

**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, JANUARY 13, 2020 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 DECEMBER 9, 2019 & DECEMBER 23, 2019**
 - B. APPROVAL OF VOUCHERS**
 - C. COMMITTEE REPORTS**
 - 1. JOINT INTERACTIVE**
 - 2. CABLE**
 - 3. PUBLIC WORKS**
 - 4. FINANCE**

- III. PUBLIC APPEARANCES**
 - A. PUBLIC COMMENTS**

- IV. UNFINISHED BUSINESS, REVIEW & ACTION THERE ON**

- V. NEW BUSINESS**
 - A. RESOLUTIONS**
 - B. LICENSES & PERMITS**
 - 1. CONSIDER A REQUEST FOR AN OPERATOR’S LICENSE FOR THE PERIOD OF JANUARY 14, 2020 TO JUNE 30, 2020 FOR PAIGE R JOHNSON AND DAN P TURNQUIST**
 - C. REVIEW & ACTION:**
 - 1. DISCUSS CONSIDER INTERSECTION OF S INDUSTRIAL PARK ROAD AND N MAIN STREET STORM SEWER PROJECT**

- VI. ORDINANCES**

- VII. COMMUNICATIONS**

- VIII. STAFF REPORTS**
 - A. ADMINISTRATOR’S REPORT**

- IX. 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) 1/10/2020 (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, DECEMBER 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, Kositzke, Tebon, Wiczorek, 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 December 9, 2019 Board agenda as posted. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM NOVEMBER 25, 2019

Motioned by Evensen and seconded by Wiczorek to approve the minutes from November 25, 2019 with correction to section II (D) (6) line one to say "50 Thanksgiving baskets were made for the food pantry". 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 checks #54848 to #54874 totaling \$68,655.70. All ayes, motion carried.

C. COMMITTEE REPORTS

1. SPECIAL BOARD

Frutiger reported that they adopted the 2020 Sewer rates, and budgets of Village and Sewer.

2. CABLE

Kositzke reported that one Deerfield student is training to run the cameras. They discussed moving WDEE to the new village hall instead of having it at a third party location. Questions arose of security and the space needed.

3. PUBLIC WORKS

Frutiger reported that the widening of the intersection of S. Industrial Park Rd. and Main St. will be coming to the 12/23/19 board meeting.

4. FINANCE

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

PUBLIC APPEARANCES

A. PUBLIC COMMENTS - None

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

A. RESOLUTIONS

B. LICENSES & PERMITS

**1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF DECEMBER 10, 2019 TO
JUNE 30, 2020 FOR BRANDY L. EVONOVICH**

The Finance Committee and Police Dept. reviewed the request for an Operator's license from Brandy Evonovich for the period of December 10, 2019 to June 30, 2020 and recommended the issuance. The board discussed a September 2019 incident listed on the application. Motioned by Evensen and seconded by Tebon to approve the issuance of Operator license to Brandy Evonovich for the period of December 10, 2019 to June 30, 2020. 3-ayes, 3-nay, Motion Fails.

C. REVIEW & ACTION:

**1. DISCUSS/CONSIDER ENTERING INTO A CONTRACT WITH AYRES ASSOCIATES INC. FOR
ENVIRONMENTAL CONSULTING ON THE PROPERTY FORMERLY KNOWN AS 40 W. NELSON STREET**

Attorney Smith submitted a memo to the board explaining his recommendations for the contract. The contract was discussed by the board, with some changes occurring. Motioned by Tebon and seconded by Evensen to approve entering into a contract with Ayres Associates Inc. for environmental consulting on the property formerly known as 40 W. Nelson St. as outlined, with increasing the limitation of Ayres liability up to 1 million for the additional fee of \$2,000; article 3 attachment A naming Greg Johnson as the Village's representative; status reports should be included with bills and a rate schedule needs to be submitted.

All ayes, motion carried.

2. DISCUSS/CONSIDER AWARDING OF BID FOR 2007 FORD F350 UTILITY TRUCK

There were three bids received with the highest being \$8,001.00 from Eco-Resource Consulting. Motioned by Tebon and seconded by Wiczorek to approve the highest bidder of \$8,001.00 from Eco-Resource Consulting. All ayes, motion carried.

3. LETTER TO DOT REGARDING ROAD CONDITION OF HWY 73

The board discussed the letter and made some changes. Motioned by Evensen and seconded by Kositzke to approve the revised DOT letter regarding the road condition of Hwy 73. All ayes, motion carried.

4. DISCUSS/ACTION RESTRUCTURING OF MUNICIPAL NEEDS SUB-COMMITTEE

Tebon explained that there has been community input on what direction the Village should take in going forward with a Village Hall and therefore it was thought to be best to have a formal committee that would still be an advisory to the Village Board. Motioned by Tebon and seconded by Evensen to create a Municipal Needs Committee, with Jerry McMullen

(Chairperson) and Scott Tebon being committee members. All ayes, motion carried.

5. DISCUSS/CONSIDER DOG/CAT LICENSING FEE INCREASE

The State increased dog license by \$5 and to keep cats consistent with the dog fee, it is requested to increase cat fees by \$5 also. Motioned by Evensen and seconded by Tebon to increase dog and cat licenses by \$5. All ayes, motion carried.

6. 2020 TID #3 BUDGET – FUND 511

The board reviewed the 2020 TID #3 budget. Motioned by Tebon and seconded by Evensen to approve the 2020 TID #3 Budget – Fund 511. All ayes, motion carried.

7. 2020 TID #4 BUDGET – FUND 512

The board reviewed the 2020 TID #4 budget. Motioned by Evensen and seconded by Wieczorek to approve the 2020 TID #4 Budget – Fund 512. All ayes, motion carried.

8. 2020 TID #5 BUDGET – FUND 513

The board reviewed the 2020 TID #5 budget. Motioned by Evensen and seconded by Kositzke to approve the 2020 TID #5 Budget – Fund 513. All ayes, motion carried.

9. 2020 DCDTF BUDGET – FUND 802

The board reviewed the 2020 DCDTF budget. Motioned by Wieczorek and seconded by Evensen to approve the 2020 DCDTF Budget – Fund 802. All ayes, motion carried.

ORDINANCES

COMMUNICATIONS

STAFF REPORT

A. ADMINISTRATOR’S REPORT

Tax bills should be mailed out by the end of the week.

ADJOURN

Motioned by Evensen and seconded by Kositzke to adjourn at 7:44pm. All ayes, motion carried.

/s/ Kim Grob
Deputy Clerk-Treasurer

NOT APPROVED

**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, DECEMBER 23, 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 and Frutiger present. Absent: Wieczorek, Kositzke and McMullen. Also present: see sign-in sheet on file in Clerk's office.

CONSENT AGENDA

Motioned by Tebon and seconded by Evensen to approve the December 23, 2019 Board agenda with the change to table the December 9 minutes. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM DECEMBER 9, 2019

Tabled.

B. APPROVAL OF VOUCHERS

The Finance Committee reviewed and recommended payment for the vouchers listed. Motioned by Wilkinson and seconded by Evensen to approve payment of checks #54875 to #54916 totaling \$79,738.44. All ayes, motion carried.

C. TREASURER'S REPORT FOR NOVEMBER 2019

McCredie gave the November 2019 Treasurer's report with the beginning balance in the checking account of \$22,553.55, deposits totaling \$222,489.69, checks totaling \$187,002.18, payroll checks totaling \$28,304.80 and the other expenses for the month totaling \$27,610.78 leaving an ending balance of \$2,125.48. The ending balance in the Money Market account was \$1,369,249.57. The ending balance in the Local Government Investment Pool was \$2,905,741.09. Motioned by Tebon and seconded by Evensen to approve the November 2019 Treasurer's report as presented. All ayes, motion carried.

D. COMMITTEE REPORTS

1. FIRE COMMISSION

Frutiger reported that Doug Quamm discussed the replacement of a rescue truck. The initial estimated cost is at \$325,000, but the commission will be taking a look at items that can be cut from the trucks package. The consolidation of the phone system with EMS has been completed and the fire commission plans to see substantial savings.

2. JT LAW ENFORCEMENT

Wilkinson reported that there were roughly 40 thefts into vehicles that were left unlocked. There have been two suspects arrested in connection with these thefts.

3. EMS

Frutiger reported that there was an update on the facility transport contract with Stoughton Hospital. Chief Lange is working on submitted a Basic Life Support (BLS) transport. The Chief's one year evaluation will be completed soon.

4. PLANNING COMMISSION

Tebon reported that most items discussed are on tonight's agenda. Dan Riege spoke about his wishes to create four lots at the edge of the Town land, south of Skyland Way.

5. LIBRARY

No report.

6. FINANCE

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

PUBLIC APPEARANCES

A. PUBLIC COMMENTS - None

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

A. RESOLUTIONS

B. LICENSES & PERMITS

**1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF DECEMBER 27, 2019 TO
JUNE 30, 2020 FOR BRANDY L. EVONOVICH**

It was reported that she is no longer working at Mobile, therefore there is no need for the operator's license.

C. REVIEW & ACTION:

1. DISCUSS/CONSIDER REAPPOINTMENT OF ELECTION WORKERS

The board reviewed the list of election inspectors. Motioned by Tebon and seconded by Evensen to approve the elections inspectors for the 2020-2021 year. All ayes, motion carried.

**2. DISCUSS/CONSIDER REQUEST FOR A CONDITIONAL USE PERMIT FOR ZERO-LOT LINE DUPLEXES
AND A CERTIFIED SURVEY MAP RELATED TO THE ZERO-LOT LINE DUPLEXES AT 574/576 MEADOW
TRACE FROM DAN HOESLY**

Tebon reported that the Planning Commission approved this item. The building inspector has been involved in the process assuring that all village conditions are met including occupancy permit. A maintenance agreement and CSM will be recorded with the County. Motioned by Tebon and seconded by Evensen to approve the Conditional Use Permit for the zero lot line

and CSM for 574/576 Meadow Trace for Dan Hoesly. All ayes, motion carried.

3. DISCUSS/CONSIDER CERTIFIED SURVEY MAP RELATED TO THE ZERO-LOT LINE DUPLEXES AT 416/418 MEADOW TRACE

Tebon reported that the board had previously approved the CUP for the zero lot line and this is to approve the CSM. Motioned by Tebon and seconded by Evensen to approve the Certified Survey Map related to the zero lot line at 416/418 Meadow Trace. All ayes, motion carried.

4. DISCUSS/CONSIDER A TID#3 GRANT REQUEST FROM AND DEVELOPER'S AGREEMENT WITH DEERFIELD RENTALS, LLC FOR 8-10 N. MAIN STREET

Tebon reported that this is a request for \$15,000 for replacement of a garage door, deck and windows. Motioned by Wilkinson and seconded by Tebon to approve the TID #3 grant request and developer's agreement for \$15,000 from Deerfield Rentals, LLC for 8-10 N. Main St. All ayes, motion carried.

5. DISCUSS/CONSIDER FIRST AMENDMENT TO AGREEMENT TO UNDERTAKE DEVELOPMENT IN TID #3 WITH KLINEFELTER RENTALS

Tebon reported that this was approved at the Planning Commission and the project is moving along well with the roof being the final item to be completed. It is being requested to move the completion date to 6/30/2020. Once all items are completed then the last of the funds will be released. Motioned by Evensen and seconded by Tebon to approve the amendment of the completion date to 6/30/2020 with the release of final grant funds to be released once project is completed. All ayes, motion carried.

ORDINANCES

COMMUNICATIONS

STAFF REPORT

A. ADMINISTRATOR'S REPORT

ADJOURN

Motioned by Evensen and seconded by Tebon to adjourn at 7:16 pm. All ayes, motion carried.

/S/

Kim Grob
Deputy Clerk-Treasurer

NOT APPROVED

Application for an "Operator's" License
 To Serve or Sell Fermented Malt Beverages and Intoxicating Liquors
 Deerfield, WI

pd 542

New **Renewal**

Date 12-30-2019

CCAP

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 Paige R Johnson Phone 608-286-9746
First (Legal) Middle Last

Address of Applicant 2590 COUNTY RD W SToughton WI 53589

*Date of Birth 08/25/01 *Sex Female *Race White

*Driver's License Number JS23-6760-1805-04 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? Learn to Serve

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 BP

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

Paige R Johnson, 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 Paige R Johnson
Applicant sign here

Subscribed and sworn to before me this 30 day of Dec, 20 19

Barbara A Smith
 Notary Public, Dane County, Wisconsin

47-0661-A

The Deerfield Police Department conducted a background check on: <u>01/02/19</u>	
Recommendation: <input checked="" type="checkbox"/> I recommend approval of the license <input type="checkbox"/> I recommend refusal of the license	Records: <input checked="" type="checkbox"/> records attached <input type="checkbox"/> no record
Explanation:	
Officer Signature: <u>DEP. C. LAURITSEN #1123 DASO</u> Approved by Village Board.	

Application for an "Operator's" License

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

\$42.00

New **Renewal**

Date 12/22, 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 Dan Peter Turnquist Phone (218) 590-3808
First (legal) Middle Last

Address of Applicant 207 Sager St Deerfield WI 53531

*Date of Birth 3/26/61 *Sex Male *Race Caucasian

*Driver's License Number T652-1756-1106-00 State issued out of WI

CCAP
DOT ✓

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

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 BP

X-1920-63

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

Dan Turnquist, 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 [Signature]
Applicant sign here

Subscribed and sworn to before me this 30 day of Dec, 20 19
Barbara A Smith
 Notary Public, Dane County, Wisconsin

The Deerfield Police Department conducted a background check on: <u>12/02/19</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 type="checkbox"/> no record
Explanation:	
Officer Signature: <u>DEP. C. LAURITSON #1123 DASD</u> <small>Approved by Village Board</small>	

John Doyle

From: Thomas TeBeest <ttebeest@tcengineers.net>
Sent: Monday, November 18, 2019 3:10 PM
To: John Doyle
Subject: FW: 3070-04-60 STH 73 Village of Deerfield

John,

Please see response from DOT on the storm sewer and intersection at South Industrial Park Road below. Let's discuss on how you'd like us to proceed.

Tom

Thomas TeBeest, P.E.
ttebeest@tcengineers.net
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350

From: Coughlin, Amy - DOT [mailto:Amy.Coughlin@dot.wi.gov]
Sent: Monday, November 18, 2019 3:03 PM
To: Thomas TeBeest <ttebeest@tcengineers.net>
Cc: Mike McCarthy <MMcCarthy@emcsinc.com>; Inman, Cory <cinman@emcsinc.com>
Subject: RE: 3070-04-60 STH 73 Village of Deerfield

Hi Tom,

Thank you for sharing what the village would like to see happen at the S. Industrial Park Road intersection.

If the village would like this storm sewer and radius work to be constructed with our project, they would be responsible for the cost of the additional items and quantities to complete the work.

The village will need to design the proposed storm sewer additions and provide the drainage calculations for the additional storm sewer. The storm sewer design can either be put on plan sheets that can be incorporated directly into our final plan set, or the details (pipe sizes, inverts, inlet elevations and depths, inlet and manhole types and locations, etc...) can be provided to EMCS to have a storm sewer detail sheet created.

EMCS will need to know what you want the NE quadrant radius to be so they can incorporate that into the design and redesign that curb ramp. We will need this information very soon because it could impact our right of way plat.

Thank you,

Amy Coughlin, P.E.
Wisconsin Department of Transportation
Project Manager
2101 Wright Street
Madison, WI 53704

ph 608-245-5358
e-mail: amy.coughlin@dot.wi.gov

From: Thomas TeBeest <ttebeest@tcengineers.net>

Sent: Friday, November 15, 2019 3:33 PM

To: Inman, Cory <cinman@emcsinc.com>

Cc: Coughlin, Amy - DOT <Amy.Coughlin@dot.wi.gov>; Mike McCarthy <MMcCarthy@emcsinc.com>

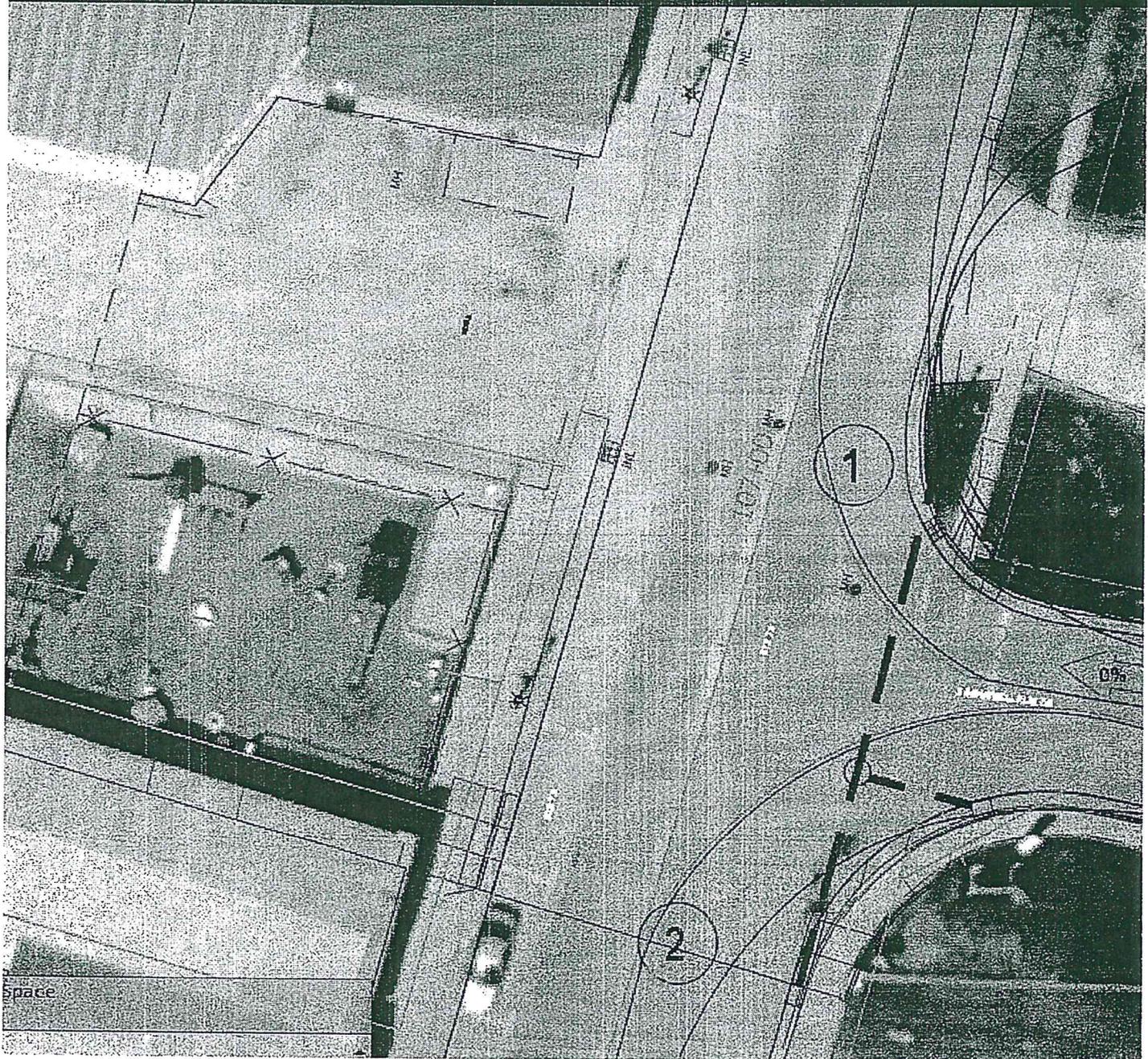
Subject: RE: 3070-04-60 STH 73 Village of Deerfield

All,

Here is what the Village would like to see happen at the intersection of STH 73 and S. Industrial Park Road.

- 1) Add storm sewer inlets at the SE corner. (I put one on either side of the curb ramp to minimize water through the cross walks.) The added pipes would discharge to the existing pipe. By inspection you can assume that no more water would enter the existing pipe than does now, we are just picking it up with the new inlets, rather than letting it run across the intersection. (The present condition causes issues with ice in winter.)
- 2) Change the radius of the NE corner to 35 or 40 feet to accommodate truck turning movements. (The Village has a difficult time plowing without going into the oncoming southbound travel lane.)

Note: The Village owns the triangle parcel at the SE corner and the rectangular parcel at the NE corner if acquisition is necessary.



Tom

Thomas TeBeest, P.E.
ttebeest@tcengineers.net
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350

From: Cory Inman [mailto:CInman@emcsinc.com]
Sent: Friday, November 15, 2019 12:30 PM
To: Thomas TeBeest <ttebeest@tcengineers.net>
Cc: Coughlin, Amy - DOT <Amy.Coughlin@dot.wi.gov>; Mike McCarthy <MMcCarthy@emcsinc.com>
Subject: 3070-04-60 STH 73 Village of Deerfield

Good afternoon Tom,



27'

S Industrial Park Rd

38'

N Main St