

**BROWN DEER FINANCE AND PUBLIC WORKS COMMITTEE
AUGUST 4, 2021, REGULAR MEETING MINUTES
VIRTUAL MEETING VIA ZOOM & BY PHONE, 6:00 PM**

The meeting was called to order by Trustee Cherry at 6:00 P.M.

I. ROLL CALL

Present: Trustees: Cherry, Booker, Siegrist
Citizen Members: Amos Owens, Jeff Woods, Tammy Greenlee

Also, Present: Matthew S. Maederer, PE, Director of Public Works/Village Engineer

II. PERSONS DESIRING TO BE HEARD

None.

III. CONSIDERATION OF MINUTES: June 9th, 2021 – **Regular Meeting**

Trustee Booker asked a question regarding the timeline for the 2020 audit completion which the minutes stated would be done by August. Matthew said he would ask Susan Hudson to provide an update to the committee. However, no minute revisions were necessary.

It was moved by Trustee Booker and seconded by Mr. Woods to approve the minutes of the June 9, 2021, meeting. The motion carried unanimously.

IV. REPORT OF STAFF/COMMITTEE MEMBERS

Matthew Maederer, PE, Director of Public Works/Village Engineer introduced the newest committee member, Ms. Tammy Greenlee.

Matthew provided an update on the W. Brown Deer Road/STH 100 reconstruction project and discussed the ongoing work along with the schedule (completion date is on target for mid-October). Matthew updated the committee on the coordinated project occurring on N. 50th Street. The water main portion of the coordinated project was wrapping-up and the paving is scheduled for mid to end of August. DPW is working on catch basin and manhole repairs in the Meadowside subdivision setting-up for repaving in 2022. Lastly, the DPW crews are staying on top of the summer grass mowing/trimming/landscaping.

V. UNFINISHED BUSINESS

None.

VI. NEW BUSINESS

A) Approval of the Contract Award for the 2021 Water System Adjustments Project to American Sewer Services, Inc.

Matthew presented the bid results. Three total bids were received, and American Sewer Services was the low bidder for the work. The project will be completed in the fall of 2021 ahead of the WisDOT N. Green Bay Road/STH 57 reconstruction project. The water utility is making water main adjustments to coordinate with the new storm sewer and roadway design. Mr. Owens inquired on the budget estimating process and Matthew explained that a preliminary engineering design is done for every project to determine the budget estimate.

It was moved by Mr. Booker and seconded by Mr. Owens to recommend to the Village Board to approve the Contract Award for the 2021 Water System Adjustments Project to American Sewer Services, Inc. The motion carried unanimously.

B) 2022-2026 Capital Improvement Program (CIP) Presentation

Matthew presented the CIP items specific for DPW. The items include equipment purchases for several vehicles and roadway reconstruction projects. The biggest purchase is the new 5-yr patrol truck (plow truck) to replace the aging truck number 78 which had several equipment malfunctions during the 2020-2021 winter season causing the truck to be out of service. Ms. Greenlee inquired about the equipment replacement schedule and Matthew explained the policy and software used to determine the replacement schedule. Mr. Owens suggested that the project totals are consistent and match between departments. Matthew said he would coordinate with staff to make this correction to the overall CIP. There was discussion related to the Emerald Ash Borer (EAB) treatment CIP item and alternative funding sources. The cost of treatment versus removal/replacement was also discussed. The individual CIP purchases would be brought back to the committee at the September meeting.

This item is for informational and discussion purposes only. No action was taken on this item.

C) June 2021 Financial Reports

There was discussion around the report format which would be discussed further at the September meeting.

This item is for informational purposes only. No action was taken on this item.

D) Consideration of July 2021 Vouchers

It was moved by Trustee Siegrist and seconded by Ms. Greenlee to recommend that the Village Board approve the vouchers from July 1, 2021, to July 31, 2021, in the amount of \$1,057,055.72. The motion carried unanimously.

E) Schedule of Next Meeting (Virtual) Wednesday, September 8, 2021, at 6pm**VII. Adjournment**

Meeting adjourned at 7:15pm

s/ Matthew S. Maederer, PE, Director of Public Works/Village Engineer