

**BROWN DEER VILLAGE BOARD
AUGUST 17, 2015 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

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

I. Roll Call

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

Also Present: Michael Hall, Village Manager; John Fuchs, Village Attorney; Erin Hirn, Assistant Village Manager; Michael Kass, Chief of Police; Nate Piotrowski, Director of Community Development; Matthew Maederer, Director of Department of Public Works; Susan Hudson, Treasurer/Comptroller; Lisa Kumbier, Lieutenant; John Graeber, Captain

II. Pledge of Allegiance

III. Persons Desiring to be Heard

Chief Kass requested that board members and staff sign up for the Brown Deer Citizen Police Academy training which launches in September and runs to the beginning of November every Wednesday from 6-8 p.m.

IV. Consideration of Minutes: August 3, 2015 Regular Meeting

It was moved by Trustee Boschert and seconded by Trustee Springman to approve the amended minutes from the August 3, 2015 - Regular Meeting. The motion carried unanimously.

V. New Business

A) Presentation by Wisconsin Law Enforcement Accreditation Group (WILEAG) Representative

Mr. Bob Roge represented the WILEAG gave a brief history of their assessment and the process ending the discussion by congratulating the Brown Deer Police Department for successfully gaining and holding accreditation for the last three years. He quoted the accreditors by saying, "It's obvious 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 by the community and the quality of its employees." He then handed the Certification of Accreditation signed on June, 16 2015 for 3 years to Chief Kass.

B) Presentation by Buxton on Retail Recruitment and Possible Contract for Services

Mr. Gunstenson conducted a presentation of Buxton's analytical methods and what their company can contribute to the Village of Brown Deer when recruiting retail. Trustee Baker asked if we are not making any progress would we be able to cancel our three year contract. Mr. Gunstenson explained that contact with a retailer takes months; however, there is ability to re-evaluate the village's progress annually. There was a repeating question on the benefit this program would provide the village. Mr. Gunstenson explained that Buxton's main purpose is to increasing taxable revenues, strengthening local business, and bridge the demand that is not being met. This will include a targeted list of retailers that are more than likely to locate in Brown Deer. Mr. Piotrowski assured the board of the time tables of working with retail. There was also a concern of our limited growth potential. Mr. Hall also reiterated that this is a tool employees will be able to use while trying to further re-development. He also mentioned that this will be funded by TIF

dollars since we would be focusing the efforts on the TIF districts. There was no decision made at this time and will be considered alongside the other CIP project on October 5, 2015.

C) Update on Village of Brown Deer Capital Improvement Plan for 2016-2020

Mr. Hall gave an update of Public Works engagement. He showed the presentation we are going to be giving during the public information meeting on August 26, 2015. There will also be a public tour at the public works office on September 12, 2015 from 10:00 a.m. to 5:00 p.m. There will be a recap on September 5, 2015 and the final decision will be made on September 21, 2015. There has been information regarding the issue in the Brown Deer Now both online and in the physical paper. The events are also listed on our website as well as advertised in the Brown Deer Magazine. He then showed the analysis of borrowing for not only a new DPW, but also for providing repairs to the current site. Removing DPW from the Original Village would be very beneficial because the status of the TIF district, since currently it is not considered a healthy TIF and in bringing new development would help strengthen the TIF. It was noted that in both scenarios of creating a new DPW or not, the Village's borrowing only expands to \$200,000 between principal and interest payments by expanding the borrowing to 20 years as opposed to what it is at now which is 15 years. Trustee Schilz suggested we set up scenarios of what the DPW site could look like when redeveloped. The redevelopment mixed use options were further discussed. Trustee Baker suggested we allow the public to know the value of all this equipment public works holds in its facility. It was duly noted.

D) Update on North Shore Fire Department Funding Formula and Fire Department 2016 Budget

Mr. Hall showed the funding allocations which have changed by .71% from last year and will be this way for the next five years. The reason there has been an increase is because Brown Deer has increased 5% in 911 calls. The formula includes the following: 30% population, 30% value 40% usage. Also, they have only had to increase their budget by .5%. Trustee Springman asked if the calls to the Fire Department are coming from Brown Deer homes. Mr. Hall verified that the Fire Department tracks where the calls are coming from and they are coming from Brown Deer homes. President Krueger explained that the fire department is creating education to provide the people who more often make these 911 phone calls to try and reduce the amount of not emergency calls.

E) Resolution No. 15-, "North Shore Fire Department Approving a Multi-Year Capital Budget to Purchase a Ladder Truck and Two Ambulances for 2016, 2017, and 2018"

The fire department needs to purchase a ladder truck and two ambulances and due to the funding formula we are required to pay \$79,000. This purchase needs to be approved by all seven North Shore communities. This expense has been stretched out for three years due to the massive expense of these vehicles. The Fire Department was not requested to be at this board meeting due to the extensive description in the Chief's memo. President Krueger acknowledged that the Fire Department will be present at the October budget meetings.

It was moved by President Krueger and seconded by Trustee Awe to approve Resolution No. 15-, "North Shore Fire Department Approving a Multi-Year Capital Budget to purchase a ladder truck and two ambulances for 2016, 2017, and 2018." The motion carried unanimously.

F) Ordinance No. 15-, "Repealing Chapter 105, Sections 19-30 of the Brown Deer Village Code Pertaining to Code Compliance Upon Transfer of Ownership"

Attorney Fuchs explained that this is just to comply with state law by making sure that transfer of ownership is not related to code compliance issues. There are many municipalities trying to find alternatives. Currently, however, we think it wise to repeal our ordinance for the time being and if

something changes we can reinstate or modify the law. Trustee Springman asked if the village can still offer that service of building inspections. Attorney Fuchs advised that we don't go that route due to the potential law suites that could ensue also if we did find items that needed to become up to code the charges could be laid on the buyer. Trustee Schilz asked if we could educate the public that code compliance has been taken away. Attorney Fuchs said he would create something for the website.

It was moved by Trustee Springman and seconded by Trustee Baker to approve Ordinance No. 15-, "Repealing Chapter 105, Sections 10-30 of the Brown Deer Village Code pertaining to code compliance upon transfer of ownership." The motion carried unanimously.

G) Amend DDR Marketplace Development Agreement Related to Signage

Mr. Piotrowski presented the proposal to amend the development agreement to modify the sign criteria from Brown Deer standards of 1 sq. ft. per 1 linear ft. of building wall to 2.5 sq. ft. per 1 linear ft. as well as a ground sign that they are requesting to allow a sign 16 feet in height and 200 sq. ft. Mr. Piotrowski suggested to allow the 2.5 ft. modification on the wall sign and allow the ground sign to be 16 feet in height; however, due to viewing other signs within our municipality he suggested only allowing 150 sq. ft. They are also requesting to have three signs along Green Bay Road per parcel which currently only two are allowed. Mr. Andrew emphasized his desire to be able to allow 200 sq. ft. for their ground sign requirements. Mr. Baker asked if there are intentions to build more. Mr. Andrew said not currently; however, there are people currently looking at the out parcels so we are just anticipating more to come. Mr. Piotrowski explained how there have been discussion about remodeling the existing building and they think this is going to be beneficial for the shops in that area. This sign change would only be per this development agreement. Trustee Baker spoke for the acceptance of 200 sq. ft. since there is no current knowledge of what is going to be happening with the current overpass.

It was moved by Trustee Boschert and seconded by Trustee Schiltz to amend DDR Marketplace Development Agreement related to signage. The motion carried unanimously.

H) Bid Results and Contract Award for 2015 Sanitary Sewer Re-Lining Project

Mr. Maederer explained the bid process and that Terra recieved the contract for the 2015 Sanitary Swer Re-Lining Project. Terra previously completed work for the village in 2011.

It was moved by Trustee Boschert and seconded by Trustee Awe to approve bid results and contract award for 2015 sanitary sewer re-lining project. The motion carried unanimously.

I) Contract Amendment – West Fairy Chasm Road Design and Engineering Services

Mr. Maederer said that this contract is with Ayeres. West Fairy Chasm Road has a paser rating of 3 and right now we are thinking about narrowing the driving path and putting a shared use path. Mr. Boschert asked if public input would be requested and Mr. Maederer confirmed. Trustee Springman asked if those who are not in the direct location could know about the public meetings. Mr. Maederer confirmed that we would use our social outlets to allow knowledge of the public meeting along with emails to the board members.

It was moved by Trustee Boschert and seconded by Trustee Schilz to approve contract amendment – West Fairy Chasm Road design and engineering services. The motion carried unanimously.

J) Contract Amendment – Park Plaza Court Design and Engineering Services

Mr. Maederer explained that this project would be paid out of TIF 3 and will be puting a retention pond in the southwest portion of the former American TV site and then there will be some road construction to

redesign Park Plaza. Trustee Boschert noted that in the packet it says the project is being supported by TIF 4 and just wanted to re-verify that it is TIF 3 that will be financing this project. Mr. Maederer confirmed.

It was moved by Trustee Boschert and seconded by Trustee Baker to approve contract amendment – West Fairy Chasm Road design and engineering services. The motion carried unanimously.

K) June 2015 Financial Reports

Ms. Husdon said we are on track with our financial reports.

L) Consideration of July 2015 Vouchers

It was moved by Trustee Boschert and seconded by President Krueger to approve Consideration of July 2015 Vouchers. The motion carried unanimously.

VI. Village President's Report

- The North Shore Fire Department has completed their budget
- Final Vibes Concert Wednesday meeting, Marge requested someone sell postcards if anyone is available
- He will be at the Executive training for the rest of the week
- No report from MMSD

VII. Village Committee Chair Reports

- Trustee Springman brought up the Park & Rec Department that there is no availability during the summer to let them use the gym space in the school. Also, the school district charges the Park & Rec Department to put things into Peach Jar which is their program to let parents know about program offerings. Trustee Springman requested an itemized list of what we pay the school district. Discussion incurred about the school district paying for liason officers. He also mentioned that Park & Rec is having difficulty paying for all the building maintenance necessary and will have to increase their budget to take care of it. This is mainly due to a decrease of CDBG funding. Mrs. Hirn explained that management at the county level has changed in the last year or two and because of this they have been more compliant to the intended formula. There is also a request to increase space for programing.
- Trustee Boschert brought up Traffic and Public Safety and a resident complaint of county buses parking in front of their apartment complex. Mr. Piotrowski said that there was an issue with the busses pulling side by side; however, this should have been rectified.
- President Krueger also brought up that a resident threatened to tear down village property due to harm to his property. Mr. Hall confirmed this has been resolved.

VIII. Village Manager's Report

- Mentioned Metro Storage Ribbon Cutting
- Sylvan from JSF would like to invite the board to take a tour of the facility and meet their residents for half an hour; we will find a collective time that everyone can attend

IX. Adjournment

It was moved by Trustee Springman and seconded by Trustee Boschert to adjourn at 8:57 p.m. The motion carried unanimously.


Jill Kenda-Lubetski, Village Clerk