

**BROWN DEER FINANCE AND PUBLIC WORKS COMMITTEE  
MARCH 4, 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 (6:40p); Citizen Members: Ray Erbe and Galyn Bennett

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

Excused: Citizen Members: Tom Lieven

**II. PERSONS DESIRING TO BE HEARD**

None.

**III. CONSIDERATION OF MINUTES: December 3, 2014 – **Regular Meeting****

*It was moved by Trustee Boschert and seconded by Ray Erbe to approve the minutes of the December 3, 2014 meeting. The motion carried unanimously.*

**IV. REPORT OF STAFF/COMMITTEE MEMBERS**

Michael Hall, Village Manager, reported that the Village's finance for year end 2014 should see a surplus. Susan Hudson, Treasurer/Comptroller, added that revenues came in around \$600,000 over budget and expenditure came in \$33,000 under budget. Matthew Maederer, PE, Director of Public Works/Engineering stated that road construction season should kick off around April 1, 2015. Two big projects for 2015 are 60<sup>th</sup> Street and Bradley Road. Due to the light winter (snow) events the Village's salt supply is fantastic which help with budget. DPW staff is working on tree trimming and doing miscellaneous shop work.

**V. UNFINISHED BUSINESS**

None.

**VI. NEW BUSINESS**

**A) Civic Center Feasibility Study with Bray Architects**

The Village issued a Request for Proposals (RFP) for architectural services to help evaluate current building conditions and future needs for the Village Hall/Police Department, Public Works and the Library. As repairs and ongoing maintenance costs of the three facilities continue to rise, Staff believes it makes sense to evaluate the long term needs of the various departments and the community that they serve. Additionally, in the Village's 2009 Comprehensive Plan, it was suggested that the idea of clustering Village buildings together in a central location could create greater efficiencies, free up land for redevelopment and also help to form a better sense of Brown Deer identity. This study is designed to analyze the cost of current facilities and benefits of a singular civic campus.

The Village received three responses to the RFP, all from qualified firms and conducted interviews. Of the groups, Bray Architects had the most similar experience, quality reference and presented the most

affordable price of \$18.00. Bray intends to deliver by early fall (before budget season) a review of the current facilities, costs to maintain existing systems, a new construction feasibility analysis and conceptual designs for new construction on land at or near the current Village Hall. Trustee Oats asked that when presenting this to Village Board we list the other vendor and their cost.

*It was moved by Trustee Boschert and seconded by Trustee Awe to recommend that the Village Board approve the contract with Bray Architects for the civic center feasibility study not to exceed \$18,500. The motion passed 4-1, with Ray Erbe voting in opposition.*

#### **B) Sanitary Sewer TV System Replacement**

The current DPW sanitary sewer TV camera unit is shared with the City of Mequon and Village of Shorewood. The existing unit (Aries TV Unit) was purchased in 1999 at a total cost of \$99,600 (\$33,200 Village participation). The existing unit is in need of replacement due to age, maintenance costs, lack of available parts, outdated technology and unable to meet Village needs and/or CMOM/CMAR requirements.

The relationship with the City of Mequon and Village of Shorewood will be maintained and each community contributing 1/3 of the total purchase cost (along with 1/3 maintenance costs). The existing truck which houses the existing equipment is in good condition and will be re-used to house the new equipment.

Staff from the City of Mequon, Village of Shorewood and Village of Brown Deer is in agreement that the Envirosight Camera System best fits the needs for inspection activities.

*It was moved by Trustee Boschert and seconded by Gayln Bennett to recommend that the Village Board approve the purchase of Envirosight Camera System not to exceed Village's cost of \$37,578. The motion carried unanimously.*

#### **C) Construction Contract Award for the N 60<sup>th</sup> Street Water Main Relay Project**

Village is undertaking utility improvements ahead of the N 60<sup>th</sup> Street pavement replacement project. Within the project limits (W Fairy Chasm Rd to W County Line Rd) the water main (12-inch) will be replaced along with the sanitary sewer lateral (6-inch) with PVC pipe. Additionally, fire hydrants will be relocated to accommodate the new sidewalk as part of the roadway contract and new gate valves will be installed. Project will start around April 1, 2015 and must be completed by June 15, 2015.

DPW staff request the committee recommend to the Board approval of the construction contract award for the N 60<sup>th</sup> Street Water Main Relay & Sanitary Sewer Lateral Replacement Project to MJ Construction, Inc. The bid price is below the budgeted amount for the project.

*It was moved by Trustee Awe and seconded by Trustee Boschert to recommend that the Village Board approval the contract with MJ Construction not to exceed \$527,183. The motion carried unanimously.*

#### **D) January 2015 Financial Reports**

*No action was taken on this item.*

#### **E) Consideration of February 2015 Vouchers**

*It was moved by Trustee Boschert and seconded by Ray Erbe to recommend that the Village Board approve the vouchers from January 29, 2015 to February 24, 2015 in the amount of \$1,275,461.98. The motion carried unanimously.*

**VII. ADJOURNMENT**

*It was moved by Trustee Boschert and seconded by Trustee Awe to adjourn at 7:35 p.m. The motion carried unanimously.*



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Susan L Hudson, Treasurer/Comptroller