

**BROWN DEER VILLAGE BOARD  
JUNE 7, 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; Nate Piotrowski, Community Development; Matthew Maederer, DPW; Miranda Etzel, Interim Village Clerk

**II. Persons Desiring to be Heard** – Beverly Griffin-An email from the resident was read expressing concerns about the private road for Warwick Court.

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

**IV. Consent Agenda**

A) Consideration of Minutes: May 17, 2021 – Regular Meeting

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

**V. New Business**

A) Committee Appointments

President Montgomery presented the board with two new committee appointments. One for the Board of Appeals and one for the Water Commission.

*It was moved by Trustee Quirk and seconded by Trustee Booker to approve both committee appointments. The motion carried unanimously.*

B) Liquor License Renewals

Village Manager, Michael Hall, reported to the board on the status of liquor license renewals. There are 18 renewals total. There are 4 reserve liquor licenses available. Trustee Quirk inquired about delinquent taxes, water bills, unpaid fees, etc. and how this would affect their renewal. Interim Village Clerk, Miranda Etzel, confirmed their license would be held until payment is complete.

*It was moved by Trustee Baker and seconded by Trustee Quirk to approve and direct the Clerk to hold those licenses with outstanding bills until such time as they are paid. The motion carried unanimously.*

C) Discussion and Possible Action on Repealing the Resolution Requiring Face Coverings

Village Manager, Michael Hall, reported that several other municipalities have taken up this same issue and repealed their face mask ordinances and suggested the board discuss whether or not it wanted to repeal or uphold the face mask resolution they put in place. Trustee Quirk opined that the CDC recommendations should be followed and not

require a face mask if people are fully vaccinated. Trustee Siegrist agreed with Trustee Quirk and commented that Brown Deer has the lowest vaccination rate out of the surrounding municipalities. Trustee Spencer inquired if municipal buildings would be included in a repeal. A continued discussion ensued on the face mask issue.

*It was moved by Trustee Quirk and seconded by Trustee Baker to change our resolution to reflect the CDC recommendations on social distancing, mask wearing and vaccinations along with posting signage on municipal buildings declaring what the policy is. The motion carried unanimously.*

D) Discussion and Possible Action on Committees, Commission, and Boards Required by State Law

President Montgomery requested a discussion as to whether all committees are necessary and required if they meet as needed and not frequently and if some of these committees could be combined. A discussion ensued on the expectations of certain committees regarding their meeting times. Trustee Baker commented that committees have been put in place to include community members who are not elected officials. Trustee Siegrist opined that combining committees might help with the issue of lack of members for some committees. Trustee Spencer agreed with the idea of combining some committees. The board recommended getting feedback from various committees on how combining with other committees could work or not work.

*No action required.*

E) Discussion and Possible Action on Establishing a Diversity and Inclusion Committee

President Montgomery requested a discussion on forming a Diversity and Inclusivity Committee. Trustee Spencer recommends adding "Equity" to the title to be on par with other existing initiatives. A discussion ensued as to what this committee's role would be.

*It was moved by President Montgomery and seconded by Trustee Siegrist to establish an ad hoc committee to explore the establishment of a Diversity, Inclusion and Equity Committee. The ad hoc committee would be comprised of President Montgomery, Trustee Quirk, Trustee Siegrist and Trustee Baker. The motion carried unanimously.*

F) Discussion of Events on the Fourth of July

Trustee Quirk reported that based on CDC recommendations it was decided by the Fourth of July Committee to open Village Park on July 4<sup>th</sup> for the aerial fireworks display. A report of the scheduled events of the day was discussed.

*No action required.*

G) Discussion on Warwick Court

Nate Piotrowski, Director of Community Development, presented the board with the history of Warwick Court. Seven properties share responsibility of this private road. Homeowners have been coming to the Village Board as early as the 1960s asking for Village to take over ownership of the road. Village Manager, Michael Hall, presented the board with different options on how this issue could be handled. Matthew Maederer, Director of Public Works, explained to the board that if the Village took over ownership of the road, it would need to be repaired immediately and proposes it as a full reconstruct job. A discussion ensued about Warwick Court and what the desire is of the homeowners.

*No action required.*

## H) Discussion of Polling Locations in the Village of Brown Deer

Village Manager, Michael Hall, explained to the board that the school district was approached to use the high school fieldhouse beginning in January 2022 as one polling location, replacing the three current polling locations. The School Board made the decision that the Village could use the elementary school gym beginning in November 2022. The size of that location would not work for all 3 polling locations to vote at as well as the available beginning date would not work for voting either. It was decided by the Village to remain with our three current polling locations. Trustee Quirk inquired whether Trinity Church was being sold and if that would still be a polling location. Mr. Hall reported that he has not heard of any changes with Trinity's ownership, to date.

*No action required.*

## I) Discussion and Possible Action on Request for Proposal (RFP) for Attorney Services

Village Manager, Michael Hall, presented the board with an RFP he put together, which is included in the packet, and outlines duties of the Village Attorney. A discussion ensued on the time line for replacing Attorney Fuchs and the responsibilities of the board.

*It was moved by President Montgomery and seconded by Trustee Booker to authorize the Village Manager to release the RFP for Attorney Services by June 9, 2021 with a return date of July 9, 2021 for review and consideration at the July 19, 2021 Village Board meeting. The motion carried unanimously.*

## J) Update on Village Clerk Position

Village Manager, Michael Hall, reported that to date, 14 applications have been received for the Village Clerk position.

*No action required.*

**VI.** Recess into Closed Session Pursuant to §19.85(1) (c) Wisconsin Statutes for the Following Reasons:

(c) To consider, employment, promotion, compensation, or performance valuation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Interim Village Clerk, Miranda Etzel

*It was moved by Trustee Spencer and seconded by Trustee Siegrist to recess into closed session. The motion carried unanimously.*

**VII.** Reconvene into Open Session

*It was moved by Trustee Siegrist and seconded by Trustee Booker to reconvene into Open Session. The motion carried unanimously.*

**VIII.** Adjournment

*It was moved by President Montgomery to adjourn at 9:40 p.m.*

**s/ Elizabeth Spaulding**

Elizabeth Spaulding  
Deputy Village Clerk