



**BROWN DEER VILLAGE BOARD
JANUARY 3, 2023 MEETING MINUTES
HELD VIRTUALLY BY COMPUTER & PHONE**

The meeting was called to order by President Montgomery at 6:00pm.

I. Roll Call

Present: Village President Montgomery, Trustees Booker, Johnson, Owens, Quirk, Thompson, and Woods

Also Present: Village Attorney Bayer, Village Manager Burkart, Public Works Director/Engineer Maederer, Parks and Recreation Director Gross, Finance Director Danner, Public Health Officer Rowland, and Village Clerk Brustmann

II. Persons Desiring to be Heard

There were no persons desiring to be heard.

III. Elected Officials & Staff Reports

Mr. Burkart stated the first Town Hall Series "Get to Know Brown Deer" will be hosted on Thursday, January 12 at 6:00pm for those interested in attending.

IV. Consent Agenda

- A) Consideration of Minutes - December 19, 2022
- B) Accept November 2022 Vouchers
- C) Consider Approval of the Recognition Policy
- D) Consider Approval of the North Shore Municipal Court Agreement
- E) Consider Approval of Shared Prosecution Services Agreement
- F) Consider Appointment of Deborah Woods to Farmers Market Committee

It was moved by Trustee Thompson and seconded by Trustee Woods to approve the consent agenda as presented. The motion carried unanimously.

V. New Business

A) Consider Fourth of July Celebration Date

Ms. Gross stated the Special Events Committee is recommending moving the Fourth of July celebration historically held on July 4 to Saturday, July 1, 2023, with a rain date of Sunday, July 2, 2023. Several items were considered when making this recommendation. First, there has always been a struggle finding food vendors who are available on the holiday due to other commitments. This has also been a common issue when trying to book entertainment/bands. Ms. Gross also added that in 2018, the Village's firework vendor retired, and was able to secure J&M Fireworks, but only with a 3-year contract. If the Village is no longer able to work with J&M Fireworks, this recommended date would allow the committee more flexibility and opportunity to find an alternate vendor for the show. Lastly, the hope is for more community involvement outside of traditions and other obligations on the actual day of July 4.

Discussion followed from the Board in response to the recommendation and the tradition of holding the celebration on the actual holiday. There was also further discussion regarding the return of the parade and the cost associated. Consensus from the Board was to keep the Fourth of July celebration on July

4 of the given year. The Special Events Committee may propose placing an inquiry about moving the Fourth of July celebration date on the upcoming community survey for feedback.

Discussion only. No action was taken.

B) Consider Approval to Exceed Budgeted Funds to Replace Truck No. 73

Mr. Maederer stated Truck No. 73 was included in the 2022 CIP and approved by the Village Board for purchase on September 20th, 2021. The Public Works Department was informed that Ford canceled the order for 2022 due to lack of available build slots. A 2023 chassis at an increased price and guaranteed build slot in 2023 is being offered if an approved purchase order is provided before January 13th, 2023. The increased cost is just under \$13,000.00.

It was moved by Trustee Thompson and seconded by Trustee Owens to approve the exceeded budgeted funds to replace Truck No. 73. The motion carried unanimously.

C) Consider Plans for the Brown Deer Farmers Market

Mr. Burkart stated there was a recent review of the farmers market survey that was distributed to both vendors and community members. Based on the results, there are recommended changes to the hours of operation and location. The vendors preferred the current location, with the Village Park and Pond as their second choice. Wednesdays and Thursdays were the 2 days of week chosen by all vendor survey respondents, with shortened hours.

The recommended changes were to move the location to the Village Park & Pond, shorten total hours of operation from 8.5 hours to 8, change hours to 10:00am to 3:00pm, and to keep the fee schedule the same but offer a discount to returning vendors.

It was moved by Trustee Owens and seconded by Trustee Quirk to approve the recommended changes to the farmers market for 2023. The motion carried unanimously.

D) Discuss 2023 Community Survey

Mr. Burkart stated the Village will be initiating a community survey for 2023. It will be conducted internally, and we are currently in the initial phase of drafting. The survey will give the Village an idea of public perception and ways to modify services and resources to improve the living and business here. A few departments have submitted questions and the communications coordinator will be reaching out to community partners to add more possible questions. The Village Board will be asked to finalize the list of questions so staff can prepare the final survey for distribution on February 20.

Discussion only. No action taken.

E) Discuss Property Tax Billing Error and Consider Assessment Services Request for Proposals

Mr. Burkart explained that the Village has new property tax software and is one of six municipalities in Milwaukee County that has switched to LandNav. 2022 property taxes were calculated and imported from the assess roll, however, the State of Wisconsin does the assessment for all manufacturing companies within Wisconsin. The Village did not know that its contracted assessor did not include the values of the manufacturing companies in the assessor roll that was imported. This error caused the 2022 mill rate to be more than it should have been, resulting in residents being overcharged due to the manufacturing portion being allocated to all other properties. The cost to send revised tax bills is around \$5000.00 and overpayments will be sent out in house.

The current contract with Accurate also states they “shall update and maintain 100% real property assessment records for the Client.”

It was moved by Trustee Thompson and seconded by Trustee Johnson to adopt Ordinance No. 22-14 amending sections 2-717 to 2-721 regarding the public works committee to go in effect May 2023. The motion carried unanimously.

VI. Recess into Closed Session Pursuant to Wis. Stat. §19.85(1)(g) for the Following Reasons: (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, about a possible nuisance or other civil action to address a property may pose a threat to health or human safety.

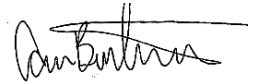
It was moved by Trustee Thompson and seconded by Trustee Woods to recess into Closed Session Pursuant to Wis. Stat. §19.85(1)(g) for the following reasons: (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in regard to a possible nuisance or other civil action to address a property may pose a threat to health or human safety.

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

It was moved by Trustee Thompson and seconded by Trustee Quirk to reconvene into open session at 7:26pm. No action was taken. The motion carried unanimously.

VII. Adjournment

It was moved by President Montgomery to adjourn at 7:27 p.m.



Caren
Brustmann
Village Clerk