



**BROWN DEER VILLAGE BOARD
JUNE 5, 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 6:01pm.

I. Roll Call

Present: President Montgomery, Trustees Booker, Greaves, Johnson, Owens, Thompson, and Woods

Also Present: Village Attorney Nathan Bayer, Village Manager Burkart, DPW Director/Engineer Matthew Maederer, Community Services Director Piotrowski, Police Chief Nimmer, Municipal Judge Lipscomb, Court Clerk Gerth 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 - May 15, 2023
- B) Consider Appointment of Victoria Cassista to Plan Commission
- C) Consider Appointments of Kerry Hoey & David Anderson to Tourism Commission
- D) Consider Approval of Temporary Class "B" license to Sell Fermented Malt Beverages at the July 4 Celebration or Rain Date of August 16, 2023

It was moved by Trustee Owens and seconded by Trustee Woods to approve the consent agenda as presented. The motion was carried unanimously.

V. New Business

A) Consider Approval for Resolution 23-09: Establishing Procedures for Outstanding and Uncollectible Court Debt

Mr. Burkart stated "uncollectible debt" is defined as debt the WI Department of Revenue State Debt Collection Agency (SDC) has attempted to collect for a period of three years and determined the debt is not collectible based on several factors. Some of these factors include the debtor having no financial assets or wages available, may be incarcerated for an extended period of time, or not having any active credits or payments. If debt is determined to be uncollectible through SDC, the judge has limited options to attempt to collect payment. Since 2011, there has been approximately \$4.6 million in outstanding debt owed to the Village. Brown Deer and the North Shore Municipal Court desires to expunge the records of the North Shore Municipal Court as permitted by State Law.

Discussion followed regarding the specific options the Village has to attempt to collect debt outside of utilizing SDC and a recommendation to include language in the Village's financial policies to reflect established procedures.

It was moved by Trustee Thompson and seconded by Trustee Greaves to approve Resolution No. 23-09 establishing procedures for outstanding and uncollectible court debt. The motion was carried unanimously by a roll call vote.

B) Consider Approval for Code Enforcement Procedures and Code Enforcement Specialist Job Description

Mr. Burkart shared the police department is proposing to establish a code enforcement specialist position being part time non-sworn with a maximum of 1040 hours per year. The hours worked per week would vary to address the needs of the department. This position would handle complaints that come into the village by phone and email but would also be proactively addressing code compliance violations by observing violations in the community.

It was moved by Trustee Woods and seconded by Trustee Thompson to approve the Code Enforcement Specialist position and the Code Enforcement Matrix. The motion was carried unanimously.

C) Consider Approval for Administrative Services Manager Job Description in the Police Department

Mr. Burkart stated the police department is proposing to create an Administrative Services Manager(ASM) position by combining two current positions, which include the Executive Secretary to the Chief of Police position and the Support Specialist position into this one position of Administrative Services Manager. The ASM position would assume the responsibilities of most of the job duties that are currently performed by these two positions. The combining of these positions would be a savings of \$52,985 in salary costs.

It was moved by Trustee Thompson and seconded by Trustee Owens to approve the Administrative Services Manager position. The motion was carried unanimously.

D) Consider Approval for Update to 2023 Salary Wage Plan

Mr. Burkart explained due to the elimination of the Executive Secretary and Police Support Specialist positions, the Administrative Services Manager position would move up two pay grades. Additional responsibilities include supervising the Police Desk Clerk as well as overseeing the property room. The Police Desk Clerk position would be lowered by one pay grade as the position loses the responsibility of overseeing the property room. Mr. Burkart noted a pay grade three is being recommended for the Code Enforcement Specialist position.

It was moved by Trustee Woods and seconded by Trustee Booker to approve the update to the 2023 Salary Wage Plan. The motion was carried unanimously.

E) Consider Approval for Resolution 23-10: Changing the Polling Location for Wards 3, 4, and 7

Mr. Burkart stated negative feedback was received about having two of the Village's polling locations being churches. The polling location for Wards 3, 4, and 7 is currently at Shalom Baptist Church (5600 W Bradley Road) and is being proposed to move to the Brown Deer Elementary School gym (5757 W Dean Road). Inservice for teachers would be scheduled in conjunction with election day to avoid having students in the school.

It was noted an email was received from a resident opposing the proposed change. Discussion followed from the Board about available parking at the school and when this change would take effect.

It was moved by Trustee Thompson and seconded by Trustee Johnson, with Trustees Woods, Owens, and Greaves opposing, to approve Resolution 23-10 Changing the Polling Location for Wards 3, 4, and 7 to the Brown Deer Elementary School located at 5757 W Dean Road, effective 2024 pending School Board approval. The motion was carried by a roll call vote of 4 to 3.

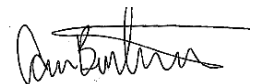
F) Consider Approval for Resolution 23-11: In the Matter of the Preliminary Special Assessment of Street Lighting Costs for TIF No. 2

Mr. Maederer stated at the May 15th meeting, staff was directed to pursue the creation of the seventh (7th) street lighting district withing TIF No. 2. State law requires that a public hearing be conducted for public input prior to levying of a special assessment. Notice of this hearing will be mailed to the owner of each property that would be affected and may receive a special assessment. The public hearing will be held during the July 17 Village Board meeting.

It was moved by Trustee Greaves and seconded by Trustee Thompson to approve Resolution No. 23-11 in the matter of the preliminary special assessment of street lighting costs for TIF No. 2. That motion was carried unanimously by a roll call vote.

VII. Adjournment

It was moved by President Montgomery to adjourn at 6:51 p.m.



Caren Brustmann
Village Clerk