

**BROWN DEER BEAUTIFICATION AND PUBLIC WORKS COMMITTEE**  
**JUNE 07, 2023, REGULAR MEETING MINUTES**  
**DPW CONFERENCE ROOM (8950 N. ARBON DRIVE), 6:00 PM**

The meeting was called to order by Trustee Greaves at 6:07 P.M.

**I. ROLL CALL**

Present: Trustees: Greaves  
Citizen Members: Bargholz, Davis, Lawrence, Loebach, Rochefort, Wazniak

Absent: None

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

**II. PERSONS DESIRING TO BE HEARD**

None.

**III. CONSIDERATION OF MINUTES:**

None.

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

Matthew reported on the WisDOT STH 57 and STH 100 project status. The project was on-pace for completion by the end of June with the punch-list items and final cleanup occurring through mid-July.

Matthew also reported on DPW operations. Crews were out completing landscaping work, grass cutting, and began culvert replacements and ditch cleaning work.

Lastly, Matthew provided an overview of the committee roles/responsibilities which ultimately review DPW practices and projects. Matthew mentioned that the previous Beautification Committee completed landscaping awards during the summer months. Matthew gauged the committee's interest in continuing this program. Ms. Rochefort requested that the item be added to the July agenda for further discussion.

Matthew conducted a tour of the DPW facility after the meeting for interested committee members so they could further learn about DPW operations, vehicles, and the facility itself.

**V. UNFINISHED BUSINESS**

None.

**VI. NEW BUSINESS**

**A) Landscape Plan Approval for 8806 N. Deerwood Drive (Talking Walls)**

- Buck Knitt of Rinka Architects presented the landscaping plan for the subject project.
- Staff had comments that were passed onto the committee.
- The committee accepted the staff comments, and the architect would complete the appropriate revisions.

*It was moved by Mr. Wazniak and seconded by Mr. Loebach to approve the landscape plan for 8806 N. Deerwood Drive (Talking Walls) with staff revisions. The motion carried unanimously.*

**B) Consider Approval of the Agreement for Professional Services with Clark Dietz, Inc. for General Engineering Services**

With the elimination of the engineering tech position the Village is saving approximately \$60,000 annually. However, a gap still exists due to the vacancy. Staff is proposing to fill the void of engineering services with consultant, Clark Dietz. Clark Dietz is providing a similar service in the other North Shore communities of Glendale, Whitefish Bay, River Hills, Bayside, and formerly Shorewood. The agreement was discussed with the committee.

*It was moved by Mr. Lawrence and seconded by Mr. Wazniak to approve the agreement for professional services with Clark Dietz, Inc. for general engineering services. The motion carried unanimously.*

**C) Consider Approval of the Compliance Maintenance Annual Report (CMAR) and Adoption of the Resolution Authorizing Submittal to the Wisconsin Department of Natural Resources (WDNR)**

Matthew provided a summary of the annual sewer operations report that is submitted to the WDNR. One of the requirements of the report is that the governing body of the collection system reviews & approves the report and adopts a resolution for such approval which authorizes submittal of the report to the WDNR.

Some highlights were that in 2022 the Village's system had zero (0) sanitary sewer overflows (SSOs). Problematic areas remain at the normal locations (N. 61<sup>st</sup>/Darnel and at N. 59<sup>th</sup>/Range/Betty). The grade for the collection system of the report was an "A" which requires no action by the Village Board.

Matthew also provided an overview of the Village's GIS sanitary sewer layer which manages the sewer system assets and includes reports, inspections, etc. for the entire sewer system.

*It was moved by Mr. Wazniak and seconded by Mr. Davis to approve the Compliance Maintenance Annual Report (CMAR) and adoption of the resolution authorizing submittal to the Wisconsin Department of Natural Resources (WDNR). The motion carried unanimously.*

**D) Review & Comment on the WPDES NR216 and MMSD Ch. 13 Annual Report for the Activities for Calendar Year 2022**

Matthew presented the annual stormwater utility accomplishments for the year 2022 which is a requirement of the Village's permit with the WDNR. Matthew provided a summary of the Village's Stormwater Management Plan (SWMP) and went over briefly the new Total Maximum Daily Load (TMDL) requirements the Village is obligated to meet. Also provided were an overview of upcoming development and the stream bank naturalization and stabilization projects on Beaver Creek and Southbranch Creek. In addition, the GIS system is being used to track cleaning of catch basins and street sweeping. All activities will help the Village meet its stormwater management goals.

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

**E) Consider Approval for Resolution 23-11: In the Matter of the Preliminary Special Assessment of Street Lighting Costs for TIF No. 2**

At the May 15th, 2023, regular Board meeting staff was directed to pursue the creation of the seventh (7th) street lighting district withing TIF No. 2 which includes the following areas:

- W. Bradley Road (from N. 51st Street to N. 43rd Street/N. Sherman Blvd.)
- N. Sherman Blvd. (from W. Bradley Road to Village Lane)
- N. Teutonia Avenue (from W. Bradley Road to W. Calumet Road)

To proceed with the creation of the new lighting district for TIF No. 2 and assess the costs of the street lighting system, State Law requires that a public hearing be conducted for public input prior to the levying of a special assessment. Notice of this hearing will be mailed to the owner of each property that would be affected and may receive a special assessment.

Matthew provided an overview of the other six (6) lighting districts for reference/comparison.

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

**F) Schedule of Next Meeting Wednesday, July 12<sup>th</sup>, 2023, at 6pm**

**VII. ADJOURNMENT**

*It was moved by Trustee Greaves to adjourn at 7:34pm.*

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