



**BROWN DEER VILLAGE BOARD  
JUNE 6, 2022 MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by President Montgomery at 6:30pm.

**I. Roll Call**

Present: Village President Montgomery, Trustees Booker, Johnson, Owens, Quirk, and Thompson

Excused: Trustee Siegrist

Also Present: Village Attorney Polk, Village Manager Burkart, Community Development Director Piotrowski, and Village Clerk Brustmann

**II. Persons Desiring to be Heard**

John Buckley, 9454 Oak Ct, Brown Deer, stated in Ordinance 22-07 Sec. 2-810, there is a minor editing change as the word “performing” should read “perform in”. Also, in Sec.2-806(a) and Sec.2-810, the phrase “limited staff time” is very subjective, and in lieu, recommends “based on approval by the Village Manager or his designee, such as the Park & Rec Director, can have other events that don’t cost anything or have no budgetary impact”. Mr. Buckley also added Trustee Quirk has added items for discussion regarding the ordinance and would appreciate dialogue rather than just a motion.

Deborah Woods, 3435 W. Pelican Ln, Brown Deer, stated in Ordinance 22-07 Sec.2-804, the officers being elected in June, with the biggest function occurring in July of the given year, is a concern. Ms. Woods suggested the officers should be elected in the beginning of the year. Also, the application to be on the special events committee does not indicate whether you need to be a resident of Brown Deer.

**III. Elected Officials & Staff Reports**

No discussion or action was taken.

**IV. Consent Agenda**

- A) Consideration of Minutes - May 16th, 2022
- B) Consideration to Explore Organics Collection program
- C) Consideration of Jon Jennings Appointment to Tourism Commission
- D) Consideration of Approval for the Environmental Health Specialist Job Description
- E) Consideration of Approval for the Deputy Health Officer Job Description
- F) Consideration of Approval for the Public Health Strategist Job Description
- G) Consideration of Approval to Amend and Restate Rogers Memorial Hospital Developers Agreement

It was moved by Trustee Quirk and seconded by Trustee Thompson to approve the consent agenda with the amendment to include the dollar amounts of the funds raised by the GFWC Brown Deer Junior Woman's Club in the May 16<sup>th</sup>, 2022 minutes. The motion carried unanimously.

## **V. New Business**

### **A) Consider Approval of Ordinance #22-03 to Amend Chapter 42 Parks and Recreation and to create Ten Mile Park and Community Square**

Community Development Director Piotrowski noted staff has made the requested edits to Ordinance #22-03. It was also noted that the hours of operation for Community Square were changed to 6:00am until 10:00pm.

It was moved by Trustee Owens and seconded by Trustee Quirk to approve Ordinance #22-03 to Amend Chapter 42 Parks and Recreation and to create Ten Mile Park and Community Square. The motion carried unanimously.

### **B) Consider Approval of Ordinance #22-07 Amending Special Events Committee**

Village Manager Burkart stated Ordinance #22-07 has been amended from guidance provided at the May 16<sup>th</sup> meeting. The two changes amended are specifying that the committee needs to include in their annual report a list of events they plan on completing the next 12 months so the Village Board can pre-approve this list, and to provide the committee the flexibility to put on an event not approved by the Village Board as long as the event requires no fundraising, no expenses, and limited staff time to assist with the coordination. Staff had recommended electing a chair and vice chair in June, however, the language will remain to read in November. Also included, should the chairperson resign, the vice chair person shall preside, and should he or she resign, a special election would be held to elect a new chairperson.

Additional amendments proposed by Trustee Quirk included adding a residency requirement for all confirmed members, extending the appointed Village Trustee to a two-year term for the committee, and clarifying that all advertising performed by the committee shall be approved by the Village Manager or his/her designee (i.e. Parks and Recreation Director). These amendments will be included in discussion at the next Village Board meeting when all Village committees will be discussed.

It was moved by Trustee Quirk and seconded by Trustee Thompson to defer this item to the June 20<sup>th</sup>, 2022 Village Board meeting. The motion carried unanimously.

### **C) Consider Approval of Comprehensive Plan Update Service Agreement with AECOM Technical Services, Inc**

Community Development Director Piotrowski stated AECOM had proposed to provide professional planning consultant services to assist the Village in updating its comprehensive plan. The last comprehensive plan was adopted in 2009 and state statute requires an update every 10 years. Proposals were submitted, two finalists were interviewed, and AECOM was chosen for their familiarity with the Village (completed the first plan), firm experience, and price.

It was moved by Trustee Thompson and seconded by Trustee Booker to approve the contract for professional services with AECOM in the amount of \$24,978.00. The motion carried unanimously.

**D) Consider Approval of Ordinance #22-08 Amending the Village “Charter Ordinance No. 3 [Village Manager] A Charter Ordinance Establishing the Office of Village Manager for the Village of Brown Deer and Defining the Duties of Office ”**

Village Attorney Polk noted a few items in the Village’s charter ordinances were not in line with today’s employment environment. Specifically, Charter Ordinance No. 3 requires a Village Manager give a 90-day notice before terminating employment with the Village. This requirement could be detrimental to the recruitment process moving forward. The ordinance was amended to create a 30-day notice requirement.

It was moved by Trustee Thompson and seconded by Trustee Owens to adopt Ordinance #22-08 Amending the Village Charter Ordinance No. 3 [Village Manager] A Charter Ordinance Establishing the Office of Village Manager for the Village of Brown Deer and Defining the Duties of Office.” The motion carried unanimously.

**E) Consider Approval of Ordinance #22-09 Amending the Village “Charter Ordinance No. 8 [Offices of Village Treasurer and Village Assessor Combined; Officer to be Appointed] ”**

Village Attorney Polk noted the Village has a third-party independent property assessor and is not proceeding with the “comptroller” position, rather a finance director/treasurer. The amended ordinance removes the title of comptroller and is replaced with finance director/treasurer.

It was moved by Trustee Quirk and seconded by Trustee Thompson to adopt Ordinance #22-09 Amending the Village Charter Ordinance No. 8 Offices of Village Treasurer and Village Assessor Combined; Officer to be Appointed.” The motion carried unanimously.

**VII. Adjournment**

It was moved by President Montgomery to adjourn at 7:15 p.m.

  
Caren Brustmann  
Village Clerk