval and terms to the Village Board.

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- (2) Formal Review. The Village Board will meet to formally review the application, determine whether the application is acceptable for funding and, if acceptable, recommend terms of the loan.
- (3) Notice of Award, Negotiation of Terms and Closing. Once the review is complete and the application is approved, the Village Attorney will contact the business to negotiate and confirm the terms of the loan. A meeting will be arranged to execute the necessary loan closing documents.
- (4) Notice of Disapproval. If the application is not approved, the Village President Clerk shall send a letter to the applicant stating the reasons for rejection.

SECTION 6 DISTRIBUTION OF FUNDS

6.1 LOAN PROCEDURES.

Prior to releasing funds, the following terms and conditions must first be met:

- (1) Notice of Award. The Village Board must have reviewed and approved a complete application for an eligible project submitted by an eligible applicant.
- (2) Evidence of Program Expenditures. Documentation must be provided by the business to evidence program expenditures prior to the release of funds. Documentation shall include invoices, receipts for materials, approved requests for payment, final bills for sale or canceled checks. All documentation shall be reviewed and approved by the ~~Finance Committee~~PC/EDC and village Board.
- (3) Fixed Equipment. Fixed equipment financed with Program funds must have been purchased, delivered and installed or firm arrangements for same confirmed. In some cases, loan proceeds may be disbursed to the vendor for payment of the fixed equipment. The Village Representative shall verify the installation of fixed equipment. Notice of proof of payment must be given Proof of Payment to vendor.
- (4) Loan Agreement. The Village Attorney shall prepare a loan agreement which shall be executed by the Village President and ~~Chief Executive Officer~~Authorized Representative of the business.
- (5) Promissory Note. A promissory note shall be prepared by the business' attorney and approved by the Village Attorney. The promissory note must be signed by the ~~Chief Executive Officer~~Authorized Representative of the business at the time of the loan closing. The note must be dated; it must reference the agreement between the Village and the business; and it must specify the amount and terms of the loan funds delivered.
- (6) Repayment Schedule. A loan repayment or amortization schedule shall be prepared by the Village Clerk. At the closing, the repayment schedule should be dated and initialed by both the Village President and the ~~Chief Executive Officer~~Authorized Representative of the business. At the ~~time, of closing~~the closing, the repayment schedule should be attached to both parties' copies of the agreement.
- (7) Security. Mortgage or lien instruments provided as security for all loans must be prepared by the business' Attorney, approved by the Village Attorney and executed at the time of loan closing. The Village Clerk shall record the instrument and place a copy in the project file.

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6.2

Amendment of Loan Documents AMENDMENT OF LOAN DOCUMENTS

To be effective, any amendments of loan documents shall be in writing and must be approved by the Village Board. Satisfactory arrangements for preparation of amendments will vary based on individual circumstances.

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SECTION 7 PERFORMANCE MONITORING

7.1 PRIVATE LEVERAGE COMMITMENTS.

~~The Village Clerk/Finance Committee shall monitor the use of funds and the expenditure of private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale and cancelled checks.~~

7.2 HIRING OF NEW EMPLOYEES.

~~The Applicant shall provide all such information as is reasonably necessary for the authorized Village Representative to monitor the number of new employees hired. Job creation must be documented using payroll records. Before project and after project payroll records should be provided annually, (based on loan date) by the employer, to the Village, to document job creation.~~

7.31 DEFAULT.

Except where otherwise provided in the loan documents, failure by the business to make any payments of principal or interest within 30 days after the payment is due and payable shall be considered a default. In the event of a default, all sums due and owing to the Village shall, at the Village's option, become immediately due and payable. To exercise this option, the Village Attorney shall prepare a written notice to the company. The notice shall specify the following:

- (1) The default.
- (2) The action required to cure the default.
- (3) A date, not less than 30 days from the date of the notice, by which the default must be cured to avoid foreclosure or other collection action.

SECTION 8 REUSE OF FUNDS

8.1 ACTIVE PROGRAM.

Prepaid funds shall be deposited into a revolving loan account and used in a manner consistent with the then existing Economic Development Revolving Loan Program Manual of Policies and Procedures. A separate accounting record shall be kept so that a clear, auditable account can be maintained to show how funds have been used. The revolving loan account shall be audited in the same manner and at the same time as the regular ~~Wisconsin Development Fund account~~ Village audit.

- (1) ~~Retained Income. Program income in excess of \$150,000.00 shall be returned to the Wisconsin Department of Development (DOD). This amount may be adjusted by DOD based on population in the Village. Prior to returning such income, the Village Clerk shall contact DOD for instructions.~~
- (2) ~~Reporting. The Village Clerk shall report annually to the DOD regarding the use of Program income. Reports shall be submitted on forms prescribed by the~~

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~~DOD DATE: _____~~

~~APPLICANT: _____~~

~~REVIEWED BY: _____~~

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VILLAGE OF DEERFIELD
REVOLVING LOAN PROGRAM

APPLICATION REVIEW CHECKLIST

Commented [JWS1]: Checklist to be checked to match final revisions above.

A. ELIGIBILITY YES NO

Applicants

1. Application submitted by ~~President/~~
~~CEO-Authorized Representative~~ of business or industry.

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2. Business/industry to receive funds located within the Village of Deerfield.

3. Loan request is not conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).

4. Application would not provide direct assistance to a member of the Village of ~~Deerfield~~Board or any official, employee, or agent of the Village with responsibilities in connection with implementation of this program.

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Activities

1. Acquisition of land, buildings, and fixed equipment. _____
2. Construction, reconstruction, or installation of buildings, fixed equipment, and machinery and site improvements. _____
3. The addition, clearance, demolition, removal, or rehabilitation of buildings and improvements. _____
4. Payment of assessments for sewer, water, street and other public utilities (if the provision of the facilities will directly create or retain jobs). _____
5. Purchase/lease of equipment and machinery (other than exceptions) _____
6. Acquisition of inventory. _____
7. Working capital _____

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Note: The following activities are ineligible:

- Refinancing or reimbursement for expenditures made prior to loan approval.
- Equipment which is moveable or has a depreciation life of less than 5 years (i.e. - office equipment, furnishings, minor tools.
- Routine maintenance of plant or shop facilities.
- Residential building construction or rehabilitation.
- Specialized equipment that is not essential to business operations.

Comments:

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C. <u>LOAN PACKAGE</u>	<u>YES</u>	<u>NO</u>
1. Completed application.	___	
2. Business description:		
! Brief history (start date, type of operation, legal structure, union , statues, markets, and products)	___	
! List of key customers and clients	___	___
! Resume of each principal (experience, education, involvement with proposed business).	___	
! Historical financial statements	___	
3. Project description explaining how funds will be used.	___	___
4. Need for program financing to implement proposed project:		
! demonstrates the existence of a funding gap (letters from lenders, etc.)	___	
! demonstrates the project is not economically feasible if 100% private financing must be used	___	___
! private financing/investment is contingent upon and will be leveraged by Program financing.	___	___
5. Commitments from private lenders (documentation from lender required).	___	___
! description of loan from private	___	___
! loan amount, interest rate, term and security.	___	

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! statement that loan is contingent only on the receipt of Program financing

6. Projections

! balance sheet, income statement and cash flow statement assuming loan is received.

! compilation letter/signed by an accountant.

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Comments:

Additional Information:

Recommendation:

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**DEERFIELD ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND APPLICATION**

Please complete a Confidential Financial Statement and submit to the Village Clerk, Village Hall,
4 N. Main Street, Deerfield, WI 53531.

Applicant's Signature

By:
Title:

Date:

The ~~Deerfield Industrial Park and Finance Committee~~PC/EDC will evaluate the Application in accordance with the following criteria and in comparison, with other applications received:

1. Employment Opportunities
2. Economic Impact on Community Including Spin-Off
3. Amount of Project Cost Over and Above the Loan
4. Need for Financial Assistance
5. Compatibility with Nearby Land Uses
6. Consistency with Existing Economic Development Plans of the Village

The Village of Deerfield will also make a determination of Applicant's ability to repay the loan.

<p style="text-align: center;">THIS SECTION FOR VILLAGE USE ONLY</p> <p>Date of Preliminary Discussion of Application by:</p> <p>Business Park Committee</p> <p>Finance Committee <u>Planning Commission/Economic Development Committee</u></p> <p>Village Board</p> <p>Final Action: Approved _____ Disapproved _____ Date</p> <p><u>Conditions:</u></p>
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Line Item #	Description	2020 DGEMS Budget	2020 YTD Thru July	Proposed 2021 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 506,550.00	\$ 276,666.41	\$ 588,600.00	+\$82,050.00	+16.20%
721	HEALTH INSURANCE	\$ 137,120.00	\$ 86,522.40	\$ 140,600.00	+\$3,480.00	+2.54%
722	WORK. COMP.	\$ 27,790.00	\$ 11,409.25	\$ 22,000.00	-\$5,790.00	-20.83%
723	RETIREMENT	\$ 58,700.00	\$ 38,182.70	\$ 62,800.00	+\$4,100.00	+6.98%
724	EMPLOYER'S FICA	\$ 44,740.00	\$ 27,413.94	\$ 60,430.00	+\$15,690.00	+35.07%
725	STAFF CONT. EDUC.	\$ 9,000.00	\$ 1,222.00	\$ 9,000.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ -	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 6,000.00	\$ 3,500.00	\$ 12,000.00	+\$6,000.00	+100.00%
734	OVERTIME	\$ 113,260.00	\$ 74,620.73	\$ 138,500.00	+\$25,240.00	+22.29%
735	EMT STIPEND	\$ 25,000.00	\$ 11,448.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 45,500.00	\$ 24,496.58	\$ 45,500.00		
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 563.67	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 473.65	\$ 2,000.00		
770	COMMUNICATIONS	\$ 6,000.00	\$ 2,710.85	\$ 5,800.00	-\$200.00	-3.33%
775	INFORMATION TECHNOLOGY	\$ 6,850.00	\$ 2,369.86	\$ 7,230.00	+\$380.00	+5.55%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 733.27	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 563.56	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ -	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 332.08	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 10,380.00	\$ 10,639.65	\$ 12,000.00	+\$1,620.00	+15.61%
831	FUEL	\$ 14,000.00	\$ 6,248.76	\$ 14,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 16,800.00	\$ 7,366.24	\$ 5,300.00	-\$11,500.00	-68.45%
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 3,295.14	\$ 3,600.00		
845	Capital Purchase	\$ -	\$ 149,789.46	\$ 100,000.00	+\$100,000.00	
850	MEDICAL SUPPLIES	\$ 45,100.00	\$ 22,134.95	\$ 49,700.00	+\$4,600.00	+10.20%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 270.00	\$ 1,000.00		
860	EMT CLOTHING	\$ 12,900.00	\$ 9,152.08	\$ 12,700.00	-\$200.00	-1.55%
870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 4,214.00	\$ 8,600.00		
871	GROUP LIFE INSURANCE	\$ 700.00	\$ 494.80	\$ 800.00	+\$100.00	+14.29%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 114.04	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 310.00	\$ 50.00	\$ 300.00	-\$10.00	
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 1,010.98	\$ 2,500.00		
880	LEGAL	\$ 5,000.00	\$ 5,064.00	\$ 8,000.00	+\$3,000.00	+60.00%
881	ACCOUNTING	\$ 8,000.00	\$ 7,900.00	\$ 8,000.00		
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,439.88	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 49.95	\$ 2,000.00		
	TOTAL EXPENSES	\$ 1,142,030.00	\$ 793,462.88	\$ 1,370,590.00	+\$228,560.00	+20.01%

Estimated Gross Run Fees	\$ 550,000.00	\$ 337,247.29	\$ 600,000.00
Training Center Income	\$ 2,500.00	\$ 285.00	\$ 2,500.00
Contracted Revenue (T of DF)	\$ 33,500.00	\$ 33,500.00	\$ 34,000.00
Contracted Revenue (T of PS)	\$ 32,912.80	\$ 16,456.40	\$ 33,571.05
Contracted Revenue (CAEMS)	\$ -	\$ -	\$ -
Interest	\$ 500.00	\$ 484.43	\$ 500.00
Special Event Fees	\$ 2,000.00	\$ -	\$ 2,000.00
TOTAL SERVICE REVENUE	\$ 621,412.80	\$ 387,973.12	\$ 672,571.05
Donations	\$ -	\$ -	\$ -
Grant Revenue		\$ 91,619.04	
Proceeds from sale of equipment		\$ -	
MUNICIPAL CONTRIBUTIONS	\$ 520,617.20	\$ 520,617.20	\$ 698,018.95

Municipality	2019 Equalized Value	2019 Contribution	2020 Equalized Value	2021 Contribution	Difference	% change
V. Cottage Grove	\$ 798,718,600	\$ 277,152.19	\$ 842,628,700	\$ 369,477.58	+\$92,325.39	33.31%
T. Cottage Grove	\$ 460,310,800	\$ 159,726.02	\$ 499,405,700	\$ 218,980.45	+\$59,254.42	37.10%
V. Deerfield	\$ 241,325,500	\$ 83,738.99	\$ 249,864,100	\$ 109,560.93	+\$25,821.94	30.84%
TOTALS	\$ 1,500,354,900	\$ 520,617.20	\$ 1,591,898,500	\$ 698,018.95	+\$177,401.75	34.08%



CONSULTANT AGREEMENT

Project Title: Deerfield Economic Development/Redevelopment Coordinator

Project Location: Deerfield, WI

Contract Dates: March 1, 2019 – February 29, 2020

This Consultant Agreement (the "Agreement") is entered into effective as of March 1, 2019 (the 'Effective Date') by and between Redevelopment Resources ("Consultant") and Village of Deerfield ("Village") hereinafter referred to as the parties, for Consultant services related to Deerfield Redevelopment in Tax Increment District #3 located downtown Deerfield, WI ("Project") to be performed under the Agreement between Redevelopment Resources and the Village located at 4 N. Main Street, Deerfield, WI 53531.

Now, therefore, in consideration of the mutual promises and conditions contained in this Agreement, the parties agree to be bound by the terms and conditions set forth herein:

1. Term of Agreement

The term of this contract shall begin on March 1, 2019 and end when work is completed, approximately February 29, 2020. This contract may be extended by mutual written agreement. The Client and Consultant shall periodically review the performance of the terms of the contract and agree upon objectives. The contract may be terminated by either party immediately upon written notice to the other party (such notice may be provided by electronic communication). Consultant shall be paid for any and all hours worked up to the date of termination.

2. Consultant's Responsibilities

- 2.1 The Services to be provided by Consultant under this Agreement include but are not limited to the following:
- 2.1.0 Effective planning for the investment of increment resulting from developments of Tax Increment District #3 ("TID #3").
 - 2.1.1 Effective implementation of activities mutually agreed to by Village of Deerfield and Consultant.
 - 2.1.2 Planning and implementation of activities will be in keeping with eligible uses of Tax Increment dollars, according to the existing TIF Grant Program Policies and Procedures Manual, as amended (the "Manual") and the original Project Plan for TID #3, as amended (the "Project Plan").
 - 2.1.3 Consultant will be responsible for all aspects of implementing approved projects, recommending new projects consistent with the Project Plan and maximizing impact and value for the Village.
 - 2.1.4 Consultant will undertake all responsibilities of the Village Administrator under the Manual.
 - 2.1.5 As directed by the Village Board, specific activities may include development and implementation of a building improvement program to improve the real estate stock within TID #3; promote TID #3 to new and prospective businesses; meet with existing business and property owners within TID #3 to understand needs and intentions; manage internal and external communications about TID #3; conduct research/feasibility study about what could be supported downtown in TID #3; pursue outside grants for additional /new projects in TID #3; prepare project proposals for Village review and approval; and implement ideas generated by the Village's Planning Commission and as approved by the Village Board.
 - 2.1.6 Monthly reports will be made in person and in writing to the Village Board or other designated committee or commission, unless otherwise directed by the Village Administrator. Written reports will be provided to the Village Administrator for distribution to the Village Board. Consultant will work with the Village Administrator to be present at one Village Board and/or Planning Commission meeting a month, unless otherwise directed.
 - 2.1.7 Consultant will meet regularly with TID #3 stakeholders as recommended by the Village Planning Commission.
 - 2.1.8 Consultant will work with other Village consultants, including the municipal advisor and Village attorney to administer the Project Plan or, if directed by the Village Board, amend the Project Plan.

- 2.2 The Village may restrict the scope of services provided or otherwise limit the number of hours devoted to specific services.

Redevelopment Resources | 722 Traveler Lane, Madison, WI 53718 | 715-581-1452 | www.redevelopment-resources.com



Such restrictions will be made in writing to the Consultant from the Village Administrator.

- 2.3 The Consultant is an independent Contractor, is responsible for methods and means used in performing the Consultant's services under this Agreement and is not an employee of the Village.
- 2.4 If applicable, the Consultant will recommend to the Village that appropriate procedures, methods, tests, reports, investigations and analyses be obtained for proper execution of the Consultant's services.
- 2.5 The Consultant will be responsible for all direct and indirect costs related to its services provided pursuant to this Agreement.
- 2.6 The Consultant will be responsible for obtaining and maintaining in effect all applicable professional licenses, registrations, and permits (if applicable) necessary for the proper execution of its services hereunder at its sole cost.
- 2.7 The Services must be principally for the direct benefit of TID #3. The Village and Consultant acknowledge that activities that provide a direct benefit to TID #3 may also provide incidental benefits to the Village as a whole. However, the Consultant's fees will be paid out of TID #3 increment.

3. Rate and Expenses

- 3.1 Rate - Consultant will be compensated at a discounted rate of \$100 per hour with the expectation that the Consultant will spend approximately 58 hours per month working on the Project. The Consultant may spend more or fewer than 58 hours in any given month with the understanding that the total invoiced annually will not exceed \$70,000. Expenses and reimbursables are included in the hourly billing and will not be invoiced in addition to the work on the project.

4. Payments on Account of Services

- 4.1 Consultant will submit invoices for the Consultant's services monthly, on the first day of the month following completed work, reasonably detailing time expended and a description of the services rendered. To the extent practical, the invoice will separately track time spent on different categories of services, including but not limited to administration of the TID #3 grant program, community/business outreach, research/feasibility studies, reporting to the Village, and seeking outside grants. The Village will pay Consultant within thirty (30) calendar days after receipt of invoice.

5. Copyrights and Licenses

- 5.1 **Infringement of Intellectual Property:** The Consultant shall ensure that all of the reports, documents, plans, specifications, memoranda, or other information provided to the Client under this Agreement or created pursuant to this Agreement (the Consultant's Documents) are the works of independent authorship of the Consultant, and do not infringe upon or otherwise violate the rights of intellectual property of any other entity or individual.

6. Miscellaneous Provisions

- 6.1 **Confidentiality** - Consultant understands and agrees that its performance of its services under this Agreement entails the use of a variety of confidential and proprietary information. This information is closely held and normally not revealed or used except in certain business circumstances. Consultant agrees that during the term of this Agreement and for a period of three (3) years after expiration or early termination of this Agreement, Consultant shall hold confidential and neither use nor release proprietary information acquired while performing its services under this Agreement.
- 6.2 **Conflict of Interest** - Consultant affirms that she is not involved in any situation that might create or appear to create a conflict

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of interest during the term of this Agreement.

- 6.3 **Binding Effect; Assignment.** - This Agreement shall inure to the benefit and be binding upon both the Consultant and Village, and their respective successors and assigns. The Consultant shall not assign any rights or duties under this Agreement without prior written consent of the Village.
- 6.4 **Severability.** - If any terms hereof or the application thereof to any person or circumstance shall be determined to be null and void, ineffectual, invalid or unenforceable by any competent tribunal, the remaining terms hereof or the application of such term to persons or circumstances other than to those which were determined to be invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.
- 6.5 **Amendment** - No waiver, modification or amendment of any of the terms of this Agreement shall be effective unless made in writing and signed by the party to be charged.
- 6.6 **Publication.** Notwithstanding anything to the contrary, the Consultant shall not publish any aspects of the Project, in any manner, including but not limited to marketing materials or websites, without the express written authorization of the Village. The obligations of this Section shall survive the termination of this Agreement and the completion of the Services.
- 6.7 **Entire Agreement.** This Agreement contains the entire understanding between and among the parties concerning the matters herein and supersedes any prior understandings and agreements between and among them respecting the subject matter of the Agreement and may be amended only by written instrument signed by both the Village and Consultant.
- 6.8 **Public Records.** Pursuant to Wis. Stat. § 19.36(3), Consultant is subject to the Wisconsin Public Records Law, Wis. Stat. §§ 19.31-19.39, and, in accordance with the Wisconsin Public Records Law, Consultant shall maintain Consultant's records produced or collected under, in accordance with, pursuant to, in compliance with, in carrying out, subject to, because of, or in the course of this Agreement ("Consultant's Records). Within five (5) business days of termination of this Agreement, Consultant will deliver all Consultant's Records to the Village Administrator – Clerk/Treasurer.

IN WITNESS WHEREOF, the undersigned have duly executed this Agreement the day and year first above written.

FOR THE VILLAGE:

FOR REDEVELOPMENT RESOURCES

Greg Frutiger
Greg Frutiger, Village President

Kristen L. Fish-Peterson
_____, Authorized Representative

Greg Frutiger
(Printed name and title)

Kristen Fish-Peterson
(Printed name and title)

Date: 2/25/19

Date: 2/25/19

Attest:
Elizabeth McCredie
Elizabeth McCredie, Village
Administrator – Clerk/Treasurer

TID #3 Redevelopment Resources
Acct. #511-51000-401

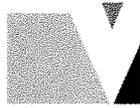
Vendor #2558

Not to exceed \$ 70,000.00

DATE	Vendor Reimbursement	AMOUNT
4/8/2019		\$ 7,906.25
5/13/2019		\$ 4,656.25
6/10/2019		\$ 4,000.00
7/8/2019		\$ 3,040.00
8/12/2019		\$ 2,718.75
9/9/2019		\$ 1,656.25
10/14/2019		\$ 1,562.50
11/11/2019		\$ 1,625.00
12/9/2019		\$ 1,812.50
1/13/2020		\$ 1,125.00
2/10/2020		\$ 1,343.75
3/9/2020		\$ 1,531.25
5/11/2020		\$ 1,687.50
6/8/2020		\$ 1,875.00
7/13/2020		\$ 1,843.75
9/14/2020	April Invoice	\$ 2,031.25
9/14/2020		\$ 1,312.50

Total Spent to Date \$ 41,727.50

Balance Remaining \$ 28,272.50



June 24, 2020

Elizabeth McCredie
Village Administrator/Clerk/Treasurer
Village of Deerfield
4 N. Main St
Deerfield, WI 53531

Re: Agreement Amendment No. 1
Main Street/Park Drive Street Improvement, Deerfield, WI

Dear Client Name:

We propose to amend our current Agreement, (dated October 7, 2019) for streetscape design services for the Village of Deerfield to include the additional services requested. The following services will be provided:

I. SCOPE OF ADDITIONAL SERVICES:

Our original contract included a design process and construction documents, but due to the longer than anticipated design process (additional meetings), we are amending our original contract to include an additional fee for construction services.

A. Finalize Streetscape Design for Construction

1. This item includes updating the conceptual streetscape design based on the final project extent and scope. Streetscape design will include one block of Main Street (Deerfield Street to Nelson Street) and a walkway within an easement on parcel number 117/0712-214-7345-3 located between 15 N Main St and 21 N Main St. No streetscape enhancements are proposed along Park Drive. Consultant will prepare final construction documents and details for inclusion in the project plan set assembled by Town & Country Engineers.

B. Project Bidding and Construction Oversight

1. Consultant will be available to answer any questions that arise during project bidding or construction. This item includes an updated Opinion of Probable Cost prior to bidding, attendance at a preconstruction meeting, and one site visit during construction.

II. INFORMATION PROVIDED BY OTHERS

- A. Updated survey and proposed street configuration dwg files from Village Engineer.

III. SCHEDULE:

A. The schedule to complete the activities noted above are as follows:

Activity	Date
1. Streetscape plans to Town & Country	July 1, 2020
2. First Bid Ad- Plans Available to Bidders	July 8, 2020
3. Bid Opening	July 23, 2020
4. Award of Bid.....	July 27, 2020
5. Executed Contracts.....	Sept 12, 2020

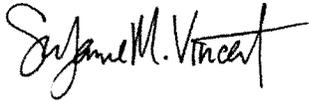
IV. AGREEMENT STATUS:

A. Original Agreement.....	\$9,100
B. Agreement Amendment No. 1	\$4,300
Current Total Agreement Amount:	\$13,400

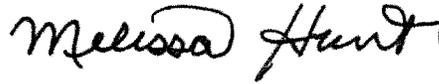
All other terms and conditions of the original Agreement remain in effect.

If the Agreement amendment is acceptable, please sign below and return one executed copy to our Madison office.

Sincerely,



Suzanne M. Vincent, PLA



Melissa Hunt, CEcD, EDFP
Department Manager

Elizabeth McCredie, Village of Deerfield

Authorization to Proceed: _____

Date: _____

Police Station Solar Project Gift Proposal

To the Village of Deerfield

Cal and Laurie Couillard, through The Couillard Solar Foundation are interested in funding a solar energy project at the Village of Deerfield Police Station. We are working on this project with the Midwest Renewable Energy Association (MREA) and RENEW Wisconsin (RENEW) for technical assistance. Two of the goals of this investment are to gather information on the performance of various panel configurations and electric car parking/charging in a municipal setting. The information gathered from the overall project and the public vehicle charging spot will be shared with the MREA and RENEW as well as the Village.

In addition to providing a new roof and probably adding insulation to the existing structure, The Couillard Solar Foundation will invest approximately \$40,000.00 on the solar installation. This gift to the Village will advance investment and acceptance of renewable energy while providing a significant economic benefit to the Village of Deerfield. The Couillard Solar Foundation envisions this to be just the next of several solar projects targeted to make the Village greener, providing both environmental and economic benefits.

1. The Couillard Solar Foundation will review bids (including those obtained by John Doyle) and approve
 - 1 bid for roof replacement
 - 1 bid for insulation (optional, not required)
 - 1 bid for the actual solar installation

Bids will be reviewed and approved by both The Couillard Solar Foundation and John Doyle prior to acceptance regardless of who submits them

2. When both parties agree, the bids will be accepted by the Village and the bills will be forwarded to The CSF for actual payment
3. The solar/electric installation will include software in order to monitor the actual performance of the system, utilizing the Village (station) Internet Connection. The CSF will have the right to access the monitoring software for a minimum of 1 year after project is placed in operation.
4. Two electric car charging stations will be created. (additional information on car charging included below).
5. Current intention is to create approximately 20KW AC system in order to take full advantage of current Net Metering laws.
6. Any additional costs associated with this project, beyond the 3 bids that are approved by the CSF, will be the responsibility of the Village. (example, if the village desires this proposal to be reviewed by its attorney, the village will pay the cost).

7. It is expected that the solar generation from the installed array will create enough excess power some months that the utility company will be paying the village for the excess power per the current net metering laws. The CSF wants the Village to designate all power buybacks (Rebates) for reinvestment in renewable energy or increased energy efficiency improvements. Examples include new solar projects, optimizing existing solar projects by adding items like battery banks, high efficiency lighting, energy star appliances, etc. The CSF will NOT be responsible for administering these funds, he just wants them used by the Village to improve energy efficiency.
8. The Village staff will apply for available rebates from Alliant Energy for Electric Car Charging Stations. Currently Alliant advertises a rebate of \$500.00 for each charging station. Any rebates received will be applied to the total cost of the project, thereby reducing the CSF investment by the amount of the rebate.

Parking Spot Details

The 2 car charging stations are planned as part of the overall solar install (no extra charge)

1. Interior Car Charging Station
 - A. The CSF is investigating the purchase of an Electric squad car (Tesla 3) as a separate gift to the Village. This separate gift is in the early stages of investigation as it will need to be approved by the Law Enforcement Committee, Village Board and Sheriff's office.
 - B. If the squad car donation does not happen, or until it does happen, the Village will benefit from the reduced electric bill (or the increased buyback/rebate) that is created from the additional power generation capacity that is being installed to support the car charging stations.

2. Exterior Car Charging Station - A through H are open for debate and are for guideline purposes at this time. This is to be determined.
 - A. The second charging station will be located outside adjacent to the station
 - B. It will be available to the public for free charging from 9:00 am to 3:00 pm each day
 - C. The charger will be a Level I or Level II charging station. This reflects the amount of power provided. Level II stations add approximately 20 miles of range per hour when operating. Level I provide about 4 miles of range per hour.
 - D. There will be no charge to the public to use this spot during designated hours.
 - E. This spot will be metered for four 1.5 hour periods each day.
 - i. 9 to 10:30, 10:30 to 12:00, 12:00 to 1:30, and 1:30 to 3:00
 - F. During non-charging hours the parking spot will be free for regular public use
 - G. At the end of one year the Village can change the rules for this parking spot based upon the information gathered.
 - H. During the first year, the village can change the rules for this parking spot with the approval of the Grantor.

Forwarded with approval by Solar Committee

9/23/2020

Accepted by Village Board

Couillard Solar Foundation

Cal Couillard

Village of Deerfield

Authorized Village Representative

TO: Deerfield Village Board

FR: Elizabeth McCredie

Board Meeting Date: September 28, 2020

AGENDA ITEM: 2020 TRICK OR TREAT

Since this year is definitely different from previous years I decided to check with Cambridge, Marshall, Cottage Grove, Village of Shorewood Hills and Monona to see how they were handling their Trick or Treat. I heard back from Cambridge, Marshall and Cottage Grove. Cambridge and Marshall's boards decided to set their normal hours and leave it up to residents to decide if they want to participate. They will stress safe measures – masks, social distancing, leaving for 72 hours before opening it, individual baggies of candy... It hasn't gone before the Cottage Grove board but their Administrator is of the same mindset at the Village of Cambridge and Marshall.

The Fire Department is also planning on doing a drive through this year and will be asking other groups if they'd like to participate. They want to make it as safe as possible so they will have a one-way route established, pre-bagged candy and only a few people handing it out who will be wearing gloves and masks. They are planning on hosting this from 4 to 6pm.

I'm recommending that we handle this year's Trick or Treat similar to what Cambridge and Marshall.

If you have any 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