

**BROWN DEER FINANCE AND PERSONNEL COMMITTEE  
MAY 24, 2023 MEETING MINUTES**

The meeting was called to order by Mr. Burkart at 6:01 p.m.

**I. Roll Call**

Present: Trustee Renee Booker, Trustee Amos Owens, Theresa Jones, Babette Honore, John Denecke, Tammy Greenlee, Village Manager Tyler Burkart, Finance Director Derrick Danner, Police Chief Peter Nimmer

Not Present: Candice Cole

**II. Persons Desiring to be Heard**

There were no persons desiring to be heard.

**III. Committee Member Introductions, Finalize Term Lengths, and Consider Electing a Chair**

Committee members went around introducing themselves. Each committee member was randomly selected by the Village Manager and Finance Director to begin with a one, two, or three year term limit so that all terms are staggered. Ms. Jones and Ms. Cole were selected to begin with a three-year term. Ms. Honore and Ms. Greenlee were selected to begin with a two-year term. Mr. Denecke was selected to begin with a one-year term. The committee discussed who should be elected in the chair role. The ordinance states a trustee should be designated the chairperson of the committee. Tr. Booker moved to nominate Tr. Owens as the chairperson of the Finance and Personnel Committee. Ms. Greenlee seconded the motion. Motion carried by a 6-0 vote.

**IV. Review Finance and Personnel Committee Ordinance**

Mr. Burkart reviewed the main aspects and duties involved with being a committee member. There was also discussion of open meetings law and access to public records.

**V. Consider Recommendation on Administrative Services Manager – Police Department**

Chief Nimmer was in attendance to present the newly proposed Administrative Services Manager (ASM) job description in the Police Department. Chief Nimmer mentioned this position is merging the responsibilities of two positions (Police Executive Secretary and Police Support Specialist). This position would also oversee the evidence and property room, which previously was under the Police Desk Clerk. Backup duties to the property room would be assigned to one of the lieutenants. The Police Desk Clerk will also be cross-trained on some of the Administrative Services Manager duties. The ASM will help cover for the Police Desk Clerk when they're out of the office. Tr. Booker moved to recommend approval of the Administrative Services Manager job description for the Village Board's consideration. Mr. Denecke seconded the motion. Motion carried by a 6-0 vote.

**VI. Consider Recommendation on Code Enforcement Specialist**

Chief Nimmer presented the newly proposed Code Enforcement Specialist job description in the Police Department. This position will work 1,040 hours in the year. More hours would be assigned in the warmer months when more code enforcement is

needed. Chief Nimmer summarized some of the work that would be performed by this position. This would not be a sworn position. Mr. Burkart expressed the need for this position based on resident feedback and community survey results. Tr. Owens asked for staff to take a look at the non-discrimination clause in the job description. This will be posted for recruitment once approved. Ms. Greenlee moved to recommend approval of the Code Enforcement Specialist job description for the Village Board's consideration. Ms. Jones seconded the motion. Motion carried by a 6-0 vote.

**VII. Consider Recommendation on 2023 Salary Wage Plan**

Mr. Burkart presented the updates to the 2023 salary wage plan based on the personnel changes proposed by the Police Department. There was discussion on using the wage study to review all the pay grades and ranges at a later date. There was discussion about considering steps to add structure to how employees progress through the pay range. Ms. Greenlee moved to recommend approval of the 2023 salary wage plan for the Village Board's consideration. Ms. Honore seconded the motion. Motion carried by a 6-0 vote.

**VIII. Update on Wage Study and Fringe Benefits Survey**

Mr. Burkart reported the Human Resources Manager is working on finalizing a wage study that will ask about compensation and job duties for comparable and nearby communities in the Milwaukee metropolitan area. The Village plans on conducting a wage study once every three years to assure wages are competitive with peer communities. In addition, the Village will be sending out a fringe benefits survey to employees next month to inquire about possible fringe benefit changes. No action was required on this item and an update on these items will be discussed in August.

**IX. Present 2023 First Quarter Year-to-Date Financials**

Mr. Danner presented the 2023 first quarter year-to-date financials. The Village will provide a quarterly report to the committee and Village Board on the financials for each fund and department. There was discussion about payments and services provided by the assessor as well as the financial status of the TIDs. No action was needed on this item.

**X. Review and Possibly Consider Recommendation to Modify Village's Financial Policies**

Mr. Burkart stated staff completed a comprehensive review of the Village's financial policies. The recommended changes were included in the agenda packet for committee review. Staff inquired how the committee would like to review the proposed changes. Mr. Denecke suggested taking out the letter e as well as changing authorized to authorize, both under section B on page 10. There was discussion about how the Village Manager would authorize other committees to review expenses.

**XI. Consider Next Finance and Personnel Committee Meeting**

August 23 will be the next meeting for the committee. All future meetings will be at 5 p.m. The committee determined to have all meetings in-person except for having the February meeting virtually.

**XII. Adjournment**

The meeting was adjourned at 7:35 p.m.

Tyler Burkart

Tyler Burkart,  
Village Manager

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