

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

The meeting was called to order by Trustee Greaves (chair) at 6:01 P.M.

**I. ROLL CALL**

Present: Trustees: Greaves  
Citizen Members: Loebach, Rochefort, Wazniak, Wisth

Absent: Lawrence (excused), Davis (unexcused)

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

**II. PERSONS DESIRING TO BE HEARD**

None.

**III. CONSIDERATION OF MINUTES:**

August 9<sup>th</sup>, 2023 – **Regular Meeting**

*It was moved by Mr. Wazniak and seconded by Ms. Rochefort to approve the minutes of the August 9<sup>th</sup>, 2023, meeting. The motion carried unanimously.*

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

Matthew reported on the WisDOT STH 57 and STH 100 project status. The project is now substantially complete. Final work is occurring on landscaping and the punch-list items. The traffic control devices were removed and a ribbon cutting event is scheduled for September 14<sup>th</sup>.

Matthew also reported on DPW operations. Crews were out completing landscaping work, grass cutting, and culvert replacements within the roadway re-paving program areas (N. Kildeer Court and N. 63<sup>rd</sup> Street). Ditch restoration work will also occur on N. 63<sup>rd</sup> Street after now that the water main work is complete.

Matthew reminded the committee that the annual appliance and electronics recycling event was to take place on Monday, September 11<sup>th</sup> from 3pm to 6pm at the Village Hall/Pond parking lot.

**V. UNFINISHED BUSINESS**

None.

**VI. NEW BUSINESS**

**A) Purchase of a Wheeled Excavator (Replacement)**

- The wheeled excavator is up for replacement and exceeded its useful life.
- Repair costs and downtime are increasing.
- The wheeled excavator is the single most important piece of equipment in the DPW fleet and responsible for all the summer culvert replacement work and ditch work associated with the stormwater utility.
- The wheeled excavator is used in all aspects of DPW operations.
  - recycling center maintenance,
  - sanitary sewer system maintenance and manhole rebuilding,
  - roadway maintenance operations).

- Quotes were received for replacement from CAT along with a trade-in value.

Mr. Loebach asked if we considered buying used equipment. Matthew explained about the maintenance gamble and how we tried to replace equipment before maintenance became an issue. By buying new equipment we can ensure maintenance needs are at a minimum, which keeps repair costs down and crews working more efficiently.

*It was moved by Ms. Rochefort and seconded by Mr. Wazniak to approve the purchase of a wheeled excavator replacement. The motion carried unanimously.*

#### **B) Purchase of a 72” Zero Turn Lawn Mower (New)**

With the added grass mowing responsibilities of the DPW crew as part of the new STH 57 reconstruction project and new intersection which vacated the Green Bay Road ramps an additional 72-inch zero turn lawnmower is proposed.

Included in the 2024 budget is an additional seasonal person for Park & Rec and DPW to assist with the grass mowing operations of the Parks and Village facilities (i.e., Fairy Chasm, Village Park, Badger Meter Park, and Village owned facility buildings).

The new lawn mower would mainly be for the parks and Village owned property so the other two (2) mowers could focus on all the median and R/W areas. The new additional grass areas total about 3-acres. DPW is recommending the purchase of the new mower (like the other two in our fleet) so that we can stay on top of grass mowing responsibilities in a timely manner.

The committee discussed the grass mowing operations as a whole and clarified that the new mower would be used for the parks. Matthew also reminded the committee that grass mowing operations were moved in-house in the summer of 2020.

*It was moved by Mr. Wazniak and seconded by Mr. Loebach to approve the purchase of a new 72-inch zero turn lawn mower. The motion carried unanimously.*

#### **C) Intent to Purchase 5-YD Patrol Truck Replacement (Truck No. 75) w/ accessories (plow and salter)**

Due to industry delays related to equipment and vehicle purchases DPW is requesting to provide a letter of intent (purchase order) to secure a “build slot” for the 2026 plow truck replacement (Truck No. 75). Truck No. 75 was included for replacement in the 2024-2028 Capital Improvement Program (CIP). The purpose of this approval is to secure intention for the plow truck replacement so that we can ensure the equipment is built and delivered in 2026. If we delay and follow the normal timeline (PO in the fall after CIP) we will not see this truck until fall of 2028. We will still follow the normal approval process prior to committing to the purchase (i.e., secure actual cost and quotes for the body construction). Matthew further explained that this is the same process we followed for Truck No. 77 back in 2022.

*It was moved by Mr. Loebach and seconded by Ms. Rochefort to approve the intent to purchase a 5-yd patrol truck replacement (truck 75) for the year 2026. The motion carried unanimously.*

#### **D) Recommend Approval of Resolution No. 23- “Authorizing Submittal of Application for an Urban Forestry Grant for 2024**

The DPW is requesting submittal for an Urban Forestry Grant (UFG) to the Wisconsin Department of Natural Resources (WDNR) for 2024 work. The grant is a 50/50 match up to \$50,000.

The grant activities include, but are not limited to:

- Tree Inventory
- Staff Training
- Public Information, Education, and Outreach

DPW is requesting approval for expenditure of the matching Village participation funds not-to-exceed the budgeted amount of \$10,512.50. The matching Village participation is a budgeted item.

Budget Summary:

Total Project Budget = \$21,025.00

WDNR Participation = \$10,512.50

Village Participation = \$10,512.50

Matthew explained that the last time the tree inventory was completed was in 2014 which also created the development of the GIS tree database. Matthew showed the GIS database to the committee and explained how it worked. The last time the Village was awarded an UFG was in 2014.

*It was moved by Ms. Rochefort and seconded by Mr. Wisth to recommend approval of Resolution No. 23- “Authorizing Submittal of Application for an Urban Forestry Grant for 2024”. The motion carried unanimously.*

**E) Schedule of Next Meeting Wednesday, October 4<sup>th</sup>, 2023, at 6pm**

**VII. ADJOURNMENT**

*It was moved by Mr. Wazniak and seconded by Ms. Rochefort to adjourn at 7:21pm.*

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