



**BROWN DEER VILLAGE BOARD
NOVEMBER 6, 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, Community Services Director Nate Piotrowski, Finance Director Derrick Danner, and Village Clerk Caren 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 - October 16, 2023
- B) Consideration of Minutes - October 23, 2023 (special meeting)
- C) Consider List of 2024 Special Events to be coordinated by the Special Events Committee
- D) Consider Issuing Request for Proposals for Financial Audit Services
- E) Accept October 2023 Voucher Statement
- F) Consider Memorandum of Understanding for IT Services for North Shore Health Department
- G) Consider Service Agreement with BMO Harris Bank for Village Banking Services

Trustee Owens inquired why the IT services contract for 5 years of service would be paid in full by December 31, 2023. Mr. Burkart explained there is a grant expiring by December 31 and the funds will be utilized to pay the contract in advance.

Trustee Johnson asked if there were any BMO Harris Bank branches located in Brown Deer. Mr. Burkart noted the closest location is N. 76th Street in Milwaukee.

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

V. New Business

- A) Consider Service Agreement with Affiliated Property Valuation Services for Assessment Services**

Mr. Burkart stated the Village is currently contracted with Accurate Appraisal for assessment services and has terminated the agreement a year early based on performance and lack of communication. A request for proposals was issued and two proposals were received from Accurate Appraisal and Affiliated Property Valuation Services (APVS). Joint services with other North Shore communities may be an option for future agreements. Mr. Burkart stated the Village is recommending a five-year agreement with APVS, at \$71,300.00 for 2024.

Daniel McHugh, owner, and Patti Raduenz, employee, with APVS were present to address any questions or concerns from the board.

It was moved by Trustee Woods and seconded by Trustee Booker to approve the service agreement with Affiliated Property Valuation Services for assessment services for 2024-2028. The motion was carried unanimously.

B) Consider Service Agreement with Water Street Creative for Magazine Publication, Printing and Distribution Services

Mr. Burkart stated the contract with our current magazine producer expires at the end of this year. A request for proposal was issued and the Village received two proposals. Staff is recommending entering into an agreement with Water Street Creative. Water Street Creative has a project manager for this contract, offers a lower guaranteed cost, has access to advertisers and increased content, and utilizes a mailing distributor.

It was moved by Trustee Greaves and seconded by Trustee Thompson to approve the service agreement with Water Street Creative for magazine publication, printing, and distribution services for 2024-2026. The motion was carried unanimously.

C) Present and Discuss Process for Tax Increment District No. 5 Creation

Mr. Piotrowski reviewed the timeline for the creation of TID No. 5. The Joint Review Board will be held on November 9 with all taxing jurisdictions for an overview of the project. Following this meeting, the Community Development Authority and public hearing will be held on November 20 for approval of the resolution to be recommended to the Village Board. Mr. Piotrowski provided the boundary lines for the proposed TID No. 5.

Discussion followed from the board. Trustee Johnson asked what percent of the Village will be located within TID No. 5. Mr. Piotrowski stated no more than 12.5%. Trustee Greaves inquired why the US Bank was being blighted. Mr. Piotrowski stated the building is 50% vacant and is considered a blighted area.

No action was taken.

D) Consider Revisions to the Village 's Financial Policies

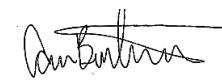
Mr. Burkart stated the proposed revisions were reviewed and being recommended by the Finance and Personnel Committee. A summary of the proposed changes can be viewed in the [packet](#). A review of the Village's financial policies will take place annually.

Trustee Owens thanked the Finance and Personnel Committee and staff for their time reviewing the policies.

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

VII. Adjournment

It was moved by President Montgomery to adjourn at 6:57 p.m.


Caren Brustmann
Village Clerk