



## MINUTES OF AN OFFICIAL MEETING:

***Regular/ Special Meeting:***                      ***Municipal Needs Committee***

***Date and Time:***                                      ***Monday, January 15, 2023 at 5:00 pm***

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

***Members Present:***                                      ***Gary Wieczorek, Greg Frutiger, Tessa Dunnington, Elizabeth Dollar***

***Members Excused:***                                      ***Scott Tebon***

***Others Present:***    ***Todd Willis, Village Administrator/Treasurer, Marissa Aravena, Village Clerk/Deputy Treasurer***

### 1. Roll Call

Municipal Needs Committee meeting was called to order at 5:06 pm.

### 2. Approval of the January 15, 2024 Municipal Needs Agenda

***Motion by Member Frutiger, second by Member Dunnington to approve the agenda of the January 15, 2024 Municipal Needs Committee with correction to year, changing from 2023 to 2024. Motion carried 4 - 0 unanimously.***

### 3. Announcements

- a. The next regularly scheduled meeting is February 19, 2024.

### 4. Minutes of the November 20, 2023 Meeting

***Motion by Member Frutiger, second by Member Dunnington to approve the minutes of the November 20, 2023 Municipal Needs Committee. Motion carried 3-0-1, Member Dollar abstaining***

### 5. New Business

Discussion on the Village property and facilities needs assessments.

Administrator Willis handed out a prioritization list and the general costs estimate for the items to the committee. (That list has been transferred to the minutes below for record in italics.) He added that Public Works did receive quotes for some items, like the salt shed door, and that those were legitimate ranges. He explained that the lowest hanging fruit are those items that relate to the Wastewater Treatment Plant or the Water Treatment Facilities. Partly because there is an existing Sewer Replacement Fund, which currently has a balance of about \$597,280 and there will be an

estimate roughly \$120,000 in the Water Reserve. Administrator Willis explained the Village was beginning their audit process and he would be able to provide finite numbers after all interest and others revenues were allocated for 2023. Mr. Willis believed items specifically related to the Sewer Plant, the wells and the Water Treatment Plant were best to be addressed in 2024 and mentioned the Parks Committee would be meeting on Wednesday. They would be discussing items related to Parks and creating a prioritization list for those and how they will fund those projects, whether it would be through impact fees or coming up with a 3 to 5 year capital plan.

Mr. Willis explained the Public Works building itself warranted other discussion around how to finance those projects. There isn't currently \$35,000 - \$45,000 in the budget for a salt shed door but there needs to be a way to get that accomplished. He stated the current door can't be open by a single employee and they are looking at a mechanical role up door to bring it up to date and make it easier to handle. Mr. Willis also explained that some of the items on the list have to be reported to the DNR for the CMAR and that the Village does get dings for items like security and lighting. So even though the parking lot crack filling is important, Mr. Willis stressed items like the automated power gate at the Wastewater Treatment Facility would take priority as the parking lot is still drivable. He explained expenses like that could be taken from the Sewer Replacement Fund. Member Dollar asked if the first 5 items could be taken from that Replacement Fund. Mr. Willis explained that the items not related to the Sewer Replacement fund could come out of the \$120,000 of the Water Reserves. Member Wieczorek wanted clarification that all items related to the sewer and water could come out of those two funds, Mr. Willis stated correct the Village already has "house money" for those. He also mentioned how the Village used the 2022 reserves to fund the 2023 project of updating the Utility Software with AMI. Committee Members then had questions if the Software Update had been for security purposes, Mr. Willis explained it was more of an update for the procedure side, shortening the time and effort needed to read meters. So, no that upgrade was not for security, but some of the items for the Wells are for security since they are standalone buildings. Member Wieczorek share that in his previous employment they had discussed security specifically pertaining to water systems and the risk of terrorism. The committee further discussed the physical side of security vs the larger problem these days of cyber security.

The Committee than wanted to touch on the Bio/Solids Tank repair that was mentioned at the last meeting, Mr. Willis stated he had instructed the Public Works Director Paoli to just take care of it. That item was a rusted panel and Mr. Willis explained because that was more of an operational expense, they would take care of it right away. The committee also wanted to clarify that the new Backup Generator for Well #3 was the well the Village was having difficulties with WE Energies, Mr. Willis affirmed.

Member Wieczorek suggested the funds seem to be there and that he feels we should move forward. He stated the committee agreed that all the items related to Water and Sewer were a need and that they were not being frivolous. After there was discussion on how to move forward with the motion and what items they would like to include in the motion. Member Dunnington inquired about the update to the Salt Shed Door and if it being electric would create an issue with use if the power was out, Member Frutiger shared that those doors do have emergency access without power. The discussion then turned to the availability of generators for the Village if there were multiple locations without power. Administrator Willis was tasked with creating a list of the generators the Village has available and where they would or could be use.

**Public Works/205 N. Industrial Park drive**

*Public Works Salt Shed Door replacement. \$35,000.00 - 45,000.00*

*Public Works Garage LED Lights. \$ 750.00*

*Public Works Parking lot Replacement. \$50,000.00 - \$75,000.00*

*Public Works Flooring. \$5,000.00 - \$8,000.00*

**Wastewater Treatment Facility/ 201 Industrial Park drive**

*Parking lot crack filling \$10,000.00 - \$12,000.00*

*Automated Power Gate \$15,000.00 - \$24,000.00*

**Municipal Well #4/ 305 Liberty Rd.**

*Security Cameras \$1500.00 - \$2,000.00*

*LED Lights \$500.00 - \$700.00*

*Door Closure \$350.00*

**Municipal Well #3/ 401 Washburn Rd.**

*Heater/Exhaust fan replacement \$13,000.00 - \$15,000.00*

*Security Cameras \$1500.00 - \$2,000.00*

*LED Lights \$500.00 - \$700.00*

*Painting well house interior \$500.00*

*New Backup Generator \$50,000.00 - \$70,000.00*

**Village of Deerfield Reservoir/3650 Jensen Ln**

*Security Cameras \$1500.00 - \$2,000.00*

*Fencing and Gate \$10,000.00*

**Deerfield Police Department/ 7 West Deerfield Street**

*Security Cameras \$1,000.00 - \$1,500.00*

*LED Lighting Exterior \$500.00 - \$700.00*

*LED Light for Flag Pole \$300.00 - \$450.00*

*New HVAC system \$10,000.00 - \$15,000.00*

*Garage Door Framing replacement \$2,500.00 - \$3,500.00*

**Community Park/ 200 S. Industrial Park drive**

*LED lights/ interior and Exterior Parking lot \$3,000.00 - \$6,000.00*

*Paint Interior and Exterior \$1,000.00 - \$2,000.00*

*Resurface parking lot \$35,000.00 - \$50,000.00*

*Fix Concrete Surface exterior/ Block Wall interior. \$5,000.00 - \$10,000.00*

**Fireman's Park and buildings/15 Park Drive**

*LED Lights \$700.00 - \$1,500.00*

*Toilet Replacement/Men's and Women's bathrooms \$5,000.00 - 7,500.00*

*Repaint Exterior of Bathrooms and Pavilion \$2,500.00 - \$3,500.00*

**Dream Park/642 Autumn Wood Parkway**

*LED Lights interior/exterior \$350.00 - \$500.00*

*Rubberized chips around the play structure areas. \$8,000.00 - \$10,000.00*

*Repaint and stain Structure \$1,500.00 - \$2,500.00*

**Savannah Park Pavilion/ 420 Liberty Rd.**

*Pressure wash Pavilion \$300.00 - \$400.00*

*Rubberized chips around the play structure \$10,000.00 - \$15,000.00*

*The Park is in need of some bathrooms. \$50,000.00 - \$70,000.00*

**Downtown Drumlin Park**

*Park Pavilion repaint \$250.00 - \$350.00*

***Motion by Member Dollar, seconded by Member Frutiger to move the first 5 items not to exceed the maximum, \$150,000 total, that's listed and move those items to the Finance Committee. Motion carried 4-0***

***Motion by Member Wieczorek, seconded by Member Dollar to recommend the replacement of the Public Works Salt Shed Door in 2024 with funding to be worked on by the Village Administration and brought to the Finance Committee. Motion carried 4-0***

The Committee members then inquired what the Village Administrator would like to do about the other items on the list. Administrator Willis stated the Parks Department will be meeting Wednesday, but they can discuss what he was envisioning. He stated there will be additions to the Outdoor Recreation Plan and list of updates. Mr. Willis explained impact fees could not be used for items, such as paint, because they can only be used for new items and not replacements. The rubberized chips were discussed, but Member Frutiger had heard the plant that was manufacturing those were shut down. Member Frutiger then shared he feels that the number one priority should be the paint and stain updates to the existing park buildings. Member Wieczorek questioned if some

of the items could be packaged together for savings, as in all the security cameras at one time for the wells and the parks. He also shared that he agrees with the items on the list, but that the Village Staff will have to look at the funding side of things. During this discussion it was brought up to maybe update the contract with the Village of Cambridge to do more cost-sharing of the actual cost to house the Police in the Village of Deerfield. Member Wieczorek asked Village Staff to break up the remaining items and come up with a 3 to 5 year plan on how to finance and prioritize. Member Frutiger added that then some of those items should stay worked into the budget so there is always funds to repaint or keep the façade looking good.

a. Adjournment

***Motion by Member Frutiger, seconded by Member Dollar to adjourn the meeting at 5:48 pm. Motion carried 4 – 0.***

Respectfully Submitted:

Marissa Q Aravena

Village Clerk/Deputy Treasurer