

## BROOKLYN VILLAGE BOARD MEETING MINUTES

May 9, 2011

The Village Board meeting was called to order on May 9, 2011 at 6:32 pm by President Walsten. Trustees present were Todd Klahn, Steve Lust, Mark Bruner, Jessica Hawkey, Dorothy Frandy. Trustee Van Den Eng was absent. Others present were Clerk Strause, PW Assistant Director Spilde, Pat Hawkey, Daniel Jensen, Kevin Mullen and Jim Miller of Hutchinson, Shokey, Erley and Co. and Police Chief Barger.

**Public Comments** – Pat Hawkey, 101 S First St. commented on the proposed business park noting several EDC meeting minutes not available, in particular May 2010, which could inform the public about the park. A community survey was to be done in 2009 and has never happened. To date, there has been \$7,000 spent in the TIF district. Some of the expenses approved by the Board to help with planning the business park will be paid by the water utility. Also the proposed \$50,000 to be spent by EDC is bad timing because of the economy, and because sewer rates and taxes are too high. The Board really needs to re-evaluate the money that is being spent. Hawkey stated she will be at the Thursday night EDC meeting for further clarification.

Kevin Mullen and Jim Miller, financial advisors from Hutchinson Shockey Erley and Co., presented **refinancing options for the 2008 WWTP BAN** which financed \$2,015,000 of the construction project. The proposed State budget bill will make a Clean Water Fund loan less affordable changing the subsidy for future years. If the Village makes application before June 15<sup>th</sup>, the Village is eligible for a SFY 2011 subsidized loan. The 2008 BAN was originally to be refinanced in 2012. Mullen also discussed the Village's water revenue bond which is callable in 2012. Refinancing this bond through the State Trust Fund (currently an interest rate of 3.75%) would save the Village about \$17,000 a year. This water utility savings could be used to pay the sewer utility rent for use of the buildings and equipment at the WWTP. Clerk Strause calculated a tentative building and equipment depreciation schedule totaling \$20,000. The \$20,000 would be used to help the sewer utility pay the debt payment on CWF#4 loan. Option B=The General Fund could also pick up some of the loan cost which would alleviate an increase in sewer rates due to the refinancing. The proposed CWF#4 would then be partially supported by general obligation funds rather than 100% revenue bond. Option A=Finance the 2008 BAN 100% through Clean Water Fund Loan which results in a \$47,687 deficit which would need to be made up by increasing the sewer rates again. Trustee Klahn recommended Option B as an alternative for refinancing the 2008 BAN using \$35,000 general obligation bonding and a calculated amount of approximately \$20,000 water utility payment for rent to the sewer utility. Motion was second by Frandy and unanimously carried.

Trustee Klahn moved, second Lust, carried to approve the minutes of April 11, 2011. Bruner moved, second Klahn, carried to approve the minutes of April 18, 2011.

President Walsten reported on the successful E-recycling roundup of 3400#'s of electronics and some appliances that was collected in the Village. Walsten participated in a webinar on Smart, Livable, and Sustainable Communities which addressed quality of life issues for viable communities. The Local Government Institute held a Collaborative Leadership "Doing More for Less" program discussing intergovernmental agreements, combining different consortiums for purchasing vehicles and other avenues to explore which results in a cost savings but the community does not lose its identity. An intergovernmental agreement with the Town of Rutland for flood remediation plan to keep the drain pipe open to King Lake has been suggested by DOT. Walsten, Lust, Hawkey, Frandy, Van Den Eng completed NIMS 100 training at the fire station recently.

Clerk Strause handed out copies of Sen Erpenbach's letter regarding the voter I.D. bill that is being worked on in the assembly. Redistricting will see no changes in the Village for the Green County portion; however, Dane County's proposed change will move the Village from District 31 to District 37 with a representative from Cambridge. Maps were presented and viewed.

**Public Works:** Spilde stated 5-30 yard dumpsters were filled from spring cleanup. This is down one dumpster from last year. Pre-application forms have been submitted to FEMA for federal money for the Feb 2011 snow storm. Water samples have been sent in for 2011. Monthly samples are safe. The annual Consumer Confidence report was published in the Oregon Observer last week and is also on the Village's website. Spilde reported a toxic non biological load was taken into the treatment plant on three occasions. The plant still never exceeded limits, however, more investigating will be done to determine the source of these loads with more to be reported soon. The biosolids mixer has been sent in for an estimate on repairs and cause of failure. Two samplers are broke, failing two weeks apart. The Compliance Maintenance Annual Report (CMAR) was presented and reviewed with Trustee Bruner moving, second Klahn, carried, to approve Resolution #2011-002 pertaining to the report.

**New Business:** Walsten discussed the need to create an **advisory ad hoc committee to consider urban forest management** issues to look at care of village trees. Village Ordinance states the Village is responsible for all terrace trees as well as trees on Village property. Bruner asked why we wouldn't create a tree board rather than an ad hoc to research the need for a tree board. Walsten continued that the Village needs to be proactive based on health and welfare of the trees, putting together a plan of maintenance so there can be early intervention to save some trees. The citizen advisory would be a short term study group to deal with trees in general, with possible recommendation to create a permanent Tree Board. Trustee Lust moved, second Frandy to create a temp ad hoc committee for forest management issues. After further discussion both Lust and Frandy withdrew their motion and second. Trustee Bruner moved, second Klahn, carried to postpone discussion until next month when a committee description will be presented.

**Unfinished Business: Committee of Whole to hire Public Works Director:** Trustee Van Den Eng's (unable to attend this meeting) statement was read. "We will be conducting interviews with the help of the panel of experts in closed session on Tuesday, May 10th, and Wednesday, May 11 with two interviews each night. The goal is to narrow the field to the top two candidates and conduct a second round of interviews with the Board in a special meeting next week". The special Board meeting date was set for Tuesday, May 17, at 6:30 p.m. Two applicants have withdrawn from the six finalists that were going to be interviewed.

**Union Bank & Trust lease proposal** is now at \$975 a month if restroom remodeling can be scaled back. Space needs for the Judge, Police Dept, and Clerk's Office, along with marketing the Community Building for more rental income was discussed. Police Dept should not be on the second floor. A space needs study for the police dept was done a few years ago. In 2006, UBT offered their building to the Village for \$183,000 but then decided they were not going to build a new bank building. Clerk Strause stated the lower level of the bank would be a great fire proof area for Village files that are currently not protected. Trustee Klahn moved, second Bruner, carried to postpone as the price is not workable, more information is needed on the remodeling that would be done by UBT, and sketches of the work should be submitted for viewing.

**Municipal Court:** The job description for a court clerk is being revised. Walsten is working with the Judge on this. After the job description is created, the Village needs to recruit for this position. A substitute judge will be needed when Glasier officially resigns.

The **2007 BAN** will be discussed next month. The **Community Center Policy** will be reviewed by Department Heads and discussed at the next meeting. Trustees are to read the policy before next month's discussion.

**Consent agenda:** Trustee Bruner moved, second Klahn, carried to approve the consent agenda: payment of May 2011 invoices; appoint Tom Dehlinger to Board of Review and appoint Marge Van Calligan and Chris Dehlinger as alternates to the Board of Review; approve the Cub Scouts to have a campout in Legion Park July 15-16 or rain date July 29-30 and approve a rocket launch in Legion Park by the Cub Scouts; approve July 4th fireworks, extending park hours and

granting the Recreation Committee amplification permit for a Band for July 4th; approving General Engineering-Building/Zoning inspection fuel surcharge beginning June 1, 2011.

Committee reports: **Planning and Zoning Commission** will conduct a hearing on May 31<sup>st</sup> to rezone a lot from Multi Family to a Planned Development District to allow for two – two unit condos on Lot 29 on Second St. **Ordinance:** Trustee Lust was appointed chair. Chapter 20 has been sent for codification. Chapter 2 has been reviewed and also sent. Most of the revision of the ordinances for recodification is done. Remaining chapters to be reviewed before sending in for proofing/first recodified draft are: 16, 48, 50, and 19 has been given to the fire chief to review. Chapters 48 and 50 are being worked on by Planning and Zoning. Meeting dates will remain the same, the Monday following the Board meeting. **Personnel:** A chair was not appointed at the last meeting but will be done at the next meeting. Anthony Koger-Plein was hired as a seasonal employee. **EDC** will be meeting this Thurs night. A survey has been completed and will be put on the Village website via Mail Chimp. The survey is collecting information on where residents shop, businesses they would patronize if in the Village, recreational interests, retirement housing needs, etc. **Recreation:** Frandy reported on the Dime-A-Dip Dinner as a success clearing almost \$600. The committee is preparing for the 4<sup>th</sup> of July with activity planned in the park. Jill Van Den Eng was voted as chair of the committee. **Emergency Management:** Several Board members have completed NIMS 100. A list of items needed to equip our EOC will be drawn up by Emergency Management Director Spilde. The basement of the Community Building would most likely be used as the EOC during a disaster. **Bluegrass** committee has not met. **Recycling** committee's next week meeting will be rescheduled. **Website:** Van Den Eng's statement was read: "The subscription service and electronic payment feature should be fully operational on the website within two to three weeks. At that time, we would like to send a mailer announcing the new features of the website and also reminding residents that they can obtain a printed version of the newsletter if they contact the Clerk's Office." The mailer would cost \$235.84 to send. Trustee Bruner moved, second Frandy, carried to spend \$235.84 to send out a mailing regarding the Village's new website. The money will be taken from either the website account or from the postage account. **Finance:** Trustee Van Den Eng was approved as committee chair. **Safety:** Trustee Lust was appointed chair. Call volume down slightly in April; however investigative follow up hours increased. Another part time officer is leaving. Hiring two new part-time patrol staff is being worked on. Squad car will be kept for one more year. Office of Justice Assistance Grant due June 1st is being applied for hoping under special circumstances we could use this grant to purchase additional radio equipment (i.e. base station) for new interoperable system.

Trustee Bruner moved, second Frandy, carried to adjourn at 8:51 p.m.

Carol A. Strause, MMC, WCMC, CMTW