

**BROWN DEER FINANCE AND PUBLIC WORKS COMMITTEE
OCTOBER 7, 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, and Collen Banach, Engineering Tech

Excused: Tom Lieven and Ray Erbe

II. PERSONS DESIRING TO BE HEARD

None.

III. CONSIDERATION OF MINUTES: August 5, 2015 – Regular Meeting

It was moved by Trustee Boschert and seconded by Trustee Awe to approve the minutes of the August 5, 2015 meeting. The motion carried unanimously.

IV. REPORT OF STAFF/COMMITTEE MEMBERS

Michael Hall, Village Manager, is working on his budget presentation for the budget workshop scheduled for October 13th, 15th and 21st. Preparation has begun building a new DPW building with the first step begin approval from the Village board. Susan Hudson, Treasurer/Comptroller, is working on putting together the budget workshop book. Matthew Maederer, PE, Director of Public Works/Engineering stated that DPW is getting ready for winter operation and sending notice to resident that need to replace or repair their mailbox. Village mechanic has been winterizing equipment with one plow truck ready for action.

V. UNFINISHED BUSINESS

None.

VI. NEW BUSINESS

A) Skid-Steer Loader Replacement

DPW is requesting the purchase of a new Bobcat skid-steer loader to replace the existing unit. The current skid-steer loader is a Bobcat Model S220 w/bucket & blade (including v-plow). The skid-steer loader is used in all divisions of DPW including cross over services with the Park & Rec Department and Water Utility. This is important equipment is used weekly throughout the year. The replacement unit mirrors the existing unit which staff is currently comfortable and happy with from an operational standpoint.

It was moved by Trustee Boschert and seconded by Galyn Bennett to recommend that the Village Board approve the purchase of the Bobcat S650 Skid-Steer Loader not to exceed \$43,615. The motion carried unanimously.

B) Toolcat Replacement

DPW is requesting the purchase of a new Bobcat Toolcat to replace the existing unit. The current Toolcat is a Bobcat Model 5600 w/bucket. The Toolcat is used in all divisions of DPW including cross over services with the Park & Rec Department and Water Utility. This important equipment is used weekly throughout the year. The replacement unit mirrors the existing unit which staff is currently comfortable and happy with from an operational stand-point.

It was moved by Trustee Awe and seconded by Trustee Boschert to recommend that the Village Board approve the purchase of the Bobcat Toolcat 5600 not to exceed \$44,205. The motion carried unanimously.

C) 5 YD Truck Replacement

DPW is requesting the purchase of a new 5-YD Patrol Truck (Western Star 4700SF Chassis & Burke Controls/Accessories) to replace the existing patrol truck (#76). The current Patrol Truck #76 is a 5YD International chassis w/Brake & Equipment controls/accessories. Truck #76 is primarily for winter operations; however, the truck is also used during summer street work and storm water re-ditching projects.

It was moved by Trustee Boschert and seconded by Trustee Awe to recommend that the Village Board approve the purchase of the 5-YD Patrol Truck (Western Star 4700SF Chassis & Burke Controls/Accessories not to exceed \$157,954. The motion carried unanimously.

D) Email Exchange Licenses

The Village is requesting to change their email carrier from Time Warner to a Microsoft Exchange Enterprise License. This would include an automatic back-up of emails as well as a 3-year support and spam filter. Currently emails are not being backed up to a server. State statute mandates municipalities keep all emails for a total of seven years. Time Warner does not have this capability. Therefore, changing our email carrier will give us access to a system that has the capacity to store our 96 employee's emails for a seven year cycle.

It was moved by Galyn Bennett and seconded by Trustee Boschert to recommend that the Village Board approve the purchase of the Microsoft Exchange Enterprise License not to exceed \$23,769.96. The motion carried unanimously.

E) Outsourcing PT Accountant position

The Village's Part Time Accountant position became vacant on May 21, 2015. Because this is a part time position the Treasurer/Comptroller felt it would be hard to find a qualified candidate to fill this role. The treasurer/comptroller spoke with their auditing firm CliftonLarsonAllen (CLR) and they suggest trying using their outsourcing/consulting services. If we chose to use CLR as a consulting service we can no longer use them as our auditor. CLR has worked with and has recommended we use Sikich as our new auditing firm. I am asking for approval using CliftonLarsonAllen as our outsourcing/consulting firm and Sikich as our auditing firm. We are looking at cost saving of \$10,000 for the next three years.

It was moved by Trustee Boschert and seconded by Trustee Awe to recommend that the Village Board approve using CliftonLarsonAllen as our outsourcing /consulting firm and switch auditing services to Sikich. The motion carried unanimously.

F) August 2015 Financial Reports

No action was taken on this item.

G) Consideration of September 2015 Vouchers

It was moved by Trustee Boschert and seconded by Galyn Bennett to recommend that the Village Board approve the vouchers from September 4, 2015 to September 25, 2015 in the amount of \$1,520,282.50. The motion carried unanimously.

VII. ADJOURNMENT

It was moved by Trustee Awe and seconded by Galyn Bennett to adjourn at 8:05 p.m. The motion carried unanimously.



Susan L Hudson, Treasurer/Comptroller