

**BROWN DEER VILLAGE BOARD
FEBRUARY 7, 2011 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: Baker, Boschert, Oates, Schilz, Springman, Weddle-Henning

Also Present: Russell Van Gompel, Village Manager; Jesse Thyges, Assistant Village Manager/Community Services Director; Larry Neitzel, Superintendent of Public Works; Chief Steven Rinzel, Brown Deer Police Department; John Fuchs, Village Attorney

II. Pledge of Allegiance

III. Persons Desiring to be Heard

Jamie Awe, 6287 West Villa Lane, complimented the Village on their snow removal efforts and also asked about the annual 2% increase that was factored into the Dispatch Center cost report.

Mr. Van Gompel discussed the annual staffing cost increase which was factored into the consolidated dispatch center report.

Trustee Schilz noted that a resolution that recognizes the Green Bay Packers recent championship may be in order. It was the consensus of the Board members to have the Village Manager prepare the resolution.

IV. Consideration of Minutes: January 24, 2011 – Regular Meeting

It was moved by Trustee Boschert and seconded by Trustee Oates to approve the minutes of the January 24, 2011 regular meeting. The motion carried unanimously.

V. Unfinished Business

A) Consolidation of Dispatch Services

Mr. Van Gompel started by distributing an updated copy of page 7 of the report that was drafted by consultant Ed Henschel.

Trustee Boschert inquired about the duties and the job description of the proposed desk clerk positions. Chief Rinzel discussed the various reporting and record keeping requirements that the Police Department has to follow as well as the handling of the administrative type phone calls that come into the department on a daily basis. Chief Rinzel also noted that he had not received a firm proposal as to whether or not the consolidated dispatch center would handle administrative calls during the overnight hours.

Trustee Baker asked for clarification of administrative calls. Chief Rinzel discussed the types of calls that are classified as administrative and provided an example.

President Krueger asked if consolidation would create any relief in supervisory duties. Chief Rinzel discussed his role and the Captain's supervisory duties and noted that responsibilities probably would not be affected too much by consolidation.

A brief discussion ensued as to how the Village Board would want to proceed with this matter.

Trustee Oates asked how other Police Departments handle their reporting duties and also requested an update on the discussions pertaining to the funding formula. Chief Rinzel noted that individual departments have their own operational practices and reviewed the number of front office staff at the other departments. Mr. Van Gompel stated that no consensus could be reached with regards to the concerns raised about the funding formula including a usage factor.

Trustee Boschert asked why the other communities were concerned with including a usage factor. Mr. Van Gompel discussed the creation of the formula and opined that it is not favorable to the Village of Brown Deer.

President Krueger asked about the adjustments made to the proposed formula. Mr. Van Gompel noted that the formula has evolved into affixed amount/percentage for each community and reiterated his negative opinion of the funding breakdown.

A brief discussion ensued about the parties that have been involved with the creation of the funding formula as well as the timetable for making a decision about participation. It was noted that a presentation from the other community representatives may be helpful.

President Krueger opined that the consultant's report did not adequately address the operational costs of the Brown Deer Dispatch Center versus consolidation.

Chief Rinzel reviewed responses to Trustee's questions that had been submitted prior to the meeting including the construction timeline, costs associated with the existing dispatch center, and how the dispatching for the fire department could be handled. Mr. Van Gompel mentioned that February 24th was established as a due date for consolidation responses.

Trustee Baker asked about the difference in cost for fire dispatching. Mr. Van Gompel discussed the changes that would be associated with the consolidation.

A brief discussion ensued regarding the possible use of the previously proposed "Zone A" funding formula and how it differs from the current funding proposal. Mr. Van Gompel reviewed the meetings that have been held to-date regarding the funding breakdown and noted that the other communities' interest level in participating in consolidation remains unknown.

The Village Board briefly discussed the notion of drafting a letter to the other North Shore communities stating the Village's stance on the matter and what other topics should be addressed with such a letter.

Attorney Fuchs summarized the discussion on the consolidation proposal and offered the suggestion of holding a closed session in order for the Board to draft a response to the current funding formula.

It was the consensus of the Village Board to agenda the matter in closed session at a future meeting in order to draft a funding proposal in response to the current proposal.

B) Plowing of Brown Deer Recreation Trail

Mr. Van Gompel reviewed the past discussion on the matter and noted that the entrance to the electrical substation is separate from the recreation trail and that the plowing is handled by WEPCO.

Mr. Neitzel noted the trail usage and the amount of time it would take to clear the various sections of the trail. Mr. Neitzel added that salt could not be used due to nearby wetlands and drainage-ways.

It was moved by Trustee Schilz and seconded by Trustee Boschert to direct staff to plow only the section of trail between Brown Deer Road and County Line Road. The motion carried unanimously.

VI. New Business

A) Liquor License Agent Change for Applebee's, 9080 North Green Bay Road

Mr. Van Gompel reviewed the application.

It was moved by Trustee Schilz and seconded by President Krueger to approve the Liquor License Agent Change for Applebee's, 9080 North Green Bay Road. The motion carried unanimously.

B) Electronic Open Records Request

Attorney Fuchs reviewed the policy that has been drafted in response to an electronic open records request and the use of staff time as an appropriate way, per the State Attorney General's office, to charge for fulfilling the request. Attorney Fuchs noted that an Ordinance amendment may be required, but the policy will be sufficient for the short-term.

Trustee Oates asked about the nature of the request. Mr. Van Gompel stated that it was a request for absentee voter information.

It was the consensus of the Village Board to enact the policy and to direct staff to draft an ordinance to address the matter.

C) Resolution No. 11-, "Establishing Policy for Disclosure and Dissemination of Budget process Information"

Mr. Van Gompel introduced the matter and noted that it may be beneficial to add the term "elected officials" to the proposed resolution.

It was moved by Trustee Baker and seconded by Trustee Boschert to adopt Resolution No. 11-, "Establishing Policy for Disclosure and Dissemination of Budget process Information". The motion carried unanimously.

VII. Village President's Report

President Krueger had no report.

VIII. Village Manager's Report

Mr. Van Gompel reported on the following:

The snow removal efforts during the recent storm event

Trustee Oates inquired about the Police Department's actions during the storm. Chief Rinzel indicated that all officers were in uniform and available.

Trustee Oates also inquired about the overall road salt usage. Mr. Neitzel discussed the procedures for using salt and noted that the remaining inventory is in good shape.

Mr. Neitzel discussed the Governor's declaration of emergency and the Village's efforts in reporting the associated costs to FEMA. Mr. Neitzel opined that the federal standards would not be met in order to receive funds.

IX. 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.

It was moved by President Krueger and seconded by Trustee Springman to recess into Closed Session at 8:38 p.m. The motion carried unanimously.

X. Reconvene into Open Session for Possible Action on Closed Session Deliberations

It was moved by Trustee Schilz and seconded by Trustee Boschert to reconvene into Open Session at 9:28 p.m. The motion carried unanimously.

A) Collective Bargaining Agreement with AFSCME

It was moved by President Krueger and seconded by Trustee Springman to approve the Collective Bargaining Agreement with AFSCME. The motion carried unanimously.

B) Salary Plan and Compensation for Non-Represented Employees

It was moved by Trustee Springman and seconded by Trustee Boschert to approve \$80,000 to be applied at the Village Manager's discretion for the Salary Plan and Compensation for Non-Represented Employees. The motion carried unanimously.

XI. Adjournment

It was moved by Trustee Schilz and seconded by Trustee Springman to adjourn at 9:31 p.m. The motion carried unanimously.

Russell Van Gompel, Village Manager