

**BROWN DEER FINANCE AND PUBLIC WORKS COMMITTEE
DECEMBER 9, 2015 REGULAR MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Trustee Oates at 6:30 P.M.

I. ROLL CALL

Present: Trustees: Oates, Boschert and Awe; Citizen Members: Galyn Bennett

Also Present: Susan Hudson, Treasurer/Comptroller, Matthew Maederer, PE, Director of Public Works/Engineering, Michael Hall, Village Manager

Excused: Tom Lieven and Ray Erbe

II. PERSONS DESIRING TO BE HEARD

None.

III. CONSIDERATION OF MINUTES: October 7, 2015 – Regular Meeting

It was moved by Galyn Bennett and seconded by Trustee Boschert to approve the minutes of the October 7, 2015 meeting. The motion carried unanimously.

IV. REPORT OF STAFF/COMMITTEE MEMBERS

Susan Hudson, Treasurer/Comptroller, informed committee that property tax bills were being mailed this weekend. Matthew Maederer, PE, Director of Public Works/Engineering stated that due to the mild weather condition staff is doing forest operation, shop work and street sweeping. Two street projects are mainly completed 60th St and Bradley Rd.

V. UNFINISHED BUSINESS

None.

VI. NEW BUSINESS

A) DPW Facility Design Services – Kueny Architects

A request for proposal (RFP) was written and sent to seven (7) qualified architecture firms. A total of five (5) firms responded and submitted proposals with their firm's qualifications and associated fee for design services. Staff is recommending awarding the design services for the new DPW facility to Kueny Architects for a lump sum not-to-exceed fee of \$113,693.

It was moved by Trustee Boschert and seconded by Trustee Awe to recommend that the Village Board approve Kueny Architects for the DPW facility design service not to exceed \$113,693. The motion carried unanimously.

B) Purchase a Toro P6000 60" Zero Turn Lawn Mower

DPW is requesting the purchase of a new Toro 60" zero-turn riding lawn mower for use during the spring/summer/fall months to replace the existing Toro 72" 325D/4W riding mower. With the cost savings of buying a 60" vs 72", DPW is requesting to purchase a new push mower (Toro 22: 20371FWD HW w/rear bagger). Staff is recommending the purchased of the Toro 60" zero turn riding lawn mower

and Toro 22" push mower for the total price of \$10,290. The replacement units mirror the existing units which staff is currently comfortable and happy with from an operational stand –point.

It was moved by Trustee Awe and seconded by Galyn Bennett to recommend that the Village Board approve the purchase of the Toro 60" zero turn riding lawn mower and Toro 22" push mower not to exceed \$10,290. The motion carried unanimously.

C) Purchase 12 Motorola Portable Radios w/Accessories

Milwaukee County is upgrading the public safety radio system to an all-digital network. The old analog system will no longer be supported after 2016. Since DPW is a first responder we are required to upgrade our radio system to the new digital format along with the Police Department. Currently DPW only has analog radios and the digital switch requires the purchase of all new radios for employees. Staff is recommending the purchase of the twelve (12) Motorola APX4000 portable radios w/accessories not-to-exceed \$21,220.35.

It was moved by Trustee Boschert and seconded by Trustee Awe to recommend that the Village Board approve the purchase of the twelve (12) Motorola APX4000 portable radios w/accessories not to exceed \$21,220.35. The motion carried unanimously.

D) October 2015 Financial Reports

No action was taken on this item.

E) Consideration of November 2015 Vouchers

It was moved by Trustee Awe and seconded by Trustee Boschert to recommend that the Village Board approve the vouchers from October 30, 2015 to November 25, 2015 in the amount of \$668,898.47. The motion carried unanimously.

VII. ADJOURNMENT

It was moved by Trustee Boschert and seconded by Galyn Bennett to adjourn at 7:33 p.m. The motion carried unanimously.



Susan L Hudson, Treasurer/Comptroller