

**BROWN DEER VILLAGE BOARD
MAY 17, 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, Siegrist, Spencer

Also, Present: Michael Hall, Village Manager; Susan Hudson, Comptroller; John Fuchs, Village Attorney.

II. Persons Desiring to be Heard – Donna Zimmer-An email from the resident was read expressing concerns about the Village Clerk appointment.

III. Elected Officials & Staff Reports – No Discussion or Actions will be taken on reports.

IV. Consent Agenda

- A) Consideration of Minutes: May 3, 2021 – Regular Meeting
- B) Resolution 21-, “Declaring May 16, 2021-May 22, 2021 as National Public Works Week in the Village of Brown Deer”
- C) Resolution 21-, “Village Statement re: Anti-Asian Hate”
- D) April 2021 Financial Report
- E) Consideration of April 2021 Vouchers

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

V. New Business

- A) Discussion of Village Attorney Services

Attorney Fuchs addressed the board to explain that his contract goes through 2022, and he would like to end it at the end of 2021. Trustee Baker inquired if the board is setting this for a future agenda item. Attorney Fuchs explained that information was being gathered about the marketplace that could be put on future agendas. He recommends putting discussion on retaining new counsel on the next agenda. Trustee Quirk inquired if Attorney Fuchs was suggesting whether they split the attorney’s duties between regular village business and development business. Atty. Fuchs answered no. President Montgomery commented the RFP for attorney services should include both abilities. Mr. Hall reported that the City of Glendale has already created an RFP since Attorney Fuchs also represents them and they will also need to retain new counsel, and it could be modified for Brown Deer.

No action required.

- B) Discussion and Possible Action on Orientation for New Members on Boards and Committees

President Montgomery suggested new committee appointees would have orientation scheduled the same week they begin their appointments and inquired if this should be a board function or a staff function. President Montgomery recommends that staff facilitate it and board members that are chairs of those committees also attend the orientation. Trustee Spencer inquired if this would be an agenda item on a future meeting. Trustee Quirk opined that the orientation should be scheduled ahead of time, proper notice given, and to not have it conflict with the meeting times of committee meetings.

It was moved by President Montgomery and seconded by Trustee Spencer to create an agenda for orientation for new committee members, scheduled the same week of appointments, staff would facilitate, and board members who are chairpersons of those committees would attend. The motion carried unanimously.

C) Update on the Village Clerk Position

Village Manager, Michael Hall, reported to the board that the job announcement for the Village Clerk position is included in the packet. Trustee Spencer and Gosia Wormsbacher, the payroll and benefits specialist, made suggestions and modifications to it before it was posted on April 7, 2021. To date, 10 applications have been received. Trustee Booker inquired how long the job announcement will be posted. Mr. Hall reported it will be posted for one month with the first review to be on June 14, 2021.

No action required.

D) Vaccination Data for Brown Deer

President Montgomery requested a discussion to get an idea of where different municipalities were at regarding vaccinations. Brown Deer falls at 60 %, which is higher than a lot of other municipalities, with work still to be done. President Montgomery attended an Emergency Medical Services Council Meeting, where a discussion took place on whether or not the rate of decline of vaccinations had to do with the situation surrounding the Johnson & Johnson vaccine. Dr. Ben Watson had reported at that meeting that they could not be sure, however, the drop off rate began during that time period. President Montgomery encouraged everyone to talk about and recommend getting the vaccine throughout the community.

No action required.

E) Discussion and Possible Action on the Fourth of July Committee

Trustee Quirk requested Trustee volunteers for the Fourth of July event due to a shortage in committee members. Other events such as Eat & Greet, Vibes, etc. have no committee support and it falls on the Park and Rec Department. Trustee Quirk recommends making the Fourth of July Committee a Special Events Committee. A discussion ensued about the responsibilities of the day.

It was moved by Trustee Quirk and seconded by Trustee Baker to expand the Fourth of July Committee to a Special Events Committee and to change the ordinance to reflect that. The motion carried unanimously.

F) Ordinance Amending Section 105-49 re: Residential and Commercial Building

Attorney Fuchs stated that the Village needed to update its' building and electrical codes in order to receive delegated inspection authority from the State of Wisconsin. President Montgomery inquired if there would be an increase in permit costs. Attorney Fuchs answered that if in house it would be significantly more cost effective than if it goes to the State.

It was moved by Trustee Siegrist and seconded by Trustee Quirk to adopt the Ordinance Amending Section 105-49. The motion carried unanimously.

VI. Adjournment

It was moved by President Montgomery to adjourn at 7:46 p.m.

s/ Elizabeth Spaulding

Elizabeth Spaulding
Deputy Village Clerk