

**BROWN DEER VILLAGE BOARD
FEBRUARY 15, 2021 MEETING MINUTES
VIRTUAL MEETING BY PHONE DUE TO COVID-19 PANDEMIC**

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

I. Roll Call

Present: Village President Montgomery; Trustees: Baker, Booker, Cherry, Quirk, Spencer, Springman

Also, Present: Michael Hall, Village Manager; Susan Hudson, Comptroller; John Fuchs, Village Attorney; Ann Christiansen, Health Director; Robert Whitaker, North Shore Fire Chief; Miranda Etzel, Deputy Clerk; Matthew Maederer, Director of Public Works; Nate Piotrowski, Community Development Director

II. Persons Desiring to be Heard – Dennis Griffin – 8159 N 38th St and Jim Farmer – 8041 N Cedarburg Rd

They both express their concerns about switching to one voting location and using Badger Books. Feel they should wait until the fall of 2022 before switching and using the Badger Books.

III. Consent Agenda for Village Board

- A) Consideration of Minutes: February 1, 2021 – Regular Meeting
- B) December 2020 financial Reports
- C) Consideration of January 2021 Vouchers

It was moved by Trustee Springman and seconded by Trustee Spencer to approve the consent agenda item. The motion carried unanimously.

IV. New Business

- A) Update from the North Shore Health Department – Ann Christiansen

Ann Christiansen, Health Director, gave any overview of where they are at with contact tracing and COVID vaccine clinics

No motion needed. Informational only.

- B) Resolution No. 21-, Approve the NSFD Capital Purchases for 2022 - 2025

The Department is a Single/Multi-Year Capital Resolution be authorized that secures funding from 2022-2025. A four (4) year period is being proposed as opposed to the (3) year period used for 2019-2021 because it allows Department Staff to better plan for the replacement and payment of several apparatus that will require replacement in the next five years. The Department intends to use the funds to pay for a portion of the 2022 engine, two (2) ambulances and one (1) fire engine/quint

It was moved by Trustee Spencer and seconded by Trustee Booker to approve the Resolution to approve the NSFD Capital Purchases for 2022-2025. The motion carried unanimously

- C) Discussion on Creating a New Consolidated Voting Location in Brown Deer for 2022

Miranda Etzel, Deputy Clerk, gave a presentation on the benefits of have one polling location. Some of those benefits are: One entrance. One ext. Less set-up/breakdown time for Public Works staff. Village Staff doesn't need to maintain three separate places on Election Day, if election works need help, or a machine has issues. Food delivery to one location. No confusion on polling location.

No motion needed. Informational only.

D) Approve Contract with GOVHR Recruitment Services for a New Chief of Police

The Police Commission on January 27th, 2021 interviewed and discussed hiring GovHR to help in the recruitment of a new Chief of Police. After discussing the issue, the Police Commission unanimously approved using GovHR recruitment services to help in the search. They are now requesting the Village Board approve the contract and the budget for recruitment of a new Chief of Police.

It was moved by Trustee Springman and seconded by Trustee Quirk to approve the contract with GOVHR for recruitment services for a new chief of Police. The motion carried unanimously

E) Approve Contract with SafeBuilt for Building Inspector Services

SafeBuilt is a full service and full coverage company that provides an embedded employee for a municipality's building inspector services. The Village of Brown Deer has always looked at different ways to deliver services more efficiently and effectively for the citizens of Brown Deer. We are now proposing changing our building inspector services to a contracted service. SafeBuilt will provide the following services: plan review, inspection services, code compliance, and permit approval. SafeBuilt refers to this level of service as their full-service building department services. They will add an additional service not available currently, approving state plans. The state takes approximately 6 to 8 weeks to approve contractors plans. With SafeBuilt they are certified to approve plans submitted to the state and do that in 1 week or less.

It was moved by Trustee Springman and seconded by Trustee Cherry to approve the contract with SafeBuilt for building inspector services. The motion carried unanimously

F) Resolution No. 21-, Creating a Special Revenue Fund for Building Inspector Services

It was moved by President Montgomery seconded by Trustee Booker to approve creating a special revenue fund for the building inspector services. The motion carried unanimously

G) Approval of the State Municipal Agreement (SMA) for the N Green Bay Road/STH 57 Reconstruction Project (State ID No. 2270-04-70)

This is the State Municipal Agreement (SMA) for the N. Green Bay Road/STH 57 reconstruction project streetscaping portion of the work which is 100% Village participation. The Green Bay Road/STH 57 SMA was part of the larger CIP project which also included the Brown Deer Road/STH 100 work. The Board approved the Brown Deer Road portion on October 19th, 2020.

It was moved by Trustee Springman and seconded by Trustee Quirk to approve the SMA Reconstruction Project (State ID No. 2270-04-70). The motion carried unanimously

H) Approval of the Agreement for Professional Services with Wachtel Tree Science & Service, Inc for the 2021 Emerald Ash Borer Treatments (Pierner Place)

As part of the Village's Emerald Ash Borer (EAB) action plan DPW treats ash trees throughout the Village on a 2-year cycle as an attempt to preserve the existing ash tree canopy. DPW contracts out the treatment service to Wachtel Tree Science & Service. Wachtel has been performing the treatment applications over the past four (4) years starting in 2017. Wachtel also completed a Village-wide tree inventory/assessment in 2017 and annually assess the tree health in the treatment zone. The tree data is uploaded into the Village's GIS database as part of the contract. Ash trees are treated through the use of trunk injected chemical treatments. This year's (2021) project is located along the following streets: • W. Pierner Place (from N. 67th Street to N. Bethanne Drive)

It was moved by Trustee Booker and seconded by Trustee Quirk to approve the agreement for professional services with Wachtel Tree Science & Service for emerald ash borer treatments. The motion carried unanimously

- I) Approval for the Installation of LED "Test/Trial" Lights in the Park Plaza Lighting District

The coach streetlights in the Park Plaza lighting district are aging. The streetlights were installed in 1986. The current lamps are High Pressure Sodium (HPS). Parts are proving to be more difficult to obtain timely because the industry is quickly moving to LED.

It was moved by Trustee Quirk and seconded by Trustee Springman to approve the installation of LED "test/trial" lights in the Park Plaza Lighting District. The motion carried unanimously

- J) Amend Ordinance Section 62-4(b) to Add Stop Signs (3-way) on N 64th at W Wabash Avenue and W Donna Drive

This item was previously discussed and tabled at the October 8th, 2020 TPS meeting. The Neighborhood Traffic Management Program (NTMP) application and signature sheets were distributed to residents via USPS mail. The committee received a copy via e-mail what was sent.

It was moved by Trustee Springman and seconded by Trustee Booker to approve the amend ordinance section 62-4(b) to add stop signs (3-way) on N 64th at W Wabash Ave and W Donna Dr. The motion carried unanimously

- K) Approve a Release and Settlement Agreement with F-Street BD, LLC for Acquisition Reimbursement Obligation for New Village Square in the Original Village

Under the Development Agreement with F-Street they were obligated to contribute a sum not to exceed \$1,000,000 towards the acquisition. Cost have exceeded \$1,000,00 and F-Street has agreed to pay an additional \$50,000.

It was moved by President Montgomery and seconded by Trustee Springman to approve the agreement with F-Street for the additional \$50,000 incurred cost. The motion carried unanimously

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

(g) Conferring 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.

- Claim for Excessive Assessment – Rice Church a/k/a Shoreland
- Claim for Excessive Assessment – Candlewood Suites and Holiday Inn Express

It was moved by Trustee Springman and seconded by Trustee Spencer at 8:28 p.m. to recess into closed session. The motion carried unanimously.

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

It was moved by Trustee Quirk and seconded by Trustee Springman at 9:14 p.m. to reconvene into Open Session without any action session. The motion carried unanimously.

VII. Village President's Report

VIII. Village Manager's Report

X. Adjournment

It was moved by Trustee Springman and seconded by Trustee Quirk to adjourn at 9:15 p.m. The motion carried unanimously.


Susan Hudson, Deputy Village Clerk