

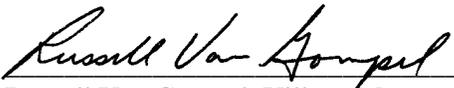
**VILLAGE BOARD MEETING**  
**Monday, August 20, 2012**  
**Earl McGovern Board Room, 6:30 P.M.**



**PLEASE TAKE NOTICE** that a meeting of the Brown Deer Village Board will be held at the Village Hall of the Village of Brown Deer, 4800 West Green Brook Drive, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Pledge of Allegiance
- III. Persons Desiring to be Heard
  - A) Presentation of the WILEAG Accreditation Award – Stan Stojkovic
- IV. Consideration of Minutes: August 6, 2012 – Regular Meeting
- V. Committee Reports
  - A) Building Board - Trustee Weddle-Henning
  - B) Beautification Committee – Trustee Oates
  - C) Park and Recreation Committee – Trustee Springman
  - D) 4th of July Committee – Village President Krueger
  - E) Traffic and Public Safety – Trustee Boschert
  - F) Library Board - Trustee Baker
  - G) Community Development Authority – Village President Krueger
  - H) Plan Commission – Village President Krueger
    - 1) Ordinance No 12 -, “In the Matter of Rezoning 3920 West Parkland Avenue from B3 – Commercial to R3 – Residential”
    - 2) Ordinance No. 12 -, “An Ordinance Amending Sec. 121-158(c)(1) of the Village Code To Reduce The Minimum Lot Area per Multiple Family Dwelling”
    - 3) Development Agreement for a Handbag Retail Store at 8742 North Deerwood Drive
    - 4) Conditional Use Permit – Outdoor Beer Garden and Recreational Activities at 7651 N. Teutonia Ave.
    - 5) Conditional Use Permit – Bike Trail
  - I) Finance and Public Works Committee – Trustee Oates
    - 1) 2012 Crack Sealing Contract
    - 2) TID #2 Street Lighting
    - 3) Consideration of Vouchers
  - J) Personnel Committee – Trustee Baker
- VI. Unfinished Business
- VII. New Business
  - A) Street Car Resolution
  - B) 2013 – 2017 Capital Improvement Plan
  - C) Village Manager Resignation
  - D) 2013 CDBG Application
- VIII. Village President’s Report
- IX. Village Manager’s Report
- X. Committee Appointments
- XI. Recess into Closed Session pursuant to §19.85 (1) (c) Wisconsin Statutes for the following reasons:
  - (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- XII. Reconvene into Open Session for Possible Action on Closed Session Deliberations
  - A) Process and Timeline for Recruitment of Village Manager
  
- XIII. Adjournment

  
\_\_\_\_\_  
Russell Van Gompel, Village Manager  
August 16, 2012

**PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.**

# WISCONSIN LAW ENFORCEMENT ACCREDITATION GROUP

Report of On-Site Assessment



**BROWN DEER POLICE DEPARTMENT**

**BROWN DEER, WISCONSIN**

May 22-24, 2012

Assessors:

Chief Thomas Frank, Cedarburg PD (Team Leader)

Captain Curtis Kleppin, Watertown PD

James Bzdawka, Waukesha County Sheriff's Department (Retired)

## **INTRODUCTION AND DESCRIPTION OF AGENCY AND JURISDICTION**

### Crime and Criminality

The Village of Brown Deer, located in northern Milwaukee County, is bordered by the City of Milwaukee on the south and west and includes numerous major county highways. Due to the Brown Deer Police Department's location and major county highways, a large amount of their activity can be attributed to an overflow from the City of Milwaukee and the high volume of vehicle traffic. The other areas of crime that affect them are in the areas of property crimes such as theft, retail theft, and damage to property.

### Community-Orientated Policing

The Brown Deer Police Department is very active in community policing. Their department has conducted a Citizen Police Academy for the last 14 years and is currently planning for their 25<sup>th</sup> class. The Brown Deer Police Department's crime prevention unit facilitates the neighborhood watch program, crime stoppers, business surveys, community partnerships, citizen watch, and youth safety programs along with many more.

### Non-criminal Aspects of Law Enforcement

The Brown Deer Police Department operates in a building that is adjacent to Village Hall sharing some facility resources. Recently they have moved from a dispatch center which was located at their Department dedicated primarily to law enforcement related services to a combined dispatch center located in the Village of Bayside. Brown Deer PD has recognized the need to provide service at their station through the use of clerical personal to assist citizens that walk into the building and desk officers who provide additional support during the morning and early evening hours.

The Brown Deer Police Department has worked very hard to stay connected to the community through many programs including a very strong and established school liaison program.

The Department places a strong emphasis on the development of its employees through training and rotating assignments. This is very evident in the support given to the Department from the community and the competence and quality of its employees.

### Man-made or Natural Disasters

There are no major areas of concern in this area.

## Budgetary or Legislative Concerns

The fact that the overwhelming majority of their budget is tied to personnel costs, any reduction in State aid could impact the operations of their department. Economic issues have slowed the development and acquisition of some infrastructure and equipment, personnel development and an actual expansion on their organization. As noted previously, the Brown Deer Police Department has moved to combined dispatch services with several other law enforcement agencies in the Milwaukee North Shore area located at the Village of Bayside Police Department. This change was made for economic reasons.

## **SUMMARY OF ON-SITE ACTIVITIES**

The Assessment Team met at the Brown Deer Police Department on Tuesday, May 22, 2012 at 1:00 PM. The Team was greeted at the agency by the Accreditation Manager Lieutenant Lisa Kumbier. Prior to initiating any formal assessment activities, introductions were made between members of the On-Site Team and the agency staff. These introductions included: Chief Steven Rinzel, Captain John Graeber and Detective Sergeant Amy Koeppel.

The Brown Deer Police Department is located in a building that was built in 1971 and remodeled in 1995. It is directly adjacent to the Brown Deer Village Hall and shares an outer lobby. The building has a logical flow to the work areas and offices. The building is very clean and well maintained with ample space to provide proper police services. The remodeled area of the building is also very impressive.

The Team was taken on a tour of the facilities by Lieutenant Kumbier and joined by Detective Sergeant Koeppel. The tour included static displays along the way. The Team had a very well prepared check list to use as we observed areas within the station that would be proofs of standards.

We were first taken to the Chief's office where we observed the personnel files of employees, citizen complaint files and background investigation files. The Chiefs Executive Secretary is located in a separate office located just outside the Chiefs where the majority of these files are kept. This area is locked and secure from the rest of the building when it is not occupied.

We then stopped at Lieutenant Kumbier's office. This is where paper copies of written directive and policy and procedure manuals master copies are located. Lieutenant Kumbier also maintains the signature sheets for policy releases and ongoing training the department employees are involved in.

The Team next viewed the Department electronics room where Captain Graeber explained the many servers and backup systems for the electronics used by the Department.

The Team then met with Officer Caddock who is serving as the Department's Crime Prevention Officer as well as the K9 Officer. Officer Caddock implements an impressive array of programs for the community such as Citizens Police Academy, Neighborhood Watch, meetings with area realtors, businesses and plan reviews. He also is involved with security surveys, child identification efforts, fraud and robbery prevention, and internet safety talks to name a few.

During our movement to the lobby area of the Department the Team observed the organizational chart and Mission Statement of the Department. It was noted that the Mission Statement was displayed in several areas throughout the building. In the lobby area we also meet with two desk officers who described their duties and responsibly with the Department in support of the Patrol Division. Also in the general area we observed the reception office where surveillance of the Department is possible. Any personnel in this area are able to also monitor panic alarms that are located in the Police Department and Village Hall. This is also the area were clerical and patrol has 24/7 access to warrant paperwork for the Department.

The next area of the tour was the Police Department secure archive room. This is the area where paper reports and related attachments are located. It was noted that adult and juvenile records were physically separated by area. Other paperwork that officers may need is located in this area.

The Team then moved to the investigative area of the Department. In this area Detective Sergeant Koepfel showed us her secure confidential informant filing system. We talked about the duties and responsibilities of the Detective Bureau and the adult and juvenile investigative services. We then moved across the hall to the evidence work-up room. Here we observed how officers log and store evidence and how the Property Room Manager, Lieutenant Kumbier records the evidence moving it into the property room. Lieutenant Kumbier demonstrated the Departments Phoenix property module and how it tracks property. She then showed us the property room and her system for storage. The room was orderly and secure.

The tour continued to the basement of the building where we observed the locker rooms. We then observed the parking lot and sallyport area where prisoners are brought into the building. We also received information and demonstrations regarding the Departments Civil Disturbance Gear, the K9 and Crime Prevention programs, their newly community funded Command Post and to the rear of the building the secure area for the backup electrical generator.

The Team then toured the Brown Deer Police Departments Municipal Lock-up/Jail area noting all the standards related to interviews and prisoner detention and handling.

Lastly the Team headed back upstairs to view the Roll Call area where officers complete paperwork and store patrol related equipment. The Brown Deer Police Department has a one half hour patrol overlap which is used to conduct equipment checks and roll call.

The Team then was shown the work area for the On-Site Assessment. The work area was located in a quiet location. All necessary files, supplies, and manuals were located in the work area. The Public Information Plan was discussed and the phone and contact sheets were pointed out to the Assessment Team.

### **PUBLIC INFORMATION SESSION**

The Public Information Session was conducted on Wednesday, May 23, 2010 at 4:00 P.M. at the Brown Deer Village Hall, 4800 West Green Brook Drive, Brown Deer, WI. The session was properly announced through press releases with the local media, the Village website, and e-mail announcements. Public notices were posted in the Police Department lobby, the Village Hall lobby, the Brown Deer Public Library, Fairy Chasm Park and Kohl's Department Store. Approximately 200 mailings were sent out to community leaders and citizens encouraging their input informing them of the public information session. Announcements were also sent to the Wisconsin Chiefs of Police Association, the Badger State Sheriffs Association and the Milwaukee County Law Enforcement Executives Association for distribution to their respective membership. Lieutenant Kumbier made arrangements for the public information session to be audio and video recorded.

Four individuals spoke at the Public Information Session. All of the speakers had positive comments about the police department and the services it provides.

Mr. Kornblum stated that he was a retired Firefighter who had gone through the Brown Deer Police Department's civilian Police Academy. Mr. Kornblum provided the panel with a theft complaint he filed and was very pleased with how the department handled his complaint. Mr. Kornblum also shared extensively with the panel that officers with the Brown Deer Police Department portray a positive "image" to children. He recalled how an officer was holding the hand of a child after that officer responded to a situation that involved a child. Mr. Kornblum had nothing but good to say about the department.

Dr. Allen stated that he is very pleased with the Department and served four years on the Police Commission Board. Dr. Allen proceeded to tell the panel that he is very concerned with speeding throughout the village and with crime that is coming over from the City of Milwaukee.

Dr. Kerr is the School Superintendent for the Village of Brown Deer and was very pleased with the cooperation the Department (police) gives to the schools. Dr. Kerr described the department has a professional police department the supports the school district. Dr. Kerr stated she likes having an officer in the schools and really likes the DARE program. Dr. Kerr also attended the Department's civilian Police Academy. Dr. Kerr highly praised the Department, the employees, and the programs that are offered.

Mr. Vangompel is the Village Manager for Brown Deer. Mr. Vangompel wanted to publicly thank the Chief of Police for the services that his department provides the village. Mr. Vangompel stated that he likes “the community oriented services” that the Department provides and the fact that the Department is very active in community events (charity, school events, etc). Mr. Vangompel stated that he has a very professional relationship with the police department and closed by saying that the Department’s policies and practices are “very good.”

### **TELEPHONE CALLS AND OTHER PUBLIC CONTACTS**

A public access telephone line was established and publicized in accordance with the WILEAG public information plan guidelines. The phone line was made available from 9:00 A.M. to 3:00 P.M. on May 23, 2012 and from 9:00 A.M. to 11:00 A.M. on May 24, 2012. Five telephone calls were taken by the assessors during this time period.

Gary Springman advised he is very satisfied with the Brown Deer Police Department as a citizen. He felt that the Department is following all the standards. He stated that he was glad that the Chief was seeking reaccreditation.

Chief Peter Nimmer of the Burlington Police Department stated that he is a former member of the Brown Deer Police Department. He stated that the Department is very professional and should be meeting all the WILEAG standards.

August Zanowski has lived in Brown Deer for 56 years. He is the president of the Brown Deer Neighborhood Watch Association. He respects the job the Chief is doing and that of the Department. His experiences with the Department are very positive.

Jane Wells is happy with the Police Departments involvement with the schools. She stated that the Police Department employees are always very responsive, friendly, professional and committed to the community. She likes their in-school bike rodeo program.

Barbara Bechael stated the Brown Deer Police Department is efficient and superb. They have a professional and courteous staff that is warm and friendly.

There were two letters received by WILEAG Program Manager Timothy Kriz. The first letter dated May 31, 2012 was sent by Police Chief Charles Wenten of the Village of Grafton Police Department. Chief Wenten was formally employed by the Brown Deer Police Department from 1990 through 2003. Chief Wenten had very high praise for Chief Rinzel and whole Department. Chief Wenten is familiar with the WILEAG Standards having attended assessor training. Chief Wenten recommends re-accreditation for the Brown Deer Police Department.

The second letter was dated June 1, 2012 and was written by Fire Chief Robert Whitaker of the North Shore Fire Department. Chief Whitaker indicated that he has had professional contact with the Brown Deer Police Department for seventeen years. Chief Whitaker advised that he has recently reviewed the standards use by WILEAG and feels that the Brown Deer Police Department meets and exceeds those standards. He too has very high praise for how the Brown Deer Police Department provides law enforcement services.

### **STATISTICAL SUMMARY OF COMPLIANCE**

The process of assessing compliance through file inspection went very well. This was the second on-site assessment for the Brown Deer Police Department. This was also the first assessment under the 3<sup>rd</sup> Edition of the standards for this team. Because this was the second On-Site Review, the Department was required to show historical proof of compliance. Lieutenant Kumbier had constructed the compliance files in such a way that the Assessors could easily navigate through the material. While file review in the end was satisfactory, it was not without minor repairs.

Assessors requested additional work on approximately 9 standards before finding them in compliance. The majority of these repairs were minor, involving simple policy language changes or inserting additional proofs of compliance, many of which came to the attention of assessors as they reviewed different standards or interacted with agency staff.

The completed file inspection revealed the following:

Standards with which the agency is in compliance . . . . .	224
Standards determined to be not applicable to this agency . . . . .	14
Standards with which the agency was not in compliance . . . . .	0

The 14 standards determined not to be applicable to Brown Deer Police Department included:

- 2.7.1 through 2.7.7 – The Brown Deer Police Department does not have a Part-time Auxiliary Police
- 7.2.21 and 7.2.22 – The Brown Deer Police Department does not allow prisoners to receive mail or visitors while in Municipal lockup.
- 9.1.1 and 9.1.13 – The Brown Deer Police Department had their own Dispatch Center during this rating period but did not allow its dispatchers to give medical advice.

13.1.2, 13.1.3, 13.1.4 – The Brown Deer Police Department does not have or allow its officers to participate on a tactical team. The Milwaukee County Sheriff is contacted if a tactical team is needed.

## CHAPTER SUMMARY

### **Chapter 1 – Organization and Management Role**

Section #1-Agency Role: The Department was found to be in compliance with this section. The Team took note of the multiple locations that the Mission Statement was on display and the quality of the display. 1.1.2 had nice documentation.

Section #2-Employee Role: The Department was found to be in compliance with this section. It was noted that 1.2.3 had a nice check list for the Assessment Team.

Section #3-Structure and Accountability: The Department was found to be in compliance with this section.

Section #4-Command Authority: The Department was found to be in compliance with this section.

Section #5-Fiscal Management/Agency Owned Property: The Department was found to be in compliance with this section. 1.5.2 had a nice accounting system as proof. 1.5.3.6 was sent back for repair and was lacking a quarterly balance sheet. The repair was made.

Section #6-Mutual Aid: The Department was found to be in compliance with this section.

Section #7-Law Enforcement Authority: The Department was found to be in compliance with this section. 1.7.3 was noted to have very good proofs.

Section #8-Contract Services: The Department was found to be in compliance with this section.

Section #9-Citizen Complaints: The Department was found to be in compliance with this section. 1.9.3 was noted to have very good proofs. 1.9.4 was sent back for repair. A wording change was made to the policy regarding notification to employees involved in internal investigations. The policy was repaired and is now compliant.

## **Chapter 2 – Personnel Services**

Section #1-Collective Bargaining: The Department was found to be in compliance with this section. Good proofs were noted for both standards.

Section #2-Grievance Procedures: The Department was found to be in compliance with this section. Both standards were well documented.

Section #3-Job Classifications: The Department was found to be in compliance with this section.

Section #4-Compensation, Benefits, and Conditions of Work: The Department was found to be in compliance with this section. The Assessor noted this was a strong well documented section.

Section #5-Performance Evaluations: The Department was found to be in compliance with this section. This is a well-documented section. The Assessor noted that the Department places a strong emphasis on performance evaluations. They have a well written Mission Statement that pulls over to performance evaluations.

Section #6-Promotional Processes: The Department was found to be in compliance with this section. 2.6.2 could use a copy of the civil service procedure as additional proof.

Section #7-Auxiliary and Part-Time Sworn Personnel: This section is non-applicable by function. The Brown Deer Police Department does not have auxiliary or part-time sworn personnel.

## **Chapter 3 – Recruitment/Selection**

Section #1-Recruitment: The Department was found to be in compliance with this section.

Section #2-Selection: The Department was found to be in compliance with this section. It is suggested that 3.2.2 is updated to reflect on going applications are no longer kept in the Executive Assistants office.

## **Chapter 4 – Commendations/Disciplinary Procedures**

Section #1-Commendations: The Department was found to be in compliance with this section. There is a suggested wording change for the policy to recognize citizens.

Section #2-Disciplinary Procedures: The Department was found to be in compliance with this section.

## **Chapter 5 – Management of Resistance/Aggression**

Section #1-Use of Force: The Department was found to be in compliance with this section. Proofs were added to 5.1.2 to further demonstrate that sworn staff receive Use of Force training and policy prior to being issued a weapon to carry. The Department had listed 5.1.4 as N/A. The Assessors found that the standard is applicable. The Agency thought the standard applied to ballistic less lethal. Assessors pointed out that ECD's, pepper spray, batons, are all less lethal. Proofs were added to comply with standard.

Section #2-Rendering Aid: The Department was found to be in compliance with this section.

Section #3-Reporting and Review: The Department was found to be in compliance with this section.

## **Chapter 6 – Operations**

Section #1-Patrol: The Department was found to be in compliance with this section. Actual police reports to prove 6.1.3 would make a stronger case for compliance.

Section #2-Traffic: The Department was found to be in compliance with this section. Assessor would like to see more detail in the report for approach considerations proof in the future. Well written section overall.

Section #3-Criminal Investigations: The Department was found to be in compliance with this section. It is suggested to write stronger policy on 24/7 investigative coverage. If detectives can not be reached, there is no written direction. Section 6.3.2 has dispatcher responsibilities written in policy. You may want to see how combined dispatch will affect this in the future. It was noted that 6.3.3 had very strong proofs and reports.

Section #4-Criminal Intelligence: The Department was found to be in compliance with this section.

Section #5-Special Investigations: The Department was found to be in compliance with this section.

Section #6-Juvenile Procedures: The Department was found to be in compliance with this section. The Assessor noted well written proofs under 6.6.3

## **Chapter 7 – Care of Detainee**

Section #1-Search/Transport of Detainee(s): The Department was found to be in compliance with this section.

Section #2-Holding Facility: The Department was found to be in compliance with this section. The Assessor noted that this whole chapter is very strongly documented. Very good proofs.

Section #3-Temporary Holding Facility: The Department was found to be in compliance with this section. Two dimensions of this section were non-applicable by function as the Brown Deer Police Department does not allow visitors or mail for prisoners. They are seldom detained there longer than several hours.

## **Chapter 8 – Community Relations**

Section #1-Public Information Process: The Department was found to be in compliance with this section.

## **Chapter 9 – Communications**

Section #1-Communications Processes: The Department was found to be in compliance with this section. The Assessor noted good proofs under 8.1.2. It is noted that 9.1.1 and 9.1.13 are non-applicable by function as the dispatch center does not give medical advice and they had a standalone center during this rating period.

## **Chapter 10 – Records**

Section #1-Records: The Department was found to be in compliance with this section. It is suggested that under 10.1.8 that policy is written to insure that only supervisors have control and access to citations.

Section #2-Release of Records: The Department was found to be in compliance with this section. The Assessor suggested adding a record request that was denied to make the proof stronger.

## **Chapter 11 – Evidence/Property Integrity**

Section #1-Collection and Preservation of Evidence/Property: The Department was found to be in compliance with this section. The Assessor made the following suggestions; 11.1.1 add proofs such as training certificates to demonstrate qualified personnel, 11.1.2 would benefit with the addition of the physical evidence handbook to file as additional proofs, 11.1.3 include digital video recordings in policy, 11.1.5 document that specialized DNA training has occurred, 11.1.6 additional proof of training certificate of staff members was added to file.

Section #2-Maintenance of Evidence/Property: The Department was found to be in compliance with this section. The property function was well controlled and observed during the tour.

## **Chapter 12 – Training**

Section #1-Weapons and Ammunition: The Department was found to be in compliance with this section. The Assessor found that this Chapter has nice complete records. The Brown Deer Police Department goes well beyond the 24 hour requirement for most of its employees. One minor suggestion was to add conference agendas to training files to recall specific training attended.

Section #2-Employee Training: The Department was found to be in compliance with this section. The standard 12.1.1.1 was sent back for repair on a policy language issue. The repair was quickly made. It is suggested that the Department armorer inspect each Department weapon yearly by policy and record each inspection. It is also suggested that more detail language is added to the DAAT lesson plans for training.

## **Chapter 13 – Critical Incidents**

Section #1-Operations: The Department was found to be in compliance with 13.1.1 and 13.1.5 of this section. 13.1.1, 13.1.3 and 13.1.4 are non-applicable by function as the Brown Deer Police Department does not have a tactical unit.

Section #2-Planning and Organization: The Department was found to be in compliance with this section. The Department has very detailed and very well thought out pre-event plans for major functions within the Village.

## **Chapter 14 – Victim/Witness Assistance**

Section #1-Victim/Witness Assistance: The Department was found to be in compliance with this section. The Assessor noted good proofs and documentation.

## **SUMMARY OF AGENCY’S COMPLIANCE**

As the Chapter Summary suggests, the assessors found relatively few issues relating to the standards that needed attention. Those that did were minor in nature and were easily corrected with the inclusion of further proofs, or in some cases a minor wording change to an existing policy. When the file review concluded, the assessors were satisfied that the Brown Deer Police Department had achieved compliance with all 224 applicable standards, meeting the requirements set forth by the Wisconsin Law Enforcement Accreditation Group. The assessors made several other additional observations designed to evaluate the candidacy of the Brown Deer Police Department and assist the board in its deliberations. These observations are described in the following section.

## **OVERALL QUALITY OF LAW ENFORCEMENT SERVICES**

The quality of law enforcement services provided by a police department is largely derived from the caliber of the people employed by the department. While conducting the On-Site Assessment of the Brown Deer Police Department, the Assessors had an opportunity to interact with many of the Department's personnel. All of these interactions were positive and added great value to the On-Site Assessment.

The On-Site could not have gone as smoothly as it did without the level of cooperation the Assessors received from the staff of the Brown Deer Police Department. Chief Rinzel, Lieutenant Kumbier and Detective Sergeant Koepfel devoted a significant amount of their time to answer questions, clarify compliance issues, modify written directives, and provide any other assistance that was needed. It was apparent that the entire Department was fully supportive of the Accreditation process.

During the course of On-Site activities, the Assessment Team had contact with many members of the Department. All were helpful and courteous to the Team. On May 23, 2012 at approximately 10:30 A.M. the Assessment Team had the opportunity to interview Officer Mark Sterle. This interview came at the request of the Assessment Team to interview an officer that was an Officer on the Union Board. Officer Sterle has been an Officer with the Brown Deer Police Department for 22 years. He has work a variety of assignments with the Police Department including several years working in the Detective Bureau. Officer Sterle is currently the Secretary of the Officers Union in Brown Deer. We asked Officer Sterle about the relationship between the Administration of the Brown Deer Police Department and the Officers Union relating to WILEAG Standards such as grievance procedure and internal investigations. Officer Sterle advised that the Administration of the Brown Deer Police Department fairly applies the contract and personnel code with the members of this agency. Officer Sterle stated that there have been very few grievances file that he is aware of since Chief Rinzel was appointed.

On May 23, 2012 at approximately 2:00 P.M. Assessor Frank had the opportunity to observe roll call at the Brown Deer Police Department which was at shift change. The Brown Deer Officers have a one half hour overlap between shifts for the purpose of roll call and equipment checks. There were 11 Brown Deer Police Department employees sitting in at roll call which was led by a Lieutenant at a podium in the officers work area or squad room. The Chief, Captain, 2 Lieutenants, 1 Sergeant, 1 Patrol Officer, 2 Desk Officers, 1 Detective Sergeant, Executive Secretary and a Probation and Parole Officer (she is at the station once a week to meet with clients in the area) were also present. The presiding Lieutenant led the discussion and informed every one of the Departments activities the past 24 hours. Special watches and assignments were discussed. Information was free flowing from everyone in the room. Equipment was checked and noted with written documentation. It was a very well organized exchange of information.

Assessor Kleppin was able to arrange a ride-along on May 23, 2012, which was the second day of the Brown Deer Police Department's On-Site assessment.

Assessor Kleppin had the opportunity to ride along with Sgt. Luke Kuehne in a marked patrol vehicle. The ride-along started at 2:30 PM and concluded approximately one hour later. Prior to the actual ride-along, Assessor Kleppin had just completed the assessment of Brown Deer's policies and procedures as they related to Chapter 6 (Operations) of WILEAG's compliance accreditation requirements. Almost immediately after Sgt. Kuehne conducted his squad car check they were dispatched to a traffic crash which occurred at the end of a cul-de-sac. The operator of the vehicle sustained a head injury. It appeared that the driver unintentionally struck a pile of gravel that was dumped on the roadway. The driver lost control of his vehicle, left the roadway, and then struck a rock and a tree. Sgt. Kuehne did not respond to this crash with lights and siren because there were already other squads on the way and because Assessor Kleppin was a passenger in his squad car. Department policy does not allow emergency driving while civilian passengers are in the vehicle (6.1.3).

During the handling of this traffic crash incident, Sgt. Kuehne followed his Department policy as it related to the following WILEAG standards:

Sgt. Kuehne wore his seatbelt at all times while his squad car was in motion (6.1.6).

Sgt. Kuehne immediately took the "role of the lead officer" (6.2.8.1) while on scene and he also immediately provided first aid attention to the injured driver (6.2.8.2).

Although the gravel on the roadway was still a hazard, Sgt. Kuehne made sure that the scene was protected (6.2.8.5) while he directed other officers to gather information from witnesses (6.2.8.4).

Sgt. Kuehne stated that he was going to handle the traffic crash paperwork in himself and issue the owner of the company who was responsible for dumping the gravel on the roadway a citation (6.2.7.3, 6.2.4).

Sgt. Kuehne also directed the owner of the company to clear away the remaining gravel so that it was no longer a road hazard (6.2.13).

Almost immediately after clearing from the crash scene, Sgt. Kuehne conducted a traffic stop on a vehicle because the operator was not wearing his seatbelt. While conducting this particular traffic stop Sgt. Kuehne followed Department policy as it related to the following WILEAG standards:

Sgt. Kuehne was enforcing Wisconsin's seatbelt laws in conjunction with the *Click it or Ticket* program (6.2.1, 6.2.4).

Sgt. Kuehne's traffic stop and his approach to the vehicle was in accordance with his law enforcement training and department policy (6.2.5).

After issuing a seatbelt citation, Sgt. Kuehne did provide the operator of the vehicle with a proper information pamphlet (6.2.3).

Throughout the ride with Sgt. Kuehne the following operating procedures of the department as they related to WILEAG were discussed.

The Department's Written Directives (1.4.4)

Brown Deer's jurisdiction and Mutual Aid with other agencies (1.6.1, 1.6.2)

Shift Hours and 24-Hour Coverage (6.1.1)

Investigative coverage and how patrol officers typically handle their own criminal investigations (6.3.1, 6.3.4)

In general, the loss of their Communications Center and how the department consolidated their Dispatch Center with North Shore Communications (WILEAGE -Chapter 9 in General Terms)

Throughout the entire traffic crash investigation, traffic stop and general patrol it was very apparent to Assessor Kleppin that personnel within the Brown Deer Police Department consistently work within the guidelines of their set Department policy and WILEAG's set standards. There was nothing that Assessor Kleppin had witnessed or heard during this ride-along that remotely indicated that officers with the Brown Deer Police Department were violating or working outside the boundaries of policy.

### **OPPORTUNITIES FOR IMPROVEMENT**

The exit interview with the Brown Deer Police Department and Chapter Summary's included the following recommendations for improvement.

There were, as has been discussed in this report, a few instances where full compliance with various standards was not achieved without some modification to Department policy and/or procedure. The Standards of major concern to the Team were:

- Chapter 1, Section 9; additional language was needed in the internal investigation policy to include timely notice to non-sworn employees. This was being done in practice. The repair was made.
- Chapter 11, Section 1, Standard 11.1.3; additional proof was needed related to training staff in the collections of digital evidence.
- Chapter 12, Section 1; the policy related to 12.1.3.5 did not include less than lethal weapons such as batons, ECD's, and pepper spray. The correction was made and additional proofs were added to the file.

The Assessment Team made 12 recommendations for improvements that were found during the time spent with the Department outside of repairs that were necessary.

- A suggestion was made to update the Recruitment policy related to Standard 3.2.2 to reflect the actual location of ongoing applicant files.
- A suggestion was made related to Standard 4.1.1, and the Commendations policy to include citizens in the recognition language for awards.
- A suggestion was made for Standard 5.1.4 and a repair was made noted above that less than lethal weapons include equipment such as ECD, batons, and pepper spray.
- A suggestion was made related to Standard 6.3.1, Criminal investigation to develop a better written plan for investigative coverage if none of the detectives were available for call out or if a crime scene was so large that additional resources would be needed such as requesting DCI to assist.
- There are some policies related to Standard 6.3.2 requiring the “on duty dispatcher” to take action. This needs to be changed soon to the applicable personnel.
- Standard 10.1.8 covers the storage of supplies such at citations. It is suggested that on supervisors have access and control of citation books.
- The proof for Standard 10.2.1 related to Records would be stronger is copies of actual record requests and responses were added.
- It is suggested to added additional proofs of training certificates related to Standard 11.1.1 and Evidence.
- The policy related to the collections of physical evidence and Standard 11.1.2 could use additional language regarding electronic evidence.
- A suggestion was made to include language in policy 2-318 for Sections 11.1.3 to include digital video recordings.
- A suggestion was made to provide more documentation on the training for the collection of DNA evidence related to Standard 11.1.5.
- A suggestion was made related to Standard 12.2.1 to include training conference agendas to document training received by staff members or document the same by written memo.

### **NOTEWORTHY PROGRAMS, POLICIES, OR PRACTICES**

It was clear during the course of our stay that the police department prides itself on the level of professional service it provides to the citizens of Brown Deer. The assessors were introduced to a number of programs that are worthy of special mention here.

The Brown Deer Police Department Juvenile Liaison program with the Brown Deer School District is very active and involved at all levels of education. The Department devotes significant time and resources to make contact with young people in the community to prevent crime and criminality. They have a long establish DARE program, bicycle rodeos, and many other programs in the schools.

The Superintendent of the Brown Deer School District made a special appearance at the public information hearing and praised the members of the Police Department and its relationship with the children in the community.

The Brown Deer Police Department also has a very active and established crime prevention program to serve the community. Some of the many programs and services they provide are a Citizen's Police Academy (25 classes), Residential and Commercial Security Surveys, Child Identification packets, Homeland Security surveys, Robbery Prevention Techniques, Counterfeit Detection training, just to name a few. A full list of all of their Crime Prevention services can be found in the Assessment binder.

A great example of the community support this Department has was noted with the addition of a mobile command post which was recently placed into service. It was noted that the cost of this trailer was funded primarily by private donations from the community. This is a great resource for the Police Department and provides for better planning and control of any major law enforcement incident or event.

Brown Deer Police Officer Melissa Fus was awarded the Woman Officer of the Year Award from the Wisconsin Association of Women Police in 2011. Officer Fus was recognized for consistently performing above average in day-to-day assignments; demonstrating dedication to one's community and or the law enforcement profession above and beyond work activities; demonstration by performance of work related acts within the past year, exceptional courage, leadership, initiative, innovation; and dedication and displaying and maintaining a professional demeanor and reputation. This is a very high honor for Officer Fus and is a further example of the fine work this Department does for the community.

## **CONCLUSION**

Finally, throughout the on-site assessment the staff of the Brown Deer Police Department extended excellent cooperation to the assessor team in a manner consistent with the principles that guide their community and professional relationships. Reflecting on their proofs of compliance, feedback from the community and professional associates, and our observations of the agency, the team concluded unanimously that the department had achieved compliance with the applicable standards established by the Wisconsin Law Enforcement Accreditation Group. As such, it is the recommendation of the assessors that the governing board review the Brown Deer Police Department for the purpose of considering the bestowal of accredited status.

**BROWN DEER VILLAGE BOARD  
AUGUST 6, 2012 MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Village President Krueger at 6:30 P.M.

**I. Roll Call**

Present: Village President Krueger; Trustees: Baker, Boschert, Oates, Schilz, Springman, Weddle-Henning

Also Present: Russell Van Gompel, Village Manager; Matt Janecke, Assistant Village Manager; John Fuchs, Village Attorney; Nate Piotrowski, Community Development Director; Larry Neitzel, Operations Superintendent; Chief Rinzel, Police Department; Jamie Berg, Health Director; Chad Hoier, Park and Recreation Director; Mary Dunn, Library Supervisor

**II. Pledge of Allegiance**

**III. Persons Desiring to be Heard**

None.

**IV. Consideration of Minutes: July 16, 2012 – Regular Meeting**

*It was moved by Trustee Schilz and seconded by Trustee Boschert to approve the minutes of the July 16, 2012 regular meeting. The motion carried unanimously.*

**V. Unfinished Business**

None.

**VI. New Business**

**A) 2013 Budget Strategic Planning Session with Departments**

Mr. Van Gompel introduced the topic and asked that all the department managers give a short synopsis of the answers they prepared for the four questions he posed to each department about their Visioning process.

Mr. Van Gompel gave a short explanation reviewing the big picture of what the Village will be facing in the 2013 budget. Mr. Van Gompel continued to address the four questions the Manager's Office prepared for the Vision Statement.

Trustee Oates inquired about the length of time for each presentation. Mr. Van Gompel said each department will take enough time to cover the questions.

Village President Krueger asked about Tax Incremental Financing districts and their values. Mrs. Souffrant said the State had only made a preliminary assessment of the equalized value for the Village and nothing was specific to a TID at this point. Mr. Van Gompel mentioned this topic will be reviewed more in depth during the budget process.

Mrs. Souffrant addressed the questions she prepared for the Visioning Statement relating to the Administrative Services Department.

Village President Krueger inquired into the possibility of a consolidated Municipal Court. Mrs. Souffrant mentioned preliminary discussion began with Glendale about the possibility of consolidating court

systems.

Mr. Piotrowski reviewed his questions he prepared for the Community Services Department relating to the Visioning Statement.

Trustee Boschert asked if the Compliance Program is self-sustaining. Mr. Piotrowski said some year it is and others it is not and basically follows the trends of the economy.

Trustee Springman asked about the last sentence of the second prepared question that mentioned community involvement. Mr. Piotrowski addressed this by saying he would like to see more community involvement in the decision making process prior to action.

Chief Rinzel reviewed his department's responses relating to the Visioning Statement questions.

Trustee Weddle-Henning reviewed a portion of Chief Rinzel's prepared document that related to consolidated dispatch services and asked what the other North Shore Communities have as a Records Management System (RMS). Chief Rinzel addressed the question by explaining all seven communities have various packages and for all the communities to come to agreement on one system will be difficult. He further noted the issues that make the decision difficult.

Mr. Hoier provided an overview he prepared for the Visioning Statement.

Trustee Springman asked if there is a written agreement in place for the Village to use the School District's facilities. Mr. Hoier replied an agreement is in place and noted the Village has second priority behind the School District.

Trustee Schilz asked if the new Community Center will be staffed. Mr. Hoier said it will be staffed by a part-time building supervisor who will take care of coordinating events, set-up, and access to the building.

Mr. Van Gompel mentioned that an untapped opportunity for the Village would be to purchase Milwaukee County park land in the Village. Village President Krueger asked if the Village would purchase the land from the County. Mr. Van Gompel explained they would explore this possibility more.

Ms. Berg provided a brief synopsis of the responses she prepared for the North Shore Health Department's Visioning Statement.

Trustee Boschert inquired about the potential of grant reductions from the State and Federal levels. Ms. Berg said most likely grants revenue will be reduced affecting some of the service the Health Department provides.

Mr. Van Gompel reviewed the responses Mike Rau, Water Superintendent, prepared for the Visioning Statement questions.

Trustee Oates asked if the SCADA system for monitoring water supply was located in Village Hall. Mr. Van Gompel replied the system is located in the Water Department office area located in Village Hall.

Ms. Dunn gave an overview of the Visioning Statement prepared responses for the Library. She specifically mentioned there is more demand for digital services relating to books.

Trustee Schilz noted his concerns with the maintenance of the Library building.

Trustee Boschert asked who determines the staffing levels at the Library. Mr. Van Gompel addressed the question by stating the Village Board determines the levy for the Library and the Library Board sets the

staffing levels at the Library.

Mr. Neitzel provided his prepared responses for the Department of Public Works addressing the Visioning Statement questions.

Trustee Oates inquired into the fractured view by the residents of who is responsible for unkept properties in the Village. Mr. Neitzel said with the amount of foreclosures many residents believe it is the Village's responsibility to perform the upkeep on the properties.

Trustee Schilz asked how much of the department's budget does the garbage and recycling contracts entail. Mr. Neitzel said the cost for garbage and recycling is a significant portion of the department's budget along with turf maintenance costs. Mr. Van Gompel discussed the need to dedicate more funds for the protection of the Emerald Ash Borer beetle that has now entered Milwaukee County.

Mr. Van Gompel concluded the Strategic Planning Session.

#### **B) AT&T Antenna Contract**

Mr. Van Gompel reviewed the contract noting an increase to the annual payment by approving the contract.

Trustee Oates inquired into the amount of space available for other phone companies to place their antennas on the tower, and if anything was written into the agreement about recouping money for the maintenance of the water tower. Mr. Van Gompel addressed Trustee Oates comments stating the Water Department set aside an amount from each contract to perform maintenance on the water tower.

*It was moved by Trustee Schilz and seconded by Trustee Boschert to approve the AT&T Antenna Contract. The motion carried unanimously.*

#### **C) AECOM Water Leak Detection Contract**

Mr. Van Gompel provided a summary of the contract, noted the contract is to seek additional leaks in the water system.

Trustee Oates inquired into how much the Village water the Village is losing due to leaks in the system. Mr. Van Gompel replied the contract will be paid back with the amount of water saved in approximately one year.

*It was moved by Village President Krueger and seconded by Trustee Weddle-Henning to approve the AECOM Water Leak Detection Contract. The motion carried unanimously.*

#### **D) Municipal Court**

Attorney Fuchs provided a brief synopsis of the procedure governing consolidation of municipal court systems.

Trustee Oates inquired into the discussions that took place when the Brown Deer Municipal Court was considering software packages if they had taken into consideration what other North Shore Communities were using. Mr. Van Gompel replied that both Glendale and Brown Deer's Municipal Courts use the same software packages. Trustee Schilz commented that it makes sense to have a consolidated court system when both communities have the same software package. Mr. Van Gompel mentioned the issue was raised when it was realized that both communities were using the same person to fill two part-time positions.

A short discussion ensued about the terms of office for the judges and looking beyond two communities to consolidate court systems.

The Board came to consensus that Staff should explore this matter more. No action was taken.

#### **E) Arbon Signal Project**

Mr. Janecke updated the Board with a meeting that was held with the stakeholders of the Arbon Drive and Brown Deer Road Traffic Signal Project. He noted there is no longer support from the stakeholders to go through with the project.

Trustee Baker inquired into the engineering costs of the project. Mr. Janecke replied \$52,000. Mr. Van Gompel added FIS (formerly Metavante) said they would pay for the cost for engineering and Staff has asked FIS to repay the Village for the costs but has not heard from them yet.

#### **F) Building Permit Fee Schedule**

Mr. Piotrowski reviewed the topic mentioning the proposed \$30 fee is for Staff time to review and handle paperwork relating to the installation of a fence. The second portion of the proposal is creating a separate fee category for “public schools”, reducing the square foot charge by 50%.

Trustee Schilz noted his frustration, commenting that he does not like the School District approaching the Village with this matter.

Trustee Springman also noted his frustration by explaining the construction permit costs should have been budgeted in the referendum. He continued to note the number of free services the Village provides to the School District. Mr. Van Gompel mentioned some municipalities have decided to waive permit fees for construction but others have not and ultimately it is for the Board to decide.

A conversation ensued about what the Village will charge the School District for construction fees.

*It was moved by Village President Krueger and seconded by Trustee Boschert to approve a \$30 fee to review fences. The motion passed 6-1, with Trustee Oates voting in opposition.*

#### **VII. Trustee/Committee Appointments**

*It was moved by Village President Krueger and seconded by Trustee Springman to appoint Howard Colbert to the Board of Review. The motion carried unanimously.*

#### **VIII. Village President's Report**

Village President Krueger reported on the following:

- North Shore Fire Department Funding Formula
- Brown Deer Foundation discussions pertaining to the Community Events Committee
- Chat with Chairwoman Marina Dimitrijevic

#### **IX. Village Manager's Report**

Mr. Van Gompel reported on the following:

- Setting up Village email addresses for the Trustees
- Trustees review their contact information for the Our Brown Deer Magazine
- Community Events Committee

**X. Recess into Closed Session pursuant to §19.85(1) (c) and (e) Wisconsin Statutes for the following reasons:**

- (c) Considering employment, promotion or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.
- (g) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

*It was moved by Trustee Springman and seconded by Trustee Weddle-Henning to recess into Closed Session at 9:18 p.m. The motion carried unanimously.*

*It was moved by Trustee Springman and seconded by Trustee Weddle-Henning to reconvene into Open Session at 9:45 p.m. The motion carried unanimously.*

**XI. Reconvene into Open Session for Possible Action on Closed Session Deliberations**

None.

**XII. Adjournment**

*It was moved by Trustee Springman and seconded by Trustee Weddle-Henning to adjourn at 9:46 p.m. The motion carried unanimously.*

  
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Russell Van Gompel, Village Manager

**BUILDING BOARD MEETING  
CANCELLED**  
Monday, August 20, 2012  
Earl McGovern Board Room, 4:00 P.M.



**PLEASE TAKE NOTICE** that the regularly scheduled meeting of the Brown Deer Building Board to be held at the Village Hall of the Village of Brown Deer, 4800 West Green Brook Drive, Brown Deer, Wisconsin at the above noted time and date has been cancelled.

Dated: August 16, 2012

A handwritten signature in black ink that reads "Russell Van Gompel".

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Russell Van Gompel, Village Clerk

**PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE  
MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS  
DAY PRIOR TO THE MEETING.**

**BROWN DEER LIBRARY BOARD**  
**August 13, 2012 MEETING MINUTES**  
**HELD AT THE BROWN DEER PUBLIC LIBRARY**  
**5600 WEST BRADLEY ROAD**  
(Unapproved)

The meeting was called to order by Board President Balistreri at 5:00 P.M.

**I. Roll Call**

Present: Board President Balistreri and Board members: J. Baker, W. Jabas, A. Lutz  
Excused: K. Lewis-Williams  
Also Present: Joseph Rice, Library Director

**II. Persons Desiring to be Heard**

None.

**III. Consideration of Minutes: June 11, 2012 – Regular Meeting**

*After a correction was made regarding the date of the Friends meeting (July 12, 2012 at 6 PM), it was moved by A. Lutz and seconded by W. Jabas to approve the minutes of the June 11, 2012 regular meeting. The motion carried unanimously.*

**IV. Unfinished Business**

Items discussed included: MCFLS 2013 Reciprocal Borrowing payment; Overdrive & Overdrive Advantage ebook statistics and usage.

**V. Library Director's Report**

In addition to the written report, the Director reported on the following items: Strehlow Trust update; Brown Deer Magazine; Personnel issues; Bond Proceeds Projects update.

**VI. Friends of the Library Report**

The Used Book Sale sponsored by the Friends will be held August 23-25.

**VII. New Business**

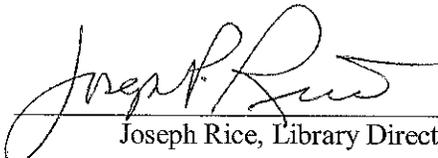
**A) Consideration of Vouchers**

*It was moved by W. Jabas and seconded by A. Lutz to approve the payment of the May/June 2012 vouchers. The motion carried unanimously.*

*It was moved by A. Lutz and seconded by W. Jabas to approve the payment of the June/July 2012 vouchers. The motion carried unanimously.*

**VIII. Adjournment**

**Next meeting: September 10, 2012.** *It was moved by A. Lutz and seconded by J. Baker to adjourn at 5:31 P.M. The motion carried unanimously.*

  
\_\_\_\_\_  
Joseph Rice, Library Director

**BROWN DEER COMMUNITY DEVELOPMENT AUTHORITY  
AUGUST 1, 2012 MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by President Krueger at 6:33 P.M.

**I. Roll Call**

Present: Village President Krueger, Trustee Tim Schilz, Scott Fleming, Ron Kundinger, Claude Williams Jr.

Also Present: Russell Van Gompel, Village Manager; Matt Janecke, Assistant Village Manager; Nate Piotrowski, Community Development Director; John Fuchs, Village Attorney

Excused: John Coons

**II. Persons Desiring to be Heard**

None.

**III. Consideration of Minutes: June 28, 2012 Meeting**

*It was moved by Mr. Fleming and seconded by Trustee Schilz to approve the minutes from the June 28, 2012 meeting. The motion carried unanimously.*

**IV. Report of Staff**

Mr. Van Gompel reported on the resignation of the administrative assistant in the community services department. He also noted that approximately \$62,000 had been raised for equipping the new community center. A major donor was secured for \$50,000 with more details to follow.

**V. Recess into Closed Session pursuant to §19.85 (1)(e)(g) Wisconsin Statutes for the following reasons:**

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

1. Real Estate Transaction
2. Possible Expansion of Existing or Creation of New Tax Incremental Financing District

*It was moved by Mr. Fleming and seconded by Mr. Kundinger to recess into closed session at 6:41 p.m. The motion carried unanimously.*

**VI. Reconvene into Open Session for Possible Action on Closed Session Deliberations**

*It was moved by Mr. Williams Jr. and seconded by Mr. Fleming to reconvene into open session at 7:30 p.m. The motion carried unanimously.*

No action was taken on closed session deliberations.

**VII. Adjournment**

*It was moved by Mr. Kundinger and seconded by Mr. Fleming to adjourn at 7:32 p.m. The motion carried unanimously.*

  
Russell Van Gompel, Village Manager

**BROWN DEER PLAN COMMISSION  
AUGUST 13, 2012 MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by President Krueger at 7:00 P.M.

**I. ROLL CALL**

Present: President Carl Krueger; Trustees: Jeff Baker, Tim Schilz; Commissioners: Ryan Schmitz, Bill Hoffmann, Jeff Jaroczynski, Dan Bednar

Also Present: Russell Van Gompel, Village Manager; Nate Piotrowski, Community Development Director; Robert Halverson, Police Captain

Excused: Commissioners: Al Walters, Susan Bellehumeur

**II. PERSONS DESIRING TO BE HEARD**

None.

**III. CONSIDERATION OF MINUTES: June 11, 2012 – Regular Meeting**

*It was moved by Commissioner Schmitz and seconded by Commissioner Hoffmann to approve the regular meeting minutes of June 11, 2012. The motion carried unanimously.*

**IV. REPORT OF STAFF/COMMISSION MEMBERS**

None.

**V. UNFINISHED BUSINESS**

None.

**VI. NEW BUSINESS**

**A) Public Hearing and review and recommendation of a rezoning at 3920 W. Parkland Avenue from B3-Commercial to R3-Residential**

Mr. Piotrowski reviewed the proposal.

President Krueger opened the public hearing at 7:02 p.m. There were no public comments.

President Krueger closed the public hearing at 7:03 p.m.

President Krueger asked about the land use of the property on the south side of Parkland Avenue. Mr. Piotrowski replied that this parcel was the location of Rollie's Tavern.

Commissioner Schmitz asked if this rezoning action depended on the proposed text amendment later in the evening's agenda. Mr. Piotrowski replied that the two issues were separate but in the case of the Parkland duplex both changes were necessary to make the use legal and conforming.

*It was moved by Commissioner Hoffmann and seconded by Commissioner Bednar to recommend approval of the rezoning at 3920 W. Parkland Avenue to the Village Board. The motion carried unanimously.*

**B) Public Hearing and review and recommendation of a text amendment to Sec.121-158 (c)(1) related to lot size requirements for multiple family dwellings in the R3-Residential zoning district**

Mr. Piotrowski reviewed the proposal.

President Krueger opened the public hearing at 7:09 p.m. There were no public comments.

President Krueger closed the public hearing at 7:10 p.m.

*It was moved by President Krueger and seconded by Commissioner Hoffmann to recommend approval of the text amendment to Sec. 121-158 (c)(1) to the Village Board. The motion carried unanimously.*

**C) Review and Recommendation of a Development Agreement for a handbag retail store at 8742 N. Deerwood Drive**

Mr. Piotrowski reviewed the proposal

Commissioner Jaroczynski questioned the delivery hours listed in the agreement. Mr. Piotrowski indicated that there was a typo on page 5 of the agreement and that delivery hours were to be from 12pm-5pm.

Trustee Schilz asked if the rear of the first floor of the building was used for retail purposes. President Krueger replied that only the front end areas were utilized for retail.

*It was moved by Commissioner Schmitz and seconded by Commissioner Bednar to recommend approval of the development agreement for a handbag retail store at 8742 N. Deerwood Drive to the Village Board. The motion carried unanimously.*

**D) Second Review of a Conditional Use Permit for an outdoor beer garden and recreational activities at 7651 N. Teutonia Avenue**

Mr. Piotrowski discussed the reasoning for why the review has returned to the Plan Commission and introduced Captain Halverson of the Brown Deer Police Department. Captain Halverson detailed the recent calls for service at the property. He also noted that officers checked the location for proper working conditions of a mandated ID card reader and found that ID checking was inconsistent, no batch reports were printed and that there was a lack of training on the equipment.

Emily McIntyre representing Jill McNutt, the owner of Parkview Pub, stated that the ID card reader does not print a receipt but it could only print a report using extra technology. She added that pub staff ID anyone who appears underage.

President Krueger asked if the Police Department recommended rescinding the conditional use permit. Captain Halverson stated that this was the Department's recommendation because of inconsistent scanning, the lack of receipts and lack of training on the equipment.

Commissioner Jaroczynski asked what type of ID's were scanned and if the scanner was portable and could be used in the beer garden along with the main bar. Ms. McNutt replied that the scanner was portable and that it only scanned state ID's or driver's licenses.

Commissioner Bednar asked why the Police Department felt that all patrons needed to be scanned. Captain Halverson stated that scanning all patrons provided for better security and would allow the Police Department to know who was in the premises in case criminal situations arose.

Commissioner Jaroczynski asked if conditional use permit could be reinstated once rescinded. Mr. Van Gompel replied that he felt it would be within a property owner's right to reapply but he believed that it would be difficult to regain the use after it was revoked.

Commissioner Bednar asked if the Police Department had any issues directly related to the beer garden. Captain Halverson replied that there was no Police action within the beer garden.

Trustee Schilz discussed the historical reasoning why provisions relating to the entire property were included in the beer garden conditional use. He noted that if some of the broader property-wide provisions were not included, the Village Board may likely have rejected the beer garden permit.

*It was moved by Trustee Baker and seconded by Commissioner Hoffmann to recommend the rescinding of the Parkview Pub conditional use permit for an outdoor beer garden and recreational activities to the Village Board.. The motion carried unanimously.*

**E) Review and Recommendation of a permanent Conditional Use Permit for a bicycle trail at various locations in the Village of Brown Deer**

Mr. Piotrowski reviewed the proposal and indicated the positive support the trail has seen since its inception.

*It was moved by President Krueger and seconded by Commissioner Schmitz to recommend that the conditional use permit for the bicycle trail be made permanent. The motion carried unanimously.*

**VII. ADJOURNMENT**

*It was moved by Commissioner Schmitz and seconded by Commissioner Hoffmann to adjourn at 7:50P.M. The motion carried unanimously.*



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Nate Piotrowski, Community Development Director



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b>	Village Board
<b>ITEM DESCRIPTION:</b>	August 13, 2012 Plan Commission Agenda Items
<b>PREPARED BY:</b>	Nathaniel Piotrowski, Community Development Director <i>Nate Piotrowski</i>
<b>REPORT DATE:</b>	August 16, 2012
<b>MANAGER'S REVIEW/COMMENTS:</b>	<input checked="" type="checkbox"/> No additional comments to this report. <input type="checkbox"/> See additional comments attached. <i>R V. Lopez</i>
<b>RECOMMENDATION:</b>	See Items Below
<b>EXPLANATION:</b>	<p>A summary of the Plan Commission's agenda items and recommendations are listed below. There are five items that require Village Board action. Please note that the initial staff reports, permits, agreement and ordinances were in the previously distributed Plan Commission packet. Attached for your review is the draft Plan Commission meeting minutes of August 13, 2012. If you need another copy of the Plan Commission packet, please contact me.</p> <p><b>Plan Commission Agenda items requiring action:</b></p> <p><b>1) Public Hearing and review and recommendation of a rezoning at 3920 W. Parkland Avenue from B3-Commercial to R3-Residential</b></p> <p><b>Recommendation:</b> Recommend approval of the rezoning at 3920 W. Parkland <b>Requested Action:</b> A motion to approve Ordinance 12- In the matter of rezoning 3920 W. Parkland Avenue from B3-Commercial to R3-Residential</p> <p><b>2) Public Hearing and review and recommendation of a text amendment to Sec.121-158 (c)(1) related to lot size requirements for multiple family dwellings in the R3-Residential zoning district</b></p> <p><b>Recommendation:</b> Recommend approval of the text amendment. <b>Requested Action:</b> A motion to approve Ordinance 12- amending the Village Code Sec. 121-158 (c)(1) to reduce the minimum lot area per multiple family dwellings.</p> <p><b>3) Review and Recommendation of a Development Agreement for a handbag retail store at 8742 N. Deerwood Drive</b></p> <p><b>Recommendation:</b> Recommend approval of the development agreement <b>Requested Action:</b> A motion to approve the development agreement</p> <p><b>4) Second Review of a Conditional Use Permit for an outdoor beer garden and recreational activities at 7651 N. Teutonia Avenue</b></p> <p><b>Recommendation:</b> Recommend rescinding the conditional use permit <b>Requested Action:</b> A motion to rescind the conditional use permit for an outdoor beer garden and recreational activities Parkview Pub.</p> <p><b>5) Review and Recommendation of a permanent Conditional Use Permit for a bicycle trail at various locations in the Village of Brown Deer</b></p> <p><b>Recommendation:</b> Recommend approval of a permanent conditional use permit <b>Requested Action:</b> A motion to approve the permanent bicycle trail CUP</p>

**BROWN DEER FINANCE AND PUBLIC WORKS COMMITTEE  
AUGUST 8, 2012 REGULAR MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Trustee Oates at 6:30 P.M.

**I. ROLL CALL**

Present: Trustees: Oates, Springman & Boschert; Citizen Members: Susan Glowinska, Galyn Bennett and Ray Erbe

Also Present: Russell Van Gompel, Village Manager, Bridget Souffrant, Treasurer/Comptroller, Larry Neitzel, Superintendent of Public Works, and Jim Buske, Engineering and GIS Services Manager

Excused: Citizen Member Tom Lieven

**II. PERSONS DESIRING TO BE HEARD**

Julia Loritz, resident, 4334 W. Bradley; commented that she was upset with each Committee that approved the plans for the new apartment building on Bradley because they did not have the foresight to see what it would do to the vision and the landscaping in the area. Adding that this was the first building to be three stories in the area and that the Village Board should be aware of the legacy in their decision making. Village Manager Van Gompel responded that the plans went to the CDA, Plan Commission, and Village Board. He also stated that the Finance and Public Works Committee does not have jurisdiction over her concerns.

Tom Butler, Business Owner, 7636 N Teutonia; commented that he does not want the special assessment for the TID #2 street lighting to be saddled on the businesses. Stating that businesses are already struggling and he doesn't want to see more businesses close and leave the area.

**III. CONSIDERATION OF MINUTES: June 6, 2012 – Regular Meeting**

*It was moved by Terry Boschert and seconded by Galyn Bennett to approve the minutes of the June 6, 2012 meeting. The motion carried unanimously.*

**IV. REPORT OF STAFF/COMMITTEE MEMBERS**

Russell Van Gompel stated that Staff has begun the budget process with the Village Board by completing a Strategic Planning Session on August 8, 2012 and the next step is turning budgets in to the Treasurer.

Bridget Souffrant reported that she is working on completing the 5 year Capital Improvement Plan. She also distributed the 2011 audit presentation summary from Baker Tilly, LLP.

Larry Neitzel reported that they were having issue with the paving happening at Park Plaza, Wahner, and 56<sup>th</sup> Streets. He stated there was an issue with the contract, the specs given and the work that is being received. He does not feel that the Village will get the useful life out of the new product. Trustee Boschert asked if we would get an adjustment in price; Larry responded he checked and we have no legal grounds.

Jim Buske reported that he is working to catch up on the mapping and exhibits as well as next year's projects.

**V. NEW BUSINESS**

A) Request for Consideration for 2012 Crack Sealing Contract

Jim Buske explained that the Village took part in a joint bidding process with Bayside and Whitefish Bay and received three bids for the 2012 crack sealing contract. The Village chose to bid the entire amount of streets on the crack sealing list and has received approval to pair back the amount not to exceed \$25,000. The low bidder for the crack sealing project was American Pavement Solutions. The Village has not worked with American Pavement Solutions before, but our bidding partners have and Staff was impressed with the professionalism and cooperation of the company. It is Staff's recommendation to award the contract to American Pavement Solutions not to exceed \$25,000.

*It was moved by Trustee Boschert and seconded by Susan Glowinska to recommend to the Village Board to award the contract for 2012 crack sealing to American Pavement Solutions for an amount not to exceed \$25,000. The motion carried unanimously.*

#### **B) Request for Consideration for TID #2 Street Lighting**

Mr. Van Gompel reported that on June 4<sup>th</sup> the Village Board held a public hearing regarding the special assessment for street lighting in TID #2. The Village Board did not take action and directed the item back to Finance and Public Works Committee for further discussions and comparison to other Street Lighting Districts. A comparison of the other 6 street lighting districts was included in the packet and reviewed. Mr. Van Gompel continued to say that if the special assessment was not approved then a 2012 budget amendment would need to be approved.

Trustee Boschert stated that he was empathetic with the business owners and residents. Mr. Erbe asked for some comparison examples where a service or item was being funded by the Village tax levy and then was asked to be paid for by the residents. Mr. Van Gompel reported that the Storm Water Utility was created and removed from the levy to be funded on the utility bill. As well as the public protection fire hydrant fee that was carried on the tax levy and is now on the utility bill.

Mr. Neitzel stated that the special assessment would just cover the daily operation of the lighting and that all capital would be covered by the General Fund.

Discussion ensued regarding the decision to special assess and the need to prioritize what receives tax levy funding.

*It was moved by Trustee Springman and seconded by Trustee Boschert to forward a neutral position to the Village Board regarding the TID #2 street lighting special assessment. The motion carried unanimously.*

#### **C) June 2012 Financial Report**

Bridget Souffrant, Treasurer/Comptroller presented the June 2012 Financial report in the new BS&A accounting software. Discussion ensued regarding additions to the report such as a summary page with highlights, larger font, and charts depicting the comparison of expenditures (ie. Personnel, maintenance, operations).

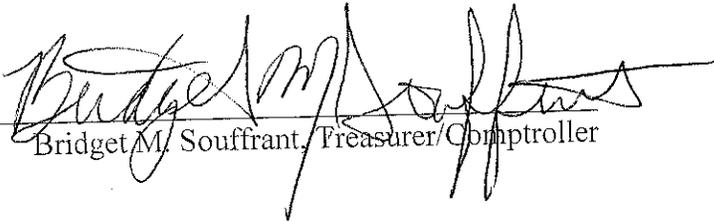
*No action was taken on this item.*

#### **D) Consideration of Vouchers**

*It was moved by Trustee Boschert and seconded by Galyn Bennett to recommend that the Village Board approve the vouchers from June 28, 2012 to July 31, 2012 in the amount of \$666,104.84. The motion carried unanimously.*

### **VII. ADJOURNMENT**

*It was moved by Trustee Boschert and seconded by Trustee Springman to adjourn at 8:01 p.m. The motion carried unanimously.*



Bridget M. Souffrant, Treasurer/Comptroller



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b>	Village Board
<b>ITEM DESCRIPTION:</b>	Finance Committee Items
<b>PREPARED BY:</b>	Russell Van Gompel, Village Manager <i>RV-Gompel</i>
<b>REPORT DATE:</b>	August 16, 2012
<b>EXPLANATION:</b>	<p>There is no additional information to provide regarding the Finance Committee items. All of the information regarding these items was included in the monthly packet. If you need a new Finance and Public Works packet, please contact me.</p> <p>Please be advised that some property owners were present at the Finance Committee regarding the street lighting discussion. I anticipate that citizens and business owners might be present at the Village Board meeting.</p>

## Russell Van Gompel

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**From:** Carl Krueger <carl@ckrueger.net>  
**Sent:** Friday, August 10, 2012 3:47 PM  
**To:** Jill Kenda-Lubetski; John Fuchs (fuchs@fdblaw.com); 'Russ Van Gompel (rvg@browndeerwi.org)'  
**Subject:** RE: Streetcar Resolution

\* Perhaps a discussion item on the 20th agenda?  
Carl

From: Jill Kenda-Lubetski [<mailto:jkl@browndeerwi.org>]  
Sent: Friday, August 10, 2012 1:32 PM  
To: Carl Krueger; 'Jeff Baker'; 'Tim Schilz'; 'Andrea J. Weddle'; 'Terry Boschert'; 'Robert Oates'; 'Gary Springman'  
Cc: 'Russell Van Gompel'  
Subject: FW: Streetcar Resolution

Attached is communication from Alderman Robert Donovan that he asked be forwarded to our Village officials. Jill

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From: Donovan, Robert  
Sent: Monday, August 06, 2012 11:45 AM  
To: 'susan.schupp@westmilwaukee.org'; 'jamerell@wfbvillage.org'; 'clesma@wauwatosana.net'; 'anneu@stfranwi.org'; 'shelenske@smwi.org'; 'cto@villageofshorewood.org'; 'eschieble@vil.river-hills.wi.us'; 'cmiller@oakcreekwi.org'; 'mweber@halescorners.org'; 'jenniferg@ci.greenfield.wi.us'; 'kkasza@greendale.org'; 's.hanaman@glendale-wi.org'; 'lgalyardt@bayside-wi.gov'; 'jkl@browndeer.wi.org'; 'toms-nearyc@ci.cudahy.wi.us'; 'tomalley@vil.fox-point.wi.us'; 'swesolowski@franklinwi.gov'  
Subject: Streetcar Resolution

Dear City or Village Clerk,

At the request of Alderman Donovan, could you please distribute the e-mail below to all the Alderman or Village Trustees for your municipality?

Thanks,  
Patty

\* Dear Colleague,

As I am sure you are well aware, several officials in the City of Milwaukee are working towards the installation of a downtown streetcar. I feel that this is a very bad idea and I have been pushing for months now trying to get this project onto a referendum so that the citizens of Milwaukee can decide whether or not they feel this is a waste of taxpayer money.

If this project isn't stopped not only will the ongoing maintenance costs be dumped on Milwaukee taxpayers, but they will likely also be strapped with the millions it will cost to move the utility lines. In addition, if the Wisconsin Public Service Commission determines that the relocation costs of utility lines will be the individual utility company's

responsibility, they in turn will pass those costs onto their customers including those who are outside of the City of Milwaukee.

The members of the Council of the City of West Allis recently passed a resolution stating that they are in opposition to this project if the utility costs of moving the lines are paid for in any way by non-City of Milwaukee residents (please see attached resolution). I hope you will agree that the people footing the bill should have a voice in this decision and that each of you will consider sponsoring a similar resolution. We need to stand together if we want to defeat this project.

Thank you for your time and consideration in this matter, and feel free to call me with any questions or concerns.

Bob

Alderman Donovan  
8th District  
(414) 286-3533

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City of West Allis

Legislative File Number R-2012-0130 (version 2)

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**Title**

Resolution relative to the City of West Allis Expressing opposition to the proposed City of Milwaukee Downtown Streetcar Project Should Costs be Incurred to Non-City of Milwaukee Utility Users.

**Body**

WHEREAS, the City of Milwaukee has proposed the construction of a Downtown Streetcar Project; and,

WHEREAS, said project will cost an estimated \$64 million for the two mile route from the Intermodal Station on St. Paul Avenue through the Third Ward and downtown Milwaukee; and,

WHEREAS, the cost estimate does not include a possible addition of \$50 million dollars or more for the cost of relocating underground utilities for WE Energies, AT&T, and Time Warner; and,

WHEREAS, if the Wisconsin Public Service Commission determines that the relocation costs of the underground utilities are the utility companies' expenses, they would then be incorporated into their new rates and charges to non-City of Milwaukee utility users.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that it hereby expresses its opposition to the proposed project if utility and/or utility relocation costs are paid for in full or in part by non-City of Milwaukee utility users.

BE IT FURTHER RESOLVED by the Common Council of the City of West Allis that a copy of this Resolution shall be sent to Milwaukee Mayor Tom Barrett, the Milwaukee Common Council, the Wisconsin Public Service Commission, WE Energies, AT&T, Time Warner Cable, and the Milwaukee Metropolitan Chamber of Commerce.

AM\ORDURESADMIRE



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b>	Village Board
<b>ITEM DESCRIPTION:</b>	2013 – 2017 Five Year Capital Improvement Plan
<b>PREPARED BY:</b>	Bridget M. Souffrant, Treasurer/Comptroller <i>BMS</i>
<b>REPORT DATE:</b>	August 16, 2012
<b>RECOMMENDATION:</b>	Review the 2013 – 2017 Five Year Capital Improvement Plan
<b>EXPLANATION:</b>	<p>Included in your packets is the 2013 – 2017 Five Year Capital Improvement Plan. Inside the binder you will also find the 2013 CIP calendar detailing that the Village Board will be having a Capital Plan review session on August 20th (Finance and Public Works Committee members are encouraged to come).</p> <p>The Capital Improvement Plan being presented to you details a plan with the current and short-term capital needs for the Village. The financial analysis shows a self-sustaining fund through 2023.</p> <p>Please take the time to review the requests from the Department Heads and compile any questions that you may have for August 20th.</p>



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b>	Village Board		
<b>ITEM DESCRIPTION:</b>	2013 Community Development Block Grant Application		
<b>PREPARED BY:</b>	Matt Janecke, Assistant Villager Manager		
<b>REPORT DATE:</b>	August 16, 2012		
<b>MANAGER'S REVIEW/COMMENTS:</b>	<input type="checkbox"/> No additional comments to this report. <input type="checkbox"/> See additional comments attached.		
<b>RECOMMENDATION:</b>	To approve the submittal of the Milwaukee County Community Development Block Grant Program application for program year 2013 funding.		
<b>EXPLANATION:</b>	<p>Attached is the application for the 2013 Milwaukee County Community Development Block Grant (CDBG) program. By approving the application the Board authorizes the Village to accept any funds granted by the County to implement for the purpose of which the application describes</p> <p>Similar to previous years, Village staff is proposing to apply for the funding of the Senior Citizens Club operations.</p> <p>The other application will be for the ongoing funding of the Senior Citizens Club operations. Staff has prepared a funding request that is intended to address all of the Senior Citizens Club operations costs including program supervisors, Park &amp; Recreation staff time, utility sharing costs, and building maintenance costs.</p> <p>The proposed dollar amount for each application is as follows:</p> <table><tr><td>1. Rent/Operations Cost for Senior Citizens Club operations</td><td>\$25,017</td></tr></table> <p>Should you have any questions prior to the meeting, please feel free to contact me at 371-3052.</p>	1. Rent/Operations Cost for Senior Citizens Club operations	\$25,017
1. Rent/Operations Cost for Senior Citizens Club operations	\$25,017		



# MILWAUKEE COUNTY

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

### PROJECT PROPOSAL FOR 2013 CDBG FUNDS

**I. APPLICATION SUMMARY**

<b>ORGANIZATION NAME</b>	Village of Brown Deer	
<b>MAILING ADDRESS</b> <small>If P.O. Box, include Street Address on second line</small>	4800 West Green Brook Drive, Brown Deer, WI 53223	
<b>TELEPHONE</b>	414-371-3052	<b>LEGAL STATUS</b>  <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor  Federal EIN: <u>39-6021350</u>  DUNS Number: 020451027
<b>FAX NUMBER</b>	414-371-2999	
<b>NAME CHIEF ADMIN/ CONTACT</b>	Matthew Janecke	
<b>INTERNET WEBSITE (if applicable)</b>	www.browndeerwi.org	
<b>E-MAIL ADDRESS</b>	mjanecke@browndeerwi.org	

**PROJECT NAME:** Please list the project for which you are applying.

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
Brown Deer Senior Citizens Club Operations	Matthew Janecke	414-371-3052	mjanecke@browndeerwi.org

**FUNDS REQUESTED:** Please list the amount and source of funding for which you are applying.

AMOUNT OF CDBG FUNDS REQUESTED	TOTAL PROJECT COST	PERCENT OF CDBG FUNDS TO TOTAL PROJECT COST
\$ 25,017	\$ 25,017	100%

\_\_\_\_\_  
Signature of Chief Elected Official/Organization Head

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

\_\_\_\_\_ RECEPTION RECORD \_\_\_\_\_ INITIAL

## II. PROJECT INFORMATION

**A. PROJECT TYPE:** Check the appropriate statement below that best describes the service to be offered as part of this application.

- 1. Economic Development
- 2. Minor Home Repair
- 3. Home Buyer Counseling
- 4. Fair Housing Education and Outreach
- 5. Public Service
- 6. Public Facilities Improvements
- 7. Other, specify:

**B. PROJECT DESCRIPTION:** Provide a description of the project. Include information on any partnerships that have been or will be formed in order to ensure the success of the project. Include information on what will be accomplished in 2013.

The initial establishment of the Senior Citizens Club was completed in 1986 with the use of CDBG funds, since that time the operational/rent costs have been acquired through the CDBG program. This grant would provide funding for the operation and administration of the Senior Citizens Club at the Village of Brown Deer's New Community Center that will be opening in November at 4355 West Bradley Road, Brown Deer, Wisconsin. This program provides seniors opportunities to meet and organize for education, exercise, meals and socialization. Costs incurred for these programs primarily consist of:

- Utilities for Senior Citizens Club activities,
- Salaries and supplies for creating and distributing a newsletter
- Salaries and supplies for programming and administration

Facility Utilities: The Village's Senior Center was previously operated at Saint Paul's Church, 8080 North 47th Street and as of November will be hosted at Brown Deer's Community Center, 4355 West Bradley Road. The program allows for seniors within the Village to participate in the following activities and events:

- Senior meal program site open Monday through Friday and serving approximately 30-35 seniors per day, with 140 participants registered.
- Exercise programming for seniors twice a week for 30 weeks a year
- Monthly business meetings for Brown Deer Senior Citizen's which hires speakers and resources to provide information on various topics such as health and prescription insurance, health tips and current events.
- Monthly social meeting for the Brown Deer Senior Citizen's Club for concerts serving 60 seniors per month.
- Two annual Club events each attended by approximately 100 seniors
- Three holiday food for families events
- Card game and social time for seniors after the meal program three times a week

Senior Newsletter: Village staff will prepare and mail ten monthly newsletters. These newsletters provide information about upcoming meetings, classes and community events that may be of interest to senior residents. Newsletters are mailed to all of the senior citizen's club members. Staff also compiles and distributes an annual phone directory to each member. Directories provide the telephone numbers of other club members as well as key numbers such as the senior meal program, North Shore Health Department and Village Hall.

Programming and Administration: The village employs a part-time individual to facilitate the senior citizen exercise program. This individual teaches exercise classes two times a week for seniors during 30 weeks a year. This program allows seniors an opportunity to be more physically fit and engage in a health activity.

The Village's Park and Recreation staff provide administrative support for all of the senior activities described about through purchasing of supplies; contracting with third parties for facility rental.

**C. NEEDS STATEMENT**

Describe the need(s) which your proposed project is designed to address. Be sure to cite outside data sources to support your case. The information presented should be sufficient to justify your proposed project.

The basic needs which this proposal will address operating funds for the Brown Deer’s Senior Citizen’s Club. Through the effective operation of this program, the village wishes to provide a well-balanced recreation program for the Village’s senior citizens. The Village is attempting to improve their quality of life through skill development, socialization opportunities, and meaningful use of their leisure time. The Village has an obligation to serve its elderly population demonstrated in the Comprehensive Plan.

**D. GEOGRAPHIC SERVICE AREA:** Provide a brief description of the location(s) where the project or services will take place. Maps may be included as separate attachments. If the activity is site specific, provide the street address of the activity or some other readily recognizable description. If the activity is a service provide the address of the site or sites from which the service will be provided.

The Brown Deer Senior Citizens Club will hold its organizational activities at 4355 West Bradley Road, Brown Deer, WI 53223.

**E. PROJECT SERVICE AREA:** Describe the service area of the project. You may use street boundaries, census tract information, or other recognizable boundaries of the service area. A service area may differ substantially from the project’s specific location as reported above. A service area is where project beneficiaries come from or where residents using a facility live. If a proposed project will provide a service that is available to residents throughout Milwaukee County simply state that the project is County-wide.

This project will service Census Tract 501.02, according to the poverty data supplied by Census this census tract has a 37% poverty rate. The Village has two census tracts 501.02 and 501.01, and 501.02 serves the eastern part of the Village with 51st Street basically dividing the two census tracts and the Village.

**F. PROJECT PARTNERS:** Describe any partnerships between the applicant and other organizations to implement the project. Partnerships may also include local municipalities located within the Milwaukee County CDBG jurisdiction.

The Village of Brown Deer Park and Recreation staff provide administrative support for all of the senior activities described about including purchasing of supplies, contracting with third parties, and preparation of monthly newsletters.

**G. NATIONAL OBJECTIVE:** Provide a full explanation of how the proposed activity meets a HUD National Objective, as described in the Request for Proposal.

This project serves a presumed benefit category for elderly persons (age 62+). Membership in the Brown Deer Senior Citizens Club is available for individuals age 55 and over, however, a majority of seniors are over the age of 62. This objective meets the previous 3-letter code of LMC (Low to Moderate Income).

**H. PROPOSAL BENEFICIARIES**

Projected total beneficiaries: (persons or households)  
**Persons** 231 (or)  
**Households** \_\_\_\_\_

Projected percentage of total beneficiaries that meet low and moderate income limits (See Table 1 on page 2g):  
(persons or households)  
**% Persons** Greater than 37% (or)  
**% Households** \_\_\_\_\_

Fill out Section D below only if your activity exclusively serves one of the listed presumed clientele groups (enter numbers proposed to be served):

- 1. Abused Children

- 2. Battered Spouses
- 3. Elderly (over 65 years)
- 4. Severely Disabled Adults (according to HUD definition)
- 5. Homeless
- 6. Illerate Adults
- 7. Migrant Farm Workers
- 8. Persons Living w/Aids

**NOTE:** Funded projects shall submit *actual* beneficiary data.

**I. PROPOSAL ACTIVITY OBJECTIVES**

On the lines below list, specifically and concisely, the objectives of the proposed activity, providing a cost to accomplish each objective.

**Total costs for all objectives must equal the total application funding request specified on the application summary (first page).**

Quantify activity objectives to the greatest extent possible. (Examples: "Install 1200 lineal feet of 18 inch sewer pipe"; "construct 26 individual curb ramps"; "rehabilitate a 50,000 square foot structure"; "install new windows and hot air furnace in an existing structure"; "create 4 new jobs by constructing a 4,000 square foot addition to an existing facility"; "conduct a study of weekend facility use by the elderly".) **If more than one objective is listed, the objectives should be in priority order.**

Provide a location for the Senior Meal Program & Activities	\$15,700
Newsletter & Member Directory Costs	\$3,253
Provide 55-60 Exercise Classes for Seniors	\$4,800
Administration of all Programs/Activities	\$1,264
<b>TOTAL REQUEST</b>	<b>\$25,017</b>

**J. WORK PLAN WITH TIMELINE AND MILESTONES:** In the space below, provide a work plan for how the project will be organized, implemented, and administered. Include a timeline and accomplishments from initiation through project completion. This should assume that contracts will be awarded in the second quarter of 2013 (April 1 – June 30, 2013). Add in extra quarters as needed.

ON OR BEFORE	ACCOMPLISHMENTS
June 30, 2013	
September 30, 2013	
December 31, 2013	

**K. HANDICAPPED ACCESSIBILITY**

The Federal government requires that no qualified individual with handicaps shall, because a facility is inaccessible to or unusable by individuals with handicaps, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance. *Describe how your facility and/or program either currently complies with this requirement or will be made to comply.*

The Brown Deer Community Center will be fully handicap accessible and complies with all the regulation put forth by the Federal and State governments.

**L. DETAILED PROJECT BUDGET – 2013**

If applying for funds for program related expenses, detail the budget for the program in the table below.

Uses Line Item	Total Activity Budget	CDBG-Funded Activity Costs	Funding Source:	Funding Source:
<b>A. Personnel</b>				
Salaries	\$6,064	\$6,064		
Taxes				
Benefits				
Subtotal Personnel	\$6,064	\$6,064		
<b>B. Operating</b>				
Insurance				
Professional Fees				
Audit				
Data Processing				
Postage, Office, and Supplies	\$2,303	\$2,303		
Equipment/Furnishings	\$5,700	\$5,700		
Depreciation				
Telephone	\$950	\$950		
Training/Conference				
Food/Household Supplies				
Auto Allowance				
Vehicle Costs				
Other:				
Subtotal Operating	\$8,953	\$8,953		
<b>C. Space</b>				
Rent				
Utilities	\$10,000	\$10,000		
Maintenance				
Mortgage Interest, Depreciation				
Property Taxes				
Subtotal Space				
<b>D. Other Activity Costs</b>				
Assistance to Individuals				
Other:				
Subtotal Special Costs	\$10,000	\$10,000		
<b>TOTAL</b>	\$25,017	\$25,017		

**CONSTRUCTION PROJECTS**

**M. DATE BUILDING ORIGINALLY CONSTRUCTED** November 2012

If your proposed project requests funds for facility renovation and/or rehabilitation, the original construction date must be provided on the line above.

**N. BUILDING OWNERSHIP**

If your proposed project requests funds for facility renovation and/or rehabilitation, indicate below the address of the property and indicate with a check mark whether your agency owns or leases the property.

Address: 4355 West Bradley Road, Brown Deer, WI 53223

Agency Owns Property: \_\_\_\_\_  
Agency Leases Property:  X

If your agency leases the property please identify the building owner by name and address and attach a copy of the lease.

**O. MBE/WBE PARTICIPATION**

The County has adopted a policy requiring every CDBG-funded construction project to expend 20% of the grant award for minority-owned businesses and 5% on women-owned businesses. This can be achieved through sub-contractors, or the purchase of services or supplies. If your proposed project involves construction, explain how you will meet this requirement.

This project involves no construction.

**P. LEVERAGE**

Based on the Revenue Plan for the proposed activity, describe the degree to which the project is leveraging Milwaukee County CDBG funds with other funds. If Milwaukee County CDBG funds is more than 25% of the total Project Budget, what is being done to raise additional funds from other sources?

**Q. BUDGET: CAPITAL PROJECTS**

For Capital projects, provide a detailed budget for the proposed project (additional project budget information may be requested). Include the following components in the detail budget:

Acquisition of land or structures	\$
Capital Equipment	\$
Soft Costs	\$
Construction or rehabilitation	\$
<b>TOTAL PROJECT COSTS</b>	<b>\$</b>

**III. AGENCY INFORMATION**

**A. APPLICANT MISSION STATEMENT**

Describe your agency's goals and objectives, as stated in Articles of Incorporation or in practice. Include a description of your agency's overall programs, its primary target population(s), and the desired outcomes for your clients.

The basic needs which this proposal will address the provision of rent and operating funds for the Village's Senior Citizen's Club. Through the effective operation of this program, the village wishes to provide a well-balanced recreation program for the Village's senior citizens. The Village is attempting to improve their quality of life through skill development, socialization opportunities, and meaningful use of their leisure time. The Village has an obligation to serve its elderly population demonstrated in the Comprehensive Plan.

**B. APPLICANT HISTORY**

Provide a brief history of your agency, including major accomplishments and experience in meeting the goals and objectives stated above. **Specifically include the number of years your agency has been in operation.**

The initial establishment of the Senior Citizens Club was completed in 1986 with the use of CDBG funds, since that time the operational/rent costs have been acquired through the CDBG program.

**C. AGENCY EXPERIENCE AND QUALIFICATIONS:** Describe the experience and qualifications of your agency related to the proposed project or program. If your agency has received HUD CDBG funds in the past from Milwaukee County, please mention the specific program, year or award and dollar amount of award.

The Village of Brown Deer on behalf of the Senior Citizens Club has been receiving CDBG funding since 1986 when the Senior Citizens Club was formed. Last year the Village was awarded \$25,383 for the general operations, a monthly

**D. STAFF EXPERIENCE AND QUALIFICATIONS:** Describe the experience and qualifications of key staff related to the proposed project or program. Be sure to attach resumes for key staff to the application.

**E. PERSONNEL SCHEDULE**

Please complete the Personnel Schedule for all staff who will be assigned to this project.

- Column 1) each individual staff position by title.
- Columns 2) indicate the full time equivalent (FTE) of each position in the noted year.
- Column 3) indicate the estimated total salary for that staff position for noted year.
- Column 4) indicate the estimated number of hours that this staff position will work on this project.
- Column 5), for each staff position whose time will be charged to this project, please indicate the amount of funds being requested for this individual through the CDBG Program. Do not include payroll taxes or benefits in this table.

1) POSITION TITLE	2013 ESTIMATED		CDBG-FUNDED	
	2) FTE	3) TOTAL SALARY	4) ESTIMATED HOURS ON THIS PROJECT	5) CDBG – FUNDED AMOUNT OF SALARY
Exercise Instructor	1	\$4,800	256	\$4,800
Park and Recreation Director	1	\$62,596	30	\$928
Administrative Secretary	1	\$34,195	20.4	\$336

**F. AGENCY GOVERNING BODY:** Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

<b>Board President's Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	Carl Krueger 9326 North Fairy Chasm Road, Brown Deer Business Owner Village of Brown Deer President 2010-2013	<b>Board Vice-President's Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	
<b>Board Secretary's Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>		<b>Board Treasurer's Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	
<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	Tim Schilz 6543 West Floral Lane, Brown Deer Director of Analytical Business Development Village of Brown Deer Trustee 2012-2015	<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	Jeff Baker 9083 North Goldendale Drive, Brown Deer Customer Service Manager Village of Brown Deer Trustee 2010-2013
<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	Terry Boschert 8587 North 42nd Street, Brown Deer Manufacturing Engineer Village of Brown Deer Trustee 2011-2014	<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	Gary Springman 9185 North 60th Street, Brown Deer Chemical Company Dispatcher Village of Brown Deer Trustee 2010-2013
<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	Robert Oates 8185 North 61st Street, Brown Deer Business Banking Village of Brown Deer Trustee 2012-2015	<b>Name</b> <b>Home Address</b> <b>Occupation</b> <b>Representing</b> <b>Term of Office:</b> <b>From __ To __</b>	Andrea Weddle-Henning 9415 Woods Circle, Brown Deer Contract Manager Village of Brown Deer Trustee 2011-2014

#### IV. PROGRAM BUDGET AND OTHER FUNDS

**A. DETAILED PROJECT BUDGET:** Following the description of allowable costs that may be charged to the CDBG Program are the Project Budget for 2013. Complete the budget identifying the amount and source of all funds and their uses. Use additional pages as necessary. An Excel file may be submitted in lieu of this Project Budget provided that it contains all of the same column and row headers.

### CDBG Allowable Activity Costs

Item	Activity Related Costs
<b>a. Activity Hard Costs</b>	
1. These are detailed in the program standards and defined under 24 CFR 570.201, 202, 203, and 204. Depending on the activity this may include: acquisition; disposition; clearance and remediation activities; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements; public services; homeownership assistance; economic development, etc.	X
<b>b. Activity Personnel Costs</b>	
2. Staff and overhead costs <b>DIRECTLY</b> related to carrying out the activity specified in 24 CFR 570.201-204, such as providing direct services to consumers, work specifications preparation, loan processing inspections, and other services related to assisting potential clients, owners, tenants, and homebuyers. This may include staff time spent supervising staff who are carrying out the activities specified in 24 CFR 570.201-204 when that time is spent addressing a direct consumer, service, or property issue. It does not include supervisory time spent on such functions as employee evaluations.	X
<b>c. Related Soft Costs/Operating Costs</b>	
3. <b>PUBLIC SERVICES ONLY:</b> Operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program. <sup>1</sup> 24 CFR 570.207 (b) (2)	X
4. Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.	X
5. Costs to process and settle the financing for a project, such a private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees, and fees for an independent cost estimate, builders or developers fees.	X
6. Costs of a project audit	X
7. Costs to provide activity related information services, such as affirmative marketing and fair housing information to prospective homeowners and tenants.	X
8. Impact fees that are charged to all projects within Dane County.	X
9. Environmental Reviews.	X
<b>d Relocation costs for persons displaced by the project.</b>	
10. Relocation payments – replacement housing payments, moving expenses, and payments for reasonable out-of-pocket costs incurred in the relocation of persons.	X
11. Other relocation assistance – staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship assistance.	X

<sup>1</sup> For example the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under 570.201 (e), even if no other costs of providing such a service are assisted with such funds. 24 CFR 570.207 (b) (2).

## FORM 2: PROPOSED USE OF FUNDS

### SCHEDULE 1A: STAFF POSITIONS AND PAYROLL COSTS

1	2	3	4	5	6
No. of Positions		Position Title	Avg. Annual Salary	% Effort	Cost to Project
New	Existing				
	1	Exercise Instructor	\$4,800	100	\$4,800
	1	Park and Recreation Supervisor	\$62,596	1.4	\$928
	1	Administrative Secretary	\$34,195	0.9	\$336

Fringe benefits can include Social Security tax (employer's share), pension, employer's share of employee's annuity payments, workmen's compensation, and health, life, and unemployment insurance	TOTAL:	
	1. Salaries	\$ 6,064
	2. Fringe benefit costs	\$
	3. TOTAL SALARY & FRINGE BENEFITS	\$ 6,064

### SCHEDULE 1B: SUPPORT COSTS

#### LINE ITEMS

4. Rent	\$
5. Maintenance service	\$
6. Telephone/telecommunications	\$ 950
7. Office material/supplies	\$ 250
8. Postage	\$ 1,000
9. Duplicating/printing	\$ 1,053
10. Books/periodicals	\$
11. Mileage (_____ miles @ \$._____ mile)	\$
12. Utilities	\$ 10,000
13. Equipment/Furnishings	\$ 5,700
<b>EXPLAINED/IDENTIFIED ITEMS (Describe Each)</b>	
14. Office furniture/business equipment Update the public computer, replace furniture, tables, chairs and store refrigerator	\$
15. Travel	\$
16. TOTAL SUPPORT COSTS	\$ 25,017

### SCHEDULE 1C: CONSULTANT COSTS (Describe Each)

17. Accounting/audit services	\$
18. Architectural/engineering services	\$
19. Legal services	\$
20. Other professional services or consultants	\$
21. TOTAL CONSULTANT COSTS	\$

### SCHEDULE 1D: CAPITAL COSTS (Describe Each)

22. Acquisition of land or structures	\$
23. Capital Equipment	\$
24. Construction or rehabilitation	\$
25. TOTAL CAPITAL COSTS	\$

## INSTRUCTIONS FOR COMPLETION

### FORM 2: PROPOSED USE OF FUNDS

#### SCHEDULE 1A:

All information reported on this schedule concerning staffing should include only costs to be charged to the County Community Development Block Grant.

Number of Positions (Cols. 1 and 2) - Indicate the number of positions by position title, and whether the position will be newly created (new) with the requested funds or whether the position exists now (existing) and will be funded with requested Community Development funds.

Position Title (Col. 3) - Use titles common to your organization.

Average Annual Salary (Col. 4) - Indicate what the annual salary for each position listed is, regardless of the duration of the proposed project.

Percent Effort (Col. 5) - Indicate the percentage of time during the program year that will be spent on this project by persons filling the positions listed. This percentage should relate only to the time that will be charged to County Community Development funding. Example - If the Executive Director of your organization will spend 10% of his or her time on this project, and the full 10% will be charged to County Community Development, then 10% should be entered in Col. 5. If the total number of persons in a single position title is more than one, then the percentage of effort should be the total for all persons with that position title. Example - If in Col. 2 you listed 2 persons filling the position of housing counselor, and each was to work on the project full time, then the proper entry in Col. 5 is 200%.

Cost to Project (Col. 6) - Multiply Col. 4, Average Annual Salary, by Col. 5, Percent Effort, to arrive at the total costs to the project for its one year period of operation.

Line 1 (Salaries) - This figure should be the total of costs reported in Cost to Project (Col. 6).

Line 2 (Fringe benefit costs) - This figure should include all normal fringe benefits paid by the employer on behalf of the employees, that are not otherwise included in the staff salary cost.

#### SCHEDULES 1B, 1C, and 1D:

Once again, all costs reported for items on these schedules should include only those to be charged to the County Community Development Block Grant. Questions about specific items listed in the schedules should be addressed to program staff.



**MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013**

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**MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION**

**INSTRUCTIONS FOR COMPLETION**  
**FORM 3: SCHEDULE OF PERFORMANCE**

APPLICATION SPONSOR: From Page 1 of this Application

APPLICATION TITLE: From Page 1 of this Application

ACTIVITY: From Page 6, Item #11 of this Application.  
For each activity listed in Item #11, fill out a separate FORM 3 according to the instructions below.

TYPE OF SCHEDULE:

- TIMELINE Activities which have a TIMELINE should project date ranges of activity and/or non-client based activity goals. Date ranges are indicated by arrows across the appropriate months. Non-client goals are to be numerically designated. (Examples of non-client based goals would be 1) a number of workshops to be held during a year when the number of individual participants could not be determined, or 2) publication of a periodic newsletter when a number of each issue is distributed).
  
  - CLIENTELE Activities which are based on CLIENTELE served should project the number of clients to be served during each month of the program year. Clients should not be counted more than once if they are to receive service on a continuing basis throughout the program year.
- Activities which have both TIMELINE and CLIENTELE aspects to them are hybrids of the above descriptions. Each phase of such an activity should be filled out according to whether it is TIMELINE oriented or CLIENTELE oriented.

IF CLIENTELE:

- PERSONS Indicate, by a check mark, if persons are served, or
  
- HOUSEHOLDS Indicate, by a check mark, if households are served.

ACTIVITY PHASES Use only the phases appropriate for the activity. Describe what will take place in the left hand phase title box. DO NOT INCLUDE SCHEDULES FOR PHASES NOT PAID FOR WITH COUNTY CDBG FUNDS. Continuing activities may need only the IMPLEMENTATION phase. Examples:

PREPARATION May include design and work plan preparation, surveys, or client identification.

IMPLEMENTATION May include bidding and contract awards, initial outreach, or equipment purchasing, activity's principal accomplishment(s), and project completion.

TOTAL BENEFICIARIES For CLIENTELE activities, sum the total of the monthly projected clients in the far right hand column.

**MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013**

**R. FORM 4: REVENUE PLAN**

<u>ADDITIONAL SOURCES OF FUNDS FOR PROPOSED PROJECT</u>	<u>APPLIED FOR</u>	<u>SECURED</u>
Milwaukee County CDBG	\$ 25,017	\$ -0-
Other Milwaukee County Funds (Identify department)	\$ _____	\$ _____
Other Federal Funds (Identify agency)	\$ _____	\$ _____
State Funds (Identify agency)	\$ _____	\$ _____
Local Government Funds (Identify specific source)	\$ _____	\$ _____
Foundation Grants (Identify foundation(s))	\$ _____	\$ _____
Other Revenue Sources	\$ _____	\$ _____
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
<b>Total Project Budget</b>	<b>\$ _____</b>	<b>\$ _____</b>

<u>SPONSOR'S PROJECTED FUNDING FOR ENTIRE AGENCY, FROM ALL SOURCES</u>	<u>2013</u>
Milwaukee County CDBG (same as above)	\$25,017 _____
Milwaukee County Funds (Identify)	\$ _____
Other Federal Funds (Identify agency)	\$ _____
State Funds (Identify agency)	\$ _____
Local Government Funds (Identify specific source)	\$ _____
Foundation Grant (Identify foundations)	\$ _____
Other Revenue Sources	\$ _____
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
<b>Total Agency Budget</b>	<b>\$25,017 _____</b>

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
**APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013**

**FORM 5: SPONSOR PROFILE**

NAME: Village of Brown Deer

MAILING ADDRESS: 4800 W. Green Brook Drive  
Brown Deer, WI 53223

CHECK IF:  NON-PROFIT ORGANIZATION  
 FOR-PROFIT ORGANIZATION

DATE OF INCORPORATION, IF INCORPORATED: \_\_\_\_\_

PRINCIPAL OFFICES LOCATED AT: 4800 W. Green Brook Drive, Brown Deer, WI 53223

CHECK IF:  PRINCIPAL OFFICES ARE OWNED  
 EXEMPT FROM PROPERTY TAXES  
 PRINCIPAL OFFICES ARE LEASED  
(Identify the building owner by name and address):

DEPOSITORY INSTITUTION HANDLING FINANCIAL ACCOUNTS:

M&I Bank

FINANCIAL ACCOUNTING AND AUDITS  
(Describe who does financial accounting (in-house or contracted); how often independent audits are conducted):

SPONSOR'S TOTAL EMPLOYEES:

MANAGERIAL/PROFESSIONAL Bridget Souffrant  
CLERICAL/OFFICE Nicole Theys  
TASK EMPLOYEES Debbie Gerth

EXECUTIVE DIRECTOR'S NAME: Russell Van Gompel

IN THIS POSITION SINCE: 1998

SPONSOR'S INTERNAL REVENUE SERVICE EMPLOYEE IDENTIFICATION NUMBER: 39 - 6021350

SPONSOR'S D-U-N-S NUMBER: 020451027

A DUNS number is now a requirement for any business that receives CDBG funds. If you do not have one, you can register online at <http://fedgov.dnb.com/webform> or call 866-705-5711 to receive your number. This process takes approximately ten minutes. DUNS Number assignment is FREE for all businesses required to register with the U.S. Federal government for contracts or grants.

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
**APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013**

**FORM 6: CERTIFICATIONS**  
(Submit one copy with original signatures)

I, \_\_\_\_\_  
(chief elected officer of Board of Directors) \_\_\_\_\_  
(title)  
of \_\_\_\_\_  
(organization)

do hereby attest to and certify the following:

1. The Application described in this document has been considered by the Board of Directors of this organization, and the Board, in a meeting of its quorum on \_\_\_\_\_, authorized, by a majority vote, the submission of this Application to the Milwaukee County Community Development Block Grant Program.
2. The Board of Directors has authorized this organization to accept any funds granted by the County for this Application, and to implement the purposes of this Application it is herein described.
3. The Board of Directors has been informed of, and recognizes that this Application shall be operated in accordance with, all relevant Federal, State, County and municipal legislation, codes, ordinances, or other controlling regulations, and furthermore, the Board recognizes and accepts whatever directions the County makes to ensure compliance with these.
4. The Board of Directors of this organization has considered and recognizes that the primary objective of the Community Development Block Grant Program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income. The Board of Directors shall ensure that this Application, if accepted, shall be implemented consistent with this objective.
5. This organization has the administrative capacity, financial accounting capability, and legal authority to carry out the Application.

Signed \_\_\_\_\_  
Name  
\_\_\_\_\_  
Date

**ACKNOWLEDGMENT**

STATE OF WISCONSIN )  
 ) ss.  
\_\_\_\_\_ County )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named \_\_\_\_\_ to me known to be the person who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County, WI  
My commission is permanent. (If not:  
Expiration date: \_\_\_\_\_, 20

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
**APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013**

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**FORM 7: SUBMISSIONS**

Sponsors other than agencies of Milwaukee County or other offices of government MUST SUBMIT THE FOLLOWING WITH THIS APPLICATION:

1. One copy of the Sponsor's current Articles of Incorporation and By-Laws (If your organization has submitted these to Milwaukee County Community Development Program in a previous year, and they have not changed, it is not necessary to resubmit them at this time).
2. A list of the current Board of Directors including name, address, and identification of officers.
3. One copy of the Sponsor's most recent audited financial statement.



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b>	Village Board
<b>ITEM DESCRIPTION:</b>	Committee/Commission/Board Members
<b>PREPARED BY:</b>	Russell Van Gompel, Village Manager
<b>REPORT DATE:</b>	August 16, 2012
<b>MANAGER'S REVIEW/COMMENTS:</b>	<p>9 No additional comments to this report.</p> <p>9 See additional comments attached.</p>
<b>EXPLANATION:</b>	<p>The appointment of each individual to a Village Committee, Commission or Board is governed by a separate Article in the Village Code.</p> <p>In each of the articles, appointments are made by the Village President with the approval of the Village Board. The role of the Village Board is to approve or disapprove the appointment of the Village President.</p> <p>Attached is the current listing of all members of Village Committees, Commissions, and Boards, along with the vacancies highlighted in yellow.</p>

**Beautification Committee 1 yr**

Bob Oates  
 Julie Cook-Quirk  
 Angie Baltz  
 Sandy Manning, Chair  
 Elizabeth Smith  
 Beverly Lieven  
 \*Vacant

**Board of Appeals 3 yr**

\*Vacant, Chair  
 Mike Kass, Vice Chair  
 Margaret Jaberg  
 G. Neil Wood  
 \*Vacant  
 \*Vacancy, First Alternate  
 \*Vacancy, Second Alternate

**Board of Health 1 yr**

Barbara Bechtel

**Board of Review 5 yr**

\*Howard Colbert  
 Bill Hoffman  
 Bruce Thomas  
 Barry Godshaw  
 Otto Bunge  
 Roger Gordon, First Alternate

**Brown Deer Foundation, Inc.**

Margaret Jaberg, President  
 Bob Radke, Vice President  
 Tom Lieven, Treasurer  
 Mike Bohn  
 Trevor Eccleston  
 Jonas A. Edstrom  
 Anne Lutz  
 Elizabeth Bickhart  
 Michael Weiss  
 Village President  
 Village Manager, Secretary

**Building Board 2 yr**

Andrea Weddle-Henning  
 Tony Snow  
 Tony Enea  
 Lavern L. Nall, Chair  
 Rory Palubiski

**Community Dev. Authority 4 yr**

Carl Krueger, Chair  
 Tim Schilz  
 John Coons  
 Scott Fleming  
 Ron Kunding  
 Claude Williams, Jr.  
 \*Vacant

**Finance & Public Works 2 yr**

Bob Oates, Chair  
 Gary Springman  
 Terry Boschert  
 Ray Erbe  
 Tom Lieven  
 Galyn Bennett  
 Susan Glowinska

**Fourth of July (on 9/1)**

Carl Krueger  
 John Buckley  
 Paul Fine  
 Christopher Dibb  
 \*Melissa LeClaire  
 Otto Bunge  
 \*Jesse Culbertson  
 Ann Griffin  
 Matthew Patrick

**Library Board 3 yr**

Jeff Baker  
 SDR - Kathy Williams  
 Gerald Balistreri  
 Wendy Jabas  
 Anne Lutz

**NSFD**

Carl Krueger - Board  
 Tom Conlin - Commission

**Park and Recreation 3 yr**

Gary Springman, Chair  
 \*SDR - Vacant  
 Richard Goehre  
 Mike Hawes  
 Marie Lieber

**Personnel Committee 1 yr**

Jeff Baker, Chair  
 Gary Springman  
 Don L. Druckrey

**Plan Commission 3 yr**

Carl Krueger, Chair  
 Tim Schilz  
 Jeff Baker  
 Susan Bellehumeur  
 Bill Hoffmann  
 Dan Bednar  
 Ryan Schmitz  
 Jeff Jaroczynski  
 Al Walters

**Police Commission 5 yr**

Willie Allen  
 Jim Jiracek  
 Mary Lynne Kust  
 Dennis Lowder  
 Roy Williams

**Traffic and Public Safety 1 yr**

Terry Boschert, Chair  
 Andrea Weddle-Henning  
 G. Neil Wood  
 Roger Gordon  
 Alicia Lemke  
 Mike Kass  
 Bob Wazniak

**Water Commission (on 10/1)**

Walter Baehr, President  
 \*Tim Schilz, Secretary  
 Gerald Anderson  
 Ken Harmon  
 Zachary Beanland, Sr.

**Ad Hoc Committees****Skate Board Park**

Chad Hoier  
 Captain John Graeber  
 Trustee Springman  
 Dennis Miller  
 Tara Baars  
 Drew Jones

**Committee Structure**

Don L. Druckrey  
 Barb Fleming  
 Mary Kust  
 Tom Lieven  
 Margaret Jaberg

\* = Term Expired/Expiring

rev. 07-30-12