



**BROWN DEER VILLAGE BOARD
SEPTEMBER 18, 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: President Montgomery, Trustees Booker, Greaves, Johnson, Owens, Thompson, and Woods

Also Present: Village Attorney Nathan Bayer, Village Manager Tyler Burkart, DPW Director/Engineer Matthew Maederer, Community Services Director Nate Piotrowski, Finance Director Derrick Danner, Parks and Recreation Director Danielle Gross, and Police Chief Peter Nimmer

II. Persons Desiring to be Heard

There were no persons desiring to be heard.

III. Elected Officials & Staff Reports

There were no questions about the reports. Several things occurred in the month of August.

No action was taken.

IV. Consent Agenda

- A) Consideration of Minutes - August 21, 2023
- B) Consideration of Minutes - September 7, 2023
- C) Accept August 2023 Voucher Statement
- D) Consider Purchase of a Wheeled Excavator
- E) Consider Purchase of a 72" Zero Turn Lawn Mower
- F) Consider Intent to Purchase 5-YD Patrol Truck Replacement with plow and salt accessories
- G) Consider RFP for Professional Design Engineering Services for the W. County Line Road Reconstruction Project (RR Tracks to N. Green Bay Road/STH 57) Joint with Mequon

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

V. New Business

A) Present and Accept 2022 Comprehensive Annual Financial Report

Jordan Boehm and Michael Bahr with CLA was in attendance to present on the 2022 comprehensive annual financial report. There was one item of concern regarding the segregation of duties. The Village overall had a net positive impact to its general fund. The audit report will be filed on time with the EMMA filing deadline.

It was moved by Trustee Booker and seconded by Trustee Greaves to accept the 2022 Comprehensive Annual Financial Report. The motion was carried unanimously.

B) Consider Development Agreement with Jewish Family Services for Senior Apartment Complex at 4110 W. Woodale Avenue

Resident Jim Farmer at 8041 N. Cedarburg Rd. spoke about items b. through e. Mr. Farmer mentioned there will be a saturation point when the rental housing will no longer be needed. He is not in support of giving assistance to developers. Mr. Farmer provided other reasons not in support including his perception of other recent projects and possible condition of the projects in twenty years.

Community Development Director Nate Piotrowski summarized the Plan Commission meeting that gave initial approval on the Jewish Family Services senior housing project. Dan Fleischman and John Yopps with JFS in attendance to answer questions. Mr. Piotrowski summarized the comments brought up by the Building Board. The Beautification Committee will still need to approve the landscaping plan, too. The project is receiving tax credits from WEDA and ARPA funds but no assistance from the Village. Mr. Fleischman discussed the income levels allowed for the housing and the monthly rental rate ranging from \$800 to \$1,200 per month.

It was moved by Trustee Thompson and seconded by Trustee Booker to approve the development agreement with Jewish Family Services for Senior Apartment Complex at 4110 W. Woodale Avenue. The motion was carried unanimously.

- C) Consider Letter of Intent with F Street Development Group for future development on 4300 N. Brown Deer Road and 8989 N. Deerwood Drive**
- D) Consider Loan Agreement with F Street Development Group for future development on 4300 N. Brown Deer Road and 8989 N. Deerwood Drive**

Items c. through e. were combined as they were related to one another. Mr. Burkart and Mr. Piotrowski presented the housing development proposal, the letter of intent and the loan agreement drafted by attorney John Fuchs, and the resolution to initiate the borrowing process and the loan. The units will have an individualized, private entrance at market rate. There will be a one-acre commercial outlot along with the development. The office buildings will be demolished with a loan from the Village to be repaid in 24 months along with the added interest costs. A pay as you go financial package will be included in the development agreement to be approved at a later date but is described in the letter of intent. The minimum guaranteed value of the project will be initially \$20,000,000 and then later at \$23,000,000.

There was discussion about the property being vacant for several years with one being vacant more than two decades. Staff talked about efforts to attract other types of development at this location. Mr. Piotrowski shared that roughly 30 to 35 percent of current housing units are currently multi-family compared to single family. There was discussion as far as what kinds of retailers could fit on one acre of land.

It was moved by Trustee Thompson and seconded by Trustee Johnson to approve the letter of intent with F Street and the loan agreement with F Street for the future development of 4300 N. Brown Deer Road and 8989 N. Deerwood Drive. The motion was carried unanimously.

- E) Consider Resolution 23-16 Authorizing the Issuance of Not to Exceed \$3,150,000 Taxable General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,150,000 Taxable Note Anticipation Notes**

Brad Viegut from Baird was in attendance to summarize all costs associated with the promissory notes. The interest rate will be locked in on October 17. If F Street defaults payment, the collateral will be the land and the Village will then have control on the future of that property.

It was moved by Trustee Woods and seconded by Trustee Booker to approve Resolution No. 23-16 Authorizing the Issuance of Not to Exceed \$3,150,000 Taxable General Obligation Promissory Notes

and Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,150,000 Taxable Note Anticipation Notes pending the approval of the development agreement. The motion was carried unanimously by a roll call vote.

F) Consider Resolution 23-1 7 Authorizing Submittal of Application for an Urban Forestry Grant for 2024

Public Works Director Matthew Maederer presented on the grant application. This will update the tree inventory in the Village. A tree inventory was last done in 2013. The grant application is due in October and receive word of grant approval in December.

It was moved by Trustee Greaves and seconded by Trustee Thompson to approve Resolution No. 23-17 authorizing submittal of application for an urban forestry grant for 2024. The motion was carried unanimously by a roll call vote.

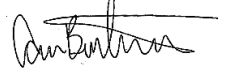
G) Present the 2024 Proposed Budget - Overall Summary and General Fund

There was no action on the budget tonight. Mr. Burkart initiated the budget discussion by going through the schedule and format for the evening. Staff presented on the overall summary of the 2024 budget and the departments located in the general fund. The following items were discussed more extensively by staff and officials:

- The Village received about \$60,000 less in revenue from the expenditure restraint program than what was originally estimated in the preliminary budget. Staff will work with officials to find a resolution on how to balance the budget with this change.
- While the Health Department expenditures are down, the Village will not see rent as a revenue moving forward as they will be moving to Glendale in 2024.
- There was an inquiry about positions allocated to multiple departments. Mr. Burkart clarified these are primarily administrative positions like the Marketing and administrative assistant position.
- There was discussion about health insurance. Mr. Burkart mentioned we won't hear from our insurance broker until the end of the month on the status of our insurance renewals. The high deductible option will give some employees a cheaper premium option, which will give the Village some savings.
- There was discussion about the cleaning and banking RFPs. Cleaning service could certainly improve but worth the personnel savings. Staff currently has four proposals in response to the banking RFP.
- Additional discussion clarified the new motorcycle ordered in 2023 is on back order from the initial order placed in 2023.
- The Police Department continues to work with the school on traffic flow regarding their pick up and drop off.
- President Montgomery requested for Chief Nimmer to provide the Board a breakdown on how many female officers are in the department and how that number has changed over recent years.
- Mr. Maederer informed the Board about the success of working with the seasonals, some being done at County Line Rd., and some improvements needing to be made adjacent to the railroad on Brown Deer Rd.
- Village staff announced the media event promoting Brown Deer open for business will occur October 5 at 1 p.m. at US Bank.
- There was a question about the tree lighting event, which Ms. Gross responded the Special Events Committee is finalizing some logistics regarding the event.

VII. Adjournment

It was moved by President Montgomery to adjourn at 8:35 p.m.



Caren
Brustmann
Village Clerk