



# WEEKLY DEPARTMENTAL REPORT

**COMMITTEE:** Village Manager/Board, Finance/Public Works, Traffic/Public Safety, Beautification

**PREPARED BY:** Matthew S. Maederer, PE, Director of Public Works/Village Engineer

**REPORT DATE:** December 5<sup>th</sup>, 2019

**GENERAL:** While offices have transitioned from the old DPW to the new, the Recycling Center will remain at 8717 N. 43<sup>rd</sup> Street until the end of 2019 (12/28/19 will be the final day).

Hours will remain as follows:

- November: Tuesdays & Thursdays 12pm – 6pm, Saturdays 10am – 5pm
- December: Saturdays 10am. – 5pm

Beginning January 2<sup>nd</sup>, 2020, the Recycling Center will operate at the new DPW location, 8950 N. Arbon Drive. **Residents will be able to visit the new Recycling Center seven days a week from 7AM – 7PM!**

Entrance to the Recycling Center will be off the Arbon Drive cul-de-sac to the south of the new DPW and will require an access card to be swiped at the gate. Residents of single-family homes and condominiums can apply now for the access card at the DPW, Village Hall or the Recycling Center.

Cards will be made available to residents in December. (One card per household)

*\*During times of adverse weather, the Recycling Center may close.*

Access card application forms are available at:

- [RECYCLING CENTER ACCESS CARD APP](#)
- Village Hall, 4800 W. Green Brook Drive
- Dept of Public Works, 8950 N. Arbon Drive
- Recycling Center, 8717 N. 43rd Street

Completed application forms should be dropped off at Village Hall in the “after-hours” drop box or at the new DPW office.

Please contact Erika at the DPW with any questions 414.371.3020.

**The DPW is pleased to announce a new hire! Jonathan Klocko will be joining our team as a Laborer/Driver starting on January 2<sup>nd</sup>, 2020. Jonathan will replace Al Fromm who is retiring from the Village effective January 31<sup>st</sup>, 2020. Al was with the DPW for 34-years!**

The DPW crew set-up Christmas decorations in the Original Village neighborhood the week before Thanksgiving. The crew hung all the Christmas wreaths on the decorative street lights and strung the lights on the Christmas tree adjacent to the Fire Station. The crew is also working on setting up the Christmas lights in front of Village Hall week ending December 6<sup>th</sup>.

On Monday, December 2<sup>nd</sup> the Director attended the Village Board meeting. The Neighborhood Watch submitted a proposal for signage to be placed in Village R/W at various entry point locations to the Village. DPW will assist with the sign installation. Existing poles will be utilized where available. The Neighborhood Watch is fully funding the cost of the signage through donations.

On Wednesday, December 4<sup>th</sup> the Director attended the Finance & Public Works Committee meeting. Two (2) professional services contracts for civil engineering were approved with Kapur. One contract was for design services as part of Phase II for the streetscaping design on W. Brown Deer Road/STH 100 and N. Green Bay Road/STH 57 as part of the two (2) WisDOT projects occurring in 2021 and 2022, respectively. Phase I work was for the streetscaping concepting which was presented to the Board in July and included with the 2020-2024 Capital Improvement Plan (CIP) which was adopted by the Board in August. The second contract was for design services on the public improvements in the Original Village as part of the F-Street Group Development at the "Old" DPW site. Both contracts were unanimously recommended to the Village Board for approval.

On Thursday, December 5<sup>th</sup> the Director attended the Traffic and Public Safety Committee meeting. A policy for implementing neighborhood traffic calming (i.e. speed humps) was introduced to the Committee along with a discussion of the N. 60<sup>th</sup> Street & W. Dean Road intersection with regards to safety improvements.

**WINTER OPERATIONS:** The bid for the 2019/2020 season has been received. The price of salt is \$72.59/ton which is a 6% increase from last season. The Village ordered 1,200 tons of salt for the upcoming season (typical).

The DPW crew was out delivering deficient mailbox notices within each of their respective plow routes. DPW installs new mailboxes for a fee of \$100. Here is a link to the mailbox form:

<https://www.browndeerwi.org/wp-content/uploads/2014/06/Mailbox-Order-Form.pdf>

Here is a link to the mailbox & winter ops policy:

<https://www.browndeerwi.org/wp-content/uploads/2014/06/Mailbox-Regulations-Snow-Plowing-Policy.pdf>

**SANITARY SEWER:** Infrared asphalt manhole heating was completed during the month of November when temperatures allowed. The DPW crew identified manholes needing asphalt patching ahead of the winter snow plowing season. Manhole patching is important to ensure manhole covers don't conflict with the plow blades during plowing.

The Sanitary Sewer Technician continues working on data entry in the Village's GIS system from this past summer's cleaning and pipe inspections.

The Director and Sanitary Sewer Technician continue working on closing out the Private Property Inflow/Infiltration project. Staff is working with the consultant and contractor on the punch-list item resolutions and schedule before submitting the final reimbursement request to MMSD. Visu-Sewer was in the Village the week of August 19<sup>th</sup> completing the grouting work from last year's project.

**STORMWATER:** The street sweeper is out completing one last street sweeping of all the curb & gutter roadways throughout the Village during the early part of December as weather allows.

The DPW crew identified catch-basins needing repair work in the Brown Deer Business Park along Deerwood Drive and Deerbrook Trail. The work was completed in November.

**REMINDER:** All culvert replacements and driveway approach paving work requires a permit. Culvert replacements are completed in-house by DPW crews ahead of the residential driveway approach paving. Please contact the DPW office for more information.

**BEAUTIFICATION/FORESTRY:** The Beautification Committee will meet over the winter to approve the landscape plans for the new F-Street Development project at the “old” DPW site in the Original Village once plans are finalized. The Committee will also be involved with the streetscaping design plans for W. Brown Deer Road/STH 100 and N. Green Bay Road/STH 57. The hardwood savannah areas on Teutonia & Sherman will be mowed down the week of December 2<sup>nd</sup> along with the other natural areas throughout the Village.

The DPW crew started forestry operations the week of December 2<sup>nd</sup>. The crew is trimming trees in the Brandbrook subdivision and along N. 60<sup>th</sup> Street including the Park Plaza subdivision.

**STREETS & TRAFFIC:** Cracksealing work was completed during the month of October on various roadways throughout the Village. The contractor for the work is Fahrner Asphalt Sealers.

Miscellaneous asphalt patching occurred throughout the Village week ending October 25<sup>th</sup>. DPW assisted with prepping all of the patch areas.

**REFUSE AND RECYCLING:** While offices have transitioned from the old DPW to the new, the Recycling Center will remain at 8717 N. 43<sup>rd</sup> Street until the end of 2019 (12/28/19 will be the final day).

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The Recycling Center is on fall hours for the month of November. The recycling center is open on **Tuesdays and Thursday from 12pm to 6pm and on Saturdays from 10am to 5pm.** For further information regarding the recycling center please call the DPW office at 414.357.0120.

**PARKS & RECREATION:** DPW assisted with winterizing the Pond building and Fairy Chasm building.