

**BROWN DEER VILLAGE BOARD
AUGUST 2, 2021 MEETING MINUTES
EARL MCGOVERN BOARD ROOM, 6:30 P.M.**

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: John Fuchs, Village Attorney; Nate Piotrowski, Community Development; Matthew Maederer, DPW; Susan Hudson, Treasurer; Elizabeth Spaulding, Deputy Clerk; Jonathan Schmitz, Interim Police Chief; Chad Hoier, Director of Park and Rec

II. Persons Desiring to be Heard –

Gary Springman-9185 N. 60th St: expressed concern about the Board's actions handling personnel issues.

John Gibbs-8542 N. 63rd St: expressed disappointment with how personnel issues are being handled by the Board.

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

IV. Consent Agenda

- A) Consideration of Minutes: July 8, 2021 – Special Meeting
- B) Consideration of Minutes: July 19, 2021-Regular Meeting
John Buckley-9454 N. Oak Ct: would like his comments from the July 19, 2021, minutes amended to reflect that he asked the Board to exercise judgement and due diligence in appointing an acting Village Manager and a new Village Clerk.

It was moved by President Montgomery and seconded by Trustee Spender to adopt the minutes as amended. The motion carried unanimously.

V. New Business

- A) Ordinance No. 21-05 re: Removal of Stop Signs at North 55th Street & West Nokomis Road

Matthew Maederer presented the ordinance update to remove the two stop signs. This came with a unanimous recommendation from the Traffic and Public Safety Committee.

It was moved by Trustee Spencer and seconded by Trustee Siegrist to approve the ordinance update to remove the two stop signs. The motion carried unanimously.

- B) Discussion and Possible Action on Attorney Services

Mr. Piotrowski, Director of Development, updated the Board that all three firms remain interested in provided the attorney services for the Village. The staff recommended to create a small ad-hoc committee, consisting of two staff members and three board members to participate in interviewing the three firms. The timeline for interviews would be August to get ahead of budgeting prep in the fall. A discussion ensued as to who would be on the committee.

It was moved by Trustee Siegrist and seconded by Trustee Cherry to appoint an ad hoc committee to interview the three finalists, comprised of Trustee Quirk, Trustee Baker, Trustee Spencer, Nate Piotrowski and Susan Hudson. The motion carried unanimously.

C) Discussion and Possible Action to Hire and Interim Village Manager

Susan Hudson presented the costs of the Village Manager search. Staff recommended appointing Nate Piotrowski, Interim Village Manager for one month and then hiring Chris Schwartz of PAA, Interim Manager until a permanent hire was found. A discussion ensued on the timeline for finding a permanent hire. Both search companies estimated 4-6 months. President Montgomery commented that she would like the Board to meet with Chris Schwartz again.

It was moved by President Montgomery and seconded by Trustee Baker to approve the recommendation from staff to use PAA, and to approve Nate Piotrowski as Interim Manager and to be compensated an additional \$500/week. The motion carried unanimously.

D) Discussion and Possible Action to Appoint Susan Hudson, Village Treasurer, as Interim Village Clerk

Ms. Hudson explained to the Board that if a Clerk was not named, she is unable to access information from the Department of Revenue that she needs to be able to access as Treasurer. Trustee Quirk expressed concern that too much work is being put on Ms. Hudson. Trustee Siegrist agrees there needs to be accessibility to what Ms. Hudson needs to do the Treasurer duties.

It was moved by Trustee Quirk and seconded by Trustee Baker to appoint Susan Hudson as Interim Village Clerk, with compensation of \$650/week, until such time as an alternate is appointed or hired. firms that have submitted The motion carried unanimously.

It was moved by Trustee Quirk and seconded by Trustee Spencer to reconsider Nate Piotrowski's compensation for Interim Village Manager. The motion carried unanimously.

It was moved by Trustee Quirk and seconded by Trustee Cherry to change Nate Piotrowski's compensation to \$650/week. The motion carried unanimously.

E) Discussion and Possible Action on the Village Clerk and Deputy Clerk Positions

Ms. Hudson updated the Board on the two positions. A combined job description for Deputy Clerk and Administrative Assistant is being created and it will be posted to job boards. A discussion ensued on various organizations that may offer assistance in the search for both Village Clerk and Deputy Clerk.

It was moved by President Montgomery and seconded by Trustee Quirk to approve the recommendation to contact GOVHR to see what options are available, staff would contact WMCA to see what options are available, staff would look at hiring two Deputy Clerks and restructuring job description for Deputy Clerk/Administrative Assistant position and posting it.. The motion carried unanimously.

F) Discussion and Possible Action on the North Shore Health Director Position

Ms. Hudson updated the Board of this position. The applicant who was going to be offered the position, withdrew. The second candidate is not eligible. The position will be reposted. The Board discussed language for the job posting should include "any offers are subject to approval by the State and must meet level 2, and level 3 is preferred."

No action was taken.

G) Status of open Records Requests-Issues with On-Tech Services

Attorney Fuchs explained to the Board that open records requests were at an all time high for the Village. Open records requests need to be answered within a reasonable amount of time. Due to staffing shortages, On-Tech was asked to aid in open records requests.

No action was taken.

H) Discussion and Possible Creation of Tax Incremental Financing District # 5

Mr. Piotrowski presented the Board with the purpose of the three active Tax Incremental Financing (TIF) Districts. These districts serve as the Village's main economic development tool. Staff would like a consensus of the Board with interest in creating a new TIF District # 5.

The consensus of the Board is amenable to creating a new TIF District # 5. No action was taken.

I) Presentation and Discussion on Village Code Enforcement

Mr. Piotrowski presented the Board with an overview of Code Enforcement in the Village. Trustee Booker requested that the power point presentation be made available for residents on the Village website. A discussion ensued about the process of Code Enforcement.

No action was taken.

J) Review and Possible Action on an Underground Electrical Distribution Easement at 8727 N. Deerwood Drive

Mr. Piotrowski explained to the Board the need for an underground electrical distribution easement at 8727 N. Deerwood Drive. We Energies is adding a new transformer to service the community center building in the Original Village/Community Square. Its location is between the building and Deerwood Drive, which places it on Village property and an easement is required.

It was moved by Trustee Spencer and seconded by Trustee Booker to approve the easement at 8727 N. Deerwood Drive. The motion carried unanimously.

K) Healthcare Emergency Readiness Coalition (HERC), Inc. Region Seven Intergovernmental Agreement

Attorney Fuchs explained the agreement.

It was moved by Trustee Quirk and seconded by Trustee Baker to recommend approval of the Healthcare Emergency Readiness Coalition (HERC), Inc. Region Seven Intergovernmental Agreement to the North Shore Health Department Board. The motion carried unanimously.

L) Discussion and Possible Action to Consider Requiring Vaccinated Individuals to Wear Masks Indoors on Village Property

A discussion ensued on whether to require vaccinated individuals to wear masks indoors on village property. It was Discussed to recommend it, but it would not be enforced.

It was moved by President Montgomery and seconded by Trustee Siegrist to adopt a policy recommending wearing masks in village public buildings. The motion carried unanimously.

M) Preliminary Presentation and Discussion on Village 2022-2026 Capital Improvement Plan

Staff presented on the Capital Improvement Plan (CIP). A discussion ensued on possible uses for the ARP Grant. Ms. Hudson commented that the ARP funds will be in a special revenue. The CIP can be approved without ARP funds being included.

VI. Adjournment

It was moved by President Montgomery to adjourn at 9:14 p.m.

s/ Elizabeth Spaulding

Elizabeth Spaulding
Deputy Village Clerk