



**BROWN DEER VILLAGE BOARD  
FEBRUARY 20, 2023 MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

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, Finance Director Danner, Director of Public Works/Village Engineer Maederer, 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**

No action was taken.

**IV. Consent Agenda**

- A) Consideration of Minutes - February 6, 2023
- B) Accept January 2023 Vouchers
- C) Consider Appointment of Mai Her to Farmers Market Committee
- D) Consider Update to Village's Financial Policies

Mr. Burkart removed item D from the consent agenda and placed it under new business.

It was moved by Trustee Quirk and seconded by Trustee Thompson to approve consent agenda items A - C. The motion carried unanimously.

**V. New Business**

**A) Consider Update to Village 's Financial Policies**

Mr. Burkart noted this item was removed from the consent agenda to further explain the updated revisions to the Village's financial policies. The oversight/review committee was updated from "Finance & Public Works" to the new "Finance & Personnel" committee. Also, the staff title of "Treasurer/Comptroller" was updated to "Finance Director/Treasurer".

Trustee Owens suggested meeting annually to update the policy.

It was moved by Trustee Woods and seconded by Trustee Thompson to approve the update to the Village's financial policies. The motion carried unanimously.

## **B) Present and Discuss 2023 Road Construction Projects**

Mr. Maederer provided a summary of the 2023 road construction projects. Included was detail regarding the N. Green Bay Rd/STH 57 & W. Brown Deer Rd/STH 100 project, with completion towards the end of June 2023. It was also noted that long term Brown Deer Rd ramp closures will begin in Spring 2023 on I-43 (north-south Glendale to Grafton) & Brown Deer Rd interchange. Project updates can be found on the 511 Wisconsin page of the WISDOT website. Mr. Maederer also shared the annual roadway re-paving schedule for 2023.

## **C) Consider Intergovernmental Agreement between the North Shore Fire/Rescue Department and the North Shore Health Department for Health Department Office Space in the Glendale Fire Station**

Mr. Burkart stated all seven North Shore municipalities unanimously approved the new NSHD funding formula, and thus, the construction of a new, co-located Fire and Health Department in Glendale. Ms. Rowland also addressed inquires regarding the relationship between the NS Fire Department and the NS Health Department and the division of utility bills amongst both departments.

It was moved by Trustee Thompson and seconded by Trustee Quirk to approve the intergovernmental agreement between the North Shore Health Department and the North Shore Fire Department for Health Department Office Space in the Glendale Fire Station. The motion carried unanimously.

## **D) Consider Ordinance 23-01: Establishing a Special Event Permit**

Mr. Burkart stated there currently is a special event permit in the fee schedule for \$100.00, however, there is no reference to a special event permit in the Village Code. Staff drafted a new application that is more transparent and condensed in lieu of using three different applications depending on the special event. If it is a new event, the Village Board would review the application, address potential issues, and consider approval. If it is not a new event, the Village Manager would be the official considering approval for the event.

Feedback was provided to include language in the permit application making it clear Village sponsored events still need to complete this application. Also, the NSHD note regarding food vendor licensing should be in a more prominent location.

It was moved by Trustee Quirk and seconded by Trustee Woods to approve Ordinance 23-01 establishing a special event permit with the amendment to include language in section 14-573 to define any Village sponsored event requires a special event application to be submitted . The motion carried unanimously by a roll call vote.

## **E) Consider 2023 Community Survey**

Mr. Burkart stated the final list of proposed questions for the 2023 community survey are enclosed in the packet. The timeline to complete events and staff responsible for each action item is also included. Volunteer committees, community partners, and residents were asked to

submit questions and the final list of questions were drafted. The survey is established in sections which include service satisfaction, public perception, issue specific questions, community involvement, and demographics.

Trustee Quirk suggested adding a specific issue question regarding “No Mow May” (a movement encouraging property owners to not cut their grass in an effort to allow pollinators to prosper during this month). It was also suggested for all “other” comment boxes that the response area be lengthened. Descriptions for committees, commissions, and boards should also be included.

Trustee Thompson encouraged adding a QR code to the survey.

Trustee Johnson inquired if an IP address can be collected to avoid an individual submitting the survey multiple times.

It was moved by Trustee Quirk and seconded by Trustee Thompson to approve the list of questions for the 2023 community survey adding a question regarding “No Mow May”, adding descriptions for committees, commissions, and boards, and making the adjustment for additional commentary, specifically for the “other” category . The motion carried unanimously.

#### **F) Discuss and Possible Consideration for Village Manager Performance Evaluation Process**

Mr. Burkart noted his one-year anniversary as Village Manager occurred this February. A process needs to be set in place to complete his performance evaluation. The annual review will evaluate organizational management, fiscal/business management, relationship with the Village Board, long range planning, public relations, intergovernmental relations, and 2022 goals. A previously approved performance evaluation form will be used utilizing ratings and supporting commentary. Mr. Burkart’s job description and 2022 goals will also be reviewed by the board.

All completed evaluations are due to Trustee Booker by February 28<sup>th</sup>. Trustee Booker will then consolidate all evaluations and comments received from the board to be discussed in closed session at the March 20<sup>th</sup> Village Board meeting.

#### **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, in regard to 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 Quirk and seconded by Trustee Thompson 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. The motion carried unanimously.

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

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

**VII. Adjournment**

It was moved by Trustee Quirk and seconded by Trustee Thompson to adjourn at 8:34 p.m.

  
Caren Brustmann  
Village Clerk