

**BROWN DEER VILLAGE BOARD  
DECEMBER 19, 2005 MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by President Jaberg at 7:04 P.M.

**I. Roll Call**

Present: Village President Jaberg; Trustees: Baker, Boschert, Krueger, Kunding, Schilz, Springman

Also Present: Russell Van Gompel, Village Manager; Jesse Thyges, Assistant Village Manager/Community Services Director; William Dineen, Village Attorney; Nathaniel Piotrowski, Planning/Zoning Specialist; Kathy Kasza, Treasurer; Larry Neitzel, Superintendent of Public Works; Captain Shawn Noel, Brown Deer Police Department

**II. Pledge of Allegiance**

**III. Persons Desiring to be Heard**

None.

**IV. Consideration of Minutes: December 5, 2005 – Regular Meeting**

*It was moved by Trustee Krueger and seconded by Trustee Springman to approve the minutes of the December 5, 2005 regular meeting. The motion carried unanimously, with Trustee Schilz abstaining.*

**V. Committee Reports**

**A) Building Board – Trustee Krueger**

Trustee Krueger reported on the ongoing discussions about the updated sign ordinance and stated that the proposed ordinance should be brought forward by February.

**B) Beautification Committee – Trustee Kunding**

Trustee Kunding reported that no meeting was held.

**C) Park and Recreation Committee – Trustee Springman**

Trustee Springman reported on the installation of computer-based program registration software and that an ad hoc committee is to be formed for consideration of a skate park.

Trustee Krueger asked about the status of the diving board installation. Trustee Springman stated that the communications with various suppliers is ongoing. Mr. Van Gompel added that the main concern is finding a supplier that will honor a warranty for a diving board mounted to a platform instead of a stand alone base.

Trustee Kunding asked about the formation of the ad hoc skate park committee. Mr. Van Gompel stated that a clear scope and timeline have been forwarded to the Park and Recreation Committee to consider while forming the ad hoc committee.

President Jaberg clarified a report that was made during the Park and Recreation Committee meeting regarding the senior center.

**D) 4th of July Committee – Trustee Krueger**

Trustee Krueger stated that the committee's meeting time has been changed to 5:00 p.m. and reported on the search for a volunteer for the Kiddy Parade.

**E) Ad Hoc Pond Committee – Village President Jaberg**

President Jaberg reported that no meeting was held.

**F) Traffic and Public Safety – Trustee Kundinger**

Trustee Kundinger touched on the discussions on the proposed liquor license demerit system at the last meeting, and that he had reported to the committee on the Village Board's approval of the stop sign at North 60th Street and County Line Road.

**G) Library Board – Trustee Baker**

Trustee Baker reported on the Milwaukee County Federated Library System's electronic notice system, and the virtual reference online librarian service.

Trustee Baker reviewed the Library Board's discussions on cutting the library's book budget in anticipation of higher insurance costs.

**H) Community Development Authority – Village President Jaberg**

President Jaberg reported on the Community Development Authority's recommendation to the Plan Commission on the church proposal at 4740 West Bradley Road.

President Jaberg stated that a jurisdictional offer was authorized for the relocation of Apollo Tan.

**I) Plan Commission – Village President Jaberg****1) Certified Survey Map for 7861 North 46th Street**

Mr. Piotrowski summarized the proposal and discussed the Village policy for the provision of sewer and water laterals to newly created parcels.

President Jaberg relayed the Plan Commission's positive recommendation on the matter.

*It was moved by President Jaberg and seconded by Trustee Schilz to approve the Certified Survey Map for 7861 North 46<sup>th</sup> Street with the condition that the sewer and water service laterals be installed by July 1, 2006." The motion carried unanimously.*

On other matters from the Plan Commission meeting, President Jaberg reported that a public hearing for Cingular Wireless was scheduled for the January Plan Commission meeting.

**J) Finance and Public Works Committee – Trustee Krueger****1) Police Computer Aided Dispatch (CAD) and Municipal Court Record Management Software.**

Trustee Krueger introduced the matter and touched on how long-term costs would be reduced through the use of this software package.

Captain Noel gave a brief presentation on the software package and discussed the consistency in record keeping that it would provide.

Mr. Van Gompel discussed the funding for the project, and summarized the lawsuit that is pending against the vendor.

Attorney Dineen further discussed the lawsuit, and stated that the risks do not outweigh the reward of following through with the installation of the new software.

Trustee Schilz asked if West Allis would hold the source code for the software. Attorney Dineen discussed the licensing and rights other communities have to the source code.

*It was moved by Trustee Krueger and seconded by Trustee Kunding to approve the purchase of Police Computer Aided Dispatch (CAD) and Municipal Court Record Management Software in the amount of \$91,800. The motion carried unanimously.*

## **2) Web-based GIS System.**

Trustee Krueger introduced the proposal and discussed the overall cost figure.

Mr. Van Gompel discussed the information that the web-based GIS system would contain and its accessibility to staff and the general public.

President Jaberg asked if the Village would own the information that is being hosted on the system. Mr. Van Gompel stated that it is the Village's information that is hosted.

*It was moved by Trustee Krueger and seconded by Trustee Kunding to enter into a contract with Ruckert-Mielke, Inc. for the creation of a web-based GIS system in the amount of \$19,350. The motion carried unanimously.*

## **3) Village Hall Fire Alarm System Upgrade.**

Trustee Krueger summarized the proposal and discussed the overall cost.

Mr. Van Gompel discussed the financing of the project, and how the project will provide connectivity between the Police Department and Village Hall in case of an alarm.

*It was moved by Trustee Krueger and seconded by Trustee Kunding to authorize the upgrade of the Village Hall fire alarm system in the amount of \$17,950. The motion carried unanimously.*

## **4) Beaver Creek Storm Water Management Measures (BMP's).**

Trustee Krueger reviewed the proposed installation of the stormwater subsurface devices. Mr. Van Gompel noted that a map of the location of the units was placed on the Trustee's desks. He noted that the low bid was in the amount of \$360,000. Due to the fact the Village received a \$150,000 matching DNR grant, staff was recommending that the project be reduced to a total of \$300,000. In order to reduce the scope of the project, staff is recommending that one unit, Item #1 of the bid, be postponed and removed from the project. In addition, the Village Engineer recalculated the flow from one of the areas as it exists and recommending that one of the units can be downsized from a 10K unit to a 5K unit. This downsizing would increase the quantity of Item #2 by one unit and reducing the quantity of Item #3 by one unit.

*It was moved by Trustee Krueger and seconded by Trustee Kunding to award a contract for the “2005 Beaver Creek Stormwater Treatment Devices Installation Project” to A. W. Oakes and Sons, Inc. in the amount not to exceed \$279,000 by eliminating Item #1 of the bid, increasing the quantity of Item #2 to 2 units and reducing the quantity of Item #3 to 2 units. The motion carried unanimously.*

**5) Public Works Emergency Response Mutual Aid Agreement.**

Trustee Krueger provided a brief summary of the proposed agreement for the Board.

Mr. Van Gompel discussed the number of cooperating communities.

Mr. Neitzel discussed the relationship of the proposed agreement to the existing aid agreement.

President Jaberg added that the proposed agreement would formalize repayment terms of expenses incurred while providing mutual aid to another community.

*It was moved by Trustee Krueger and seconded by Trustee Kunding to enter into the Public Works Emergency Response Mutual Aid Agreement. The motion carried unanimously.*

**6) Contract with Grota Appraisals, LLC for 2006 Assessment Services.**

Trustee Krueger discussed the positive recommendation on the basis of a request for proposals from other firms being distributed in 2006.

President Jaberg spoke about several complaints she had received from Village residents and the need to maintain accuracy of the fair market value of homes within the Village.

*It was moved by Trustee Krueger and seconded by Trustee Kunding to award a one-year contract to Grota Appraisals, LLC for the 2006 assessment services. The motion carried 6-1, with President Jaberg voting in opposition.*

**7) 2005 Audit Engagement Letter with Virchow Krause & Company LLC.**

Trustee Krueger summarized the matter and discussed the reasoning for audit service as well as the continuity of staying with Virchow Krause.

*It was moved by Trustee Krueger and seconded by Trustee Boschert to approve the 2005 Audit Engagement Letter with Virchow Krause & Company LLC. The motion carried unanimously.*

**8) 2006 Sanitary Sewer Rates.**

Trustee Krueger summarized the proposed rate increases.

Ms. Kasza discussed the rate fluctuation because of the basis of the rate on the amount of flow.

Trustee Kunding asked about how the rates are adjusted. Ms. Kasza stated that the flow rates are monitored which in turn adjusts the charges.

*It was moved by Trustee Krueger and seconded by Trustee Kunding to adopt the 2006 Sanitary Sewer Rates. The motion carried unanimously.*

## 9) Consideration of Vouchers

*It was moved by Trustee Krueger and seconded by Trustee Kunding to approve the payment of the vouchers and to ratify for payment, invoices due on or before December 19, 2005. The motion carried unanimously.*

### K) Personnel Committee – Trustee Baker

Trustee Baker reported that no meeting has been held, and that the next meeting is scheduled for January, 2006.

## VI. Unfinished Business

### A) Ordinance No. 05-, “An Ordinance to Authorize the Health Department to Enforce State Laws Relating to Environmental Health and Sanitation”

Mr. Van Gompel discussed the changes to the draft ordinance as well as the associated fee schedule.

Attorney Dineen discussed minor text revisions and his recommendation to delete “Bed and Breakfast” from the fee schedule.

President Jaberg asked if other communities have reviewed the ordinance. Ms. Peterson stated that Bayside has approved the ordinance, and two other communities will be taking action in January.

Attorney Dineen clarified the adoption procedures for the Board.

*It was moved by President Jaberg and seconded by Trustee Schilz to approve Ordinance No. 05-, “An Ordinance to Authorize the Health Department to Enforce State Laws Relating to Environmental Health and Sanitation”. The motion carried unanimously.*

## VII. New Business

### A) In the Matter of Establishing a Charge to Connect to the Brown Deer Sanitary Sewerage System to Michele Graham, 8453 North 68th Street, Milwaukee, Wisconsin”

Mr. Thyges provided a summary of the matter for the Board.

Trustee Schilz stated that the Water Commission has approved the connection to Brown Deer’s water service, and added that the applicant will be constructing a new home constructed with new laterals to be installed.

President Jaberg inquired about who incurs the cost for the installation. Mr. Van Gompel stated that the applicant is responsible for the expenses associated with providing sewer and water service.

Trustee Boschert asked about the status of the existing homes in the area. President Jaberg stated that they still have private wells and septic systems.

*It was moved by Trustee Krueger and seconded by Trustee Schilz to approve Resolution No. 05-, “In the Matter of Establishing a Charge to Connect to the Brown Deer Sanitary Sewerage System to Michele Graham, 8453 North 68th Street, Milwaukee, Wisconsin”. The motion carried unanimously.*

**B) Ordinance No. 05-, “In the Matter of Amending Section 36-1.03 of Article 36, Chapter VI of Volume I of the Brown Deer Code of Ordinances Relating to Fire Department Fees”**

Mr. Van Gompel provided a summary of the proposed ordinance, and clarified the fees. Mr. Van Gompel also stated that several communities have already adopted the Ordinance, while others are scheduled to take action in the near future.

Attorney Dineen stated that the North Shore Fire Department’s Board of Directors has recommended this amendment in order to address the department’s budgetary concerns.

Trustee Kunding questioned the amount of the increases. Mr. Van Gompel stated that the increases are meant to allow the fire department to recoup costs in a move to become more self-sustaining.

Trustee Springman asked about the format of the proposed ordinance. Attorney Dineen clarified the formatting issue.

*It was moved by President Jaberg and seconded by Trustee Schilz to approve Ordinance No. 05-, “In the Matter of Amending Section 36-1.03 of Article 36, Chapter VI of Volume I of the Brown Deer Code of Ordinances Relating to Fire Department Fees”. The motion carried unanimously.*

**C) Resolution No. 05-, “A Resolution Assessing Services Charges for Recycling and Yard Waste Collection on Residential Units”**

Trustee Kunding inquired about the previous year’s rate. Ms. Kasza stated that the previous rate was \$33.50.

*It was moved by Trustee Kunding and seconded by Trustee Krueger to approve Resolution No. 05-, “Resolution Assessing Service Charges for Recycling and Yard Waste Collection on Residential Units”. The motion carried unanimously.*

**D) Resolution No. 05-, “Resolution of Appreciation for William Dineen”**

President Jaberg thanked Attorney Dineen on behalf of the Village of Brown Deer.

Attorney Dineen thanked the Board.

*It was moved by President Jaberg and seconded by Trustee Krueger to approve Resolution No. 05-, “Resolution of Appreciation for William Dineen”. The motion carried unanimously.*

**VIII. Village President’s Report**

President Jaberg reported on the following:

Attending the ICC meeting and the discussions regarding the County’s road policy, and funding for Emergency Medical Services.

MMSD settlement agreement has been filed.

Attending the North Shore Fire Department Board of Director’s meeting, and the discussions regarding Glendale’s withdrawal notice.

Trustee Kunding inquired if the Milwaukee Fire Department’s charges would be lower than participation in the North Shore Fire Department. Mr. Van Gompel stated that the cost allocations will be discussed only if necessary, since Glendale’s withdrawal is not certain.

**IX. Village Manager's Report**

Mr. Van Gompel reported on the following:

Negotiations with the Police Department  
Attending the Christmas luncheon put on by the Senior Citizens Club  
The holiday hours for Village Hall

Trustee Krueger inquired about the status of the recodification project, the Fiscal Policies and Guidelines, and the update to the Emergency Operations Plan. Mr. Van Gompel stated that recodification has been slowed down due to the turnover in staff, however it is back underway. Mr. Van Gompel added that the fiscal policies and the Emergency Operations Plan have had some updates completed, and that both projects will be brought forward in the near future.

Trustee Schilz stated that he will be running for re-election to a third term as Village Trustee.

**X. Adjournment**

*It was moved by Trustee Krueger and seconded by Trustee Schilz to adjourn at 8:43 p.m. The motion carried unanimously.*

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Russell Van Gompel, Village Manager