

**BROWN DEER VILLAGE BOARD
SEPTEMBER 19, 2011 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 6:32 P.M.

I. Roll Call

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

Also Present: Matthew Janecke, Assistant Village Manager; Larry Neitzel, Operations Superintendent; Police Chief Steven Rinzel, Brown Deer Police Department; Captain Robert Halverson, Brown Deer Police Department; Lieutenant Lisa Kumbier, Brown Deer Police Department; Lieutenant Jonathan Schmitz, Brown Deer Police Department; John Fuchs, Village Attorney

II. Pledge of Allegiance

III. Persons Desiring to be Heard

A) Citizen Commendation for Travis Lancerio

Chief Rinzel showed the Village's appreciation to Travis Lancerio by presenting him with a Citizen Commendation. His quick reactions and observations on July 25, 2011 stopped a serious crime and helped identify the suspects.

B) Donation from Stan and Mike Kass for the Village of Brown Deer K9 Program

Chief Rinzel thanked and received a \$20,000 donation from Stan and Mike Kass for the Police Department's K9 unit. The donation will go towards the purchase, training, and equipment for the new K9.

C) Recognition of Master Chaplain Status for Police Chaplain Jan Doleschal

Chief Rinzel recognized Reverend Janis K. Doleschal, a volunteer Chaplain with the Brown Deer Police since 2000, for being awarded the Master Level Certificate by the International Conference of Police Chaplains. The Master Chaplain designation is the highest level of police chaplaincy.

IV. Consideration of Minutes: August 1, 2011 – Regular Meeting

It was moved by Trustee Weddle-Henning and seconded by Trustee Springman to approve the minutes of the August 15, 2011 regular meeting. The motion carried unanimously.

V. Committee Reports

A) Building Board – Trustee Weddle-Henning

Trustee Weddle-Henning reported on the actions taken at the meeting on August 22, 2011 and stated there was five items for consideration. She mentioned the last lot was sold at Donges Woods's subdivision and completes the buyout of lots at that subdivision.

B) Beautification Committee – Trustee Oates

Trustee Oates reported next year's Arbor Day and Keep Greater Milwaukee Beautiful Clean-Up day will be held on May 12, 2012. Places for additional tree plantings that are being considered are the area around the historic white school house in Village Park and the bike trail. He also mentioned the recognition event that will be held on September 27, 2011 recognizing Award Winners and thanking the Adopt-A-

Flowerbed gardeners.

Trustee Oates reported that the bulb sale fundraiser will be starting soon.

President Krueger asked about a paved pad in future memory of Bob Moranski and whether it will be in Village Park. Trustee Oates noted the pad will be placed along the bike path in Village Park.

C) Park and Recreation Committee – Trustee Springman

Trustee Springman stated the minutes in the most recent packet handed out to board members were from the August meeting and not from the September meeting; however, they will be distributed at a later time. Pond attendance and revenue numbers are in: pond memberships were \$3,555 and \$350 less than last year; concession sales were \$7,727, almost \$500 in revenue; and pond attendance numbers improved from last year.

Trustee Boschert asked if there was an update on the skate park. Trustee Springman responded that there was not at this time.

President Krueger asked if there was feedback on the new playground equipment. Trustee Springman addressed the question by saying all the feedback is very positive, and that the bike path has been very well used which may have contributed to the awareness of the new play equipment.

D) 4th of July Committee – Village President Krueger

President Krueger reported that due to contributions from the Kass family, the reserve fund has a balance in it that will cover next year's operating costs. However, an additional contribution is anticipated for the 2012 4th of July celebration. The committee will begin accepting applications for a parade marshal. The board was reminded that next year's event does not have a slogan at this time and they should be thinking of one.

E) Traffic and Public Safety – Trustee Boschert

No Meeting.

F) Library Board – Trustee Baker

Trustee Baker mentioned he was not in attendance at the last meeting due to a scheduling conflict. The used book sale generated \$1,300 and the Library Auction will be held on November 10, 2011. A discussion ensued regarding self checkout. Library Director, Joe Rice, was looking into quotes and had received a preliminary quote covering all costs of implementation for \$40,000 to \$50,000. The quote included a security gate system. They will continue to work on getting hard quotes.

Trustee Oates asked for an update on the HVAC project. Trustee Baker said the project has been delayed due to electrical specifications, but is moving along as fast as it can. They hope to finish up by the end of September.

G) Community Development Authority – Village President Krueger

No Meeting.

H) Plan Commission – Village President Krueger

President Krueger said the commission had considered and approved a conceptual sidewalk plan. They also reviewed a sub-area plan. The sidewalk improvement program identifies areas that should be considered for sidewalks but does not mandate any of the areas outlined on the map. Mr. Janecke stated

the Plan Commission approved the plan and it is going to be considered by the Traffic and Public Safety Committee. Before any improvements will be made, they will need final approval. Trustee Weddle-Henning asked if the Plan Commission considered who will do the snow removal. The question was raised but no solution was identified. The snow removal may be performed by the Department of Public Works or be contracted out to a private company. Trustee Boschert clarified that there is no timeline for the improvement, but that the plan merely identifies areas for improvement.

A brief discussion ensued.

I) Finance and Public Works Committee – Trustee Oates

Trustee Oates mentioned a request for qualifications was sent out for financial software which is due back by October 14, 2011. Audra Fazzari handed in her resignation from the committee do to her mother having health issues. Sometime in the near future she would like to be apart of the decision making process by being assigned to one of the Village's committees, but at this point she is unable.

Trustee Oates asked if the dates of the budget work shops could be emailed to the Village Board members.

1) Sanitary Sewer Contract – CIPP Lining Contract

Mr. Neitzel discussed the CIPP lining of mainline sanitary sewer and sanitary laterals project. He mentioned only one bid out of three was received from Musson Bros, Inc. Trustee Oates asked why only one bid was received. Mr. Neitzel replied that he thought it was due to the nature of work being performed and not many contractors perform this kind of work. He also mentioned that a lot of contractors that do perform this work simply have full schedules. Mr. Neitzel further discussed the financial details of the project.

Trustee Baker asked what will happen if a resident decides not to participate in the sanitary sewer and sanitary lateral replacement program and their lateral fails. Mr. Neitzel replied that the homeowner will be responsible for the full cost of repairing the lateral before the home is sold.

It was moved by Trustee Oates and seconded by Trustee Boschert to award the contract to Musson Bros., Inc. for the CIPP lining of mainline sanitary sewer and sanitary laterals in an amount not to exceed \$112,000. The motion carried unanimously.

2) Consideration of Vouchers

It was moved by Trustee Oates and seconded by Trustee Boschert to approve the payment of the vouchers. The motion carried unanimously.

J) Personnel Committee – Trustee Baker

Trustee Baker noted the Personnel Committee is reviewing the Personnel Manual and hopes it will go before the board and be approved before the end of the year.

1) Resolution Adopting Section 2.10 – 2.12 of the Employee Personnel Manual for the Village of Brown Deer

Trustee Baker gave a brief explanation of the section being proposed for the Personnel Manual, saying that the section has been reviewed by labor attorney Mark Olson and is in accordance with Acts 10 and 32. Attorney Fuchs further discussed that the proposed grievance procedures were taken from a model created by Nancy Perky and changes were made to suit the Village of Brown Deer.

It was moved by Trustee Oates and seconded by Trustee Springman to approve the Resolution Adopting Section 2.10 – 2.12 of the Employee Personnel Manual for the Village of Brown Deer. The motion carried unanimously.

2) Approving the Position Description for a Front Desk Clerk and Amending the Salary Plan for Non-Represented Employees

Trustee Baker made mention to the approved position, the position is in accordance to the elimination of dispatch services. The position will perform the clerical duties the police dispatchers performed. With the creation of the position, comes the creation of a new pay grade level 1. The creation of the new pay grade simply moves all the pay grades up by one number and does not propose an increase in wages. If the current dispatchers decide to accept a Front Desk Clerk position, their pay rate will remain at \$21.12. The budget will have to be looked at to determine how many Front Desk Clerk positions will be created.

President Krueger asked if the position will be the same as the current position of Desk Officer. Chief Rinzel clarified that this position will not be a sworn police officer's position and has a different position description than a Desk Officer.

Trustee Baker asked if the Front Desk Clerks will go through the same psychological testing as the dispatchers. Chief Rinzel said Front Desk Clerks will have a different psychological testing process, and added he is currently interviewing psychologists. Attorney Fuchs clarified that with this proposal they are not hiring anyone but are simply creating the position of Desk Clerk.

It was moved by Trustee Baker and seconded by Trustee Springman to approve the Position Description for a Front Desk Clerk and Amending the Salary Plan for Non-Represented Employees. The motion carried unanimously.

VI. Unfinished Business

None.

VII. New Business

A) Ordinance No. 11-, “In the Matter of Amending Sections 2-526 and 2-527 of “North Shore Board of Health” of the Brown Deer Village Code”

Ms. Berg stated now that an agreement has been made for the merger of Public Health Services, the village needs to consider changes to the code regarding the composition of term of office for the members. The agreement calls for only one representative from each community to serve a two-year term on the North Shore Health Department Board of Health.

Attorney Fuchs stated Glendale and a few other North Shore Communities have approved a similar ordinance. Trustee Boschert asked if the appointments will be staggered and how will that accommodate the current board member. Attorney Fuchs declared there will be staggered appointments but the specifics will have to be worked out. Mr. Janecke added Barbara Bechtel is the only member serving on the North Shore Health Department Board of Health from Brown Deer.

It was moved by President Krueger and seconded by Trustee Weddle-Henning to approve Ordinance No. 11-, “In the Matter of Amending Sections 2-526 and 2-527 of North Board of Health” of the Brown Deer Village Code”. The motion carried unanimously.

B) Park View Pub Liquor License Agent – Name Change

Mr. Janecke indicated that this item is a simple name change for the Class “B” Intoxicating Liquor License agent and Class “B” Beer License to operate Park View Pub.

It was moved by President Krueger and seconded by Trustee Schilz to approve the application for a legal name change for the approved Agent to the Class "B" Intoxicating Liquor and Beer License currently held by Sons of Bob, LLC to operate Park View Pub located at 7651 North Teutonia Avenue. The motion carried unanimously.

C) Special Holiday Hours

Mr. Janecke stated that the Village received and approved a similar request from American in years 2008 through 2010.

It was moved by President Krueger and seconded by Trustee Weddle-Henning to approve the special request from American of Brown Deer for extended Holiday hours to open at 5:00 am on Friday, November 25, 2011 as identified in their letter dated August 1, 2011. The motion carried unanimously.

VIII. Committee Appointment

It was moved by President Krueger and seconded by Trustee Weddle-Henning to appoint Ray Erbe to the Finance and Public Works Committee. The motion carried unanimously.

IX. Village President's Report

Village President Krueger reported on the following:

- Did not attend the ICC meeting
- County Supervisor Rice's district elimination
- Granville-Brown Deer Chamber of Commerce 3rd Annual Visionary Luncheon

X. Village Manager's Report

Mr. Janecke reported on the following:

- Sent a reminder to businesses to send requests for holiday hour changes
- Plan Commission meeting minutes were handed out to the board that evening
- Ask if any of the Board Members would like to view the DVD on how to "Build Great Council Member Relationships"
- The Personnel Committee is working on revisions to the Personnel Manual and hopes to go before the board in November

XII. Adjournment

It was moved by Trustee Springman and seconded by Trustee Weddle-Henning to adjourn at 7:52 p.m. The motion carried unanimously.

Russell Van Gompel, Village Manager