

VILLAGE OF BROOKLYN

June 13, 2011

The Village Board meeting was called to order on June 13, 2011 at 6:32 pm by President Walsten. Trustees present were Steve Lust, Mark Bruner, Jessica Hawkey, Dorothy Frandy, Dean Van Den Eng. Trustee Todd Klahn was absent. Others present were Clerk Strause, Police Chief Barger, PW Director, Mark Langer, Pat Hawkey, Tara Bast, Scott Meier, Marge VanCalligan, Don Lund, Perry Ekum, and Habitat for Humanity supporters.

Rezoning Lot 29 of Brookhaven Estates (Second St) from multi-family residential to PDD (Planned Development District) to allow for a Habitat for Humanity Project was discussed. Plan Commission conducted a public hearing on May 31st. Habitat conducted a neighborhood meeting to inform the residents of their plans before the hearing. Neighbors involved suggested a two car garage for each of the four condo units so that parking would not be in the street area that is already crowded. Suggestions were taken into consideration by Habitat with changes presented at the hearing. Drawing A1.2, with final details to be completed, was recommended by the Plan Commission for approval of the zoning change. Don Lund, Habitat, stated they wanted to accommodate the neighbors' requests as much as possible. He also stated that Dane County Habitat for Humanity built their first house in Brooklyn and with 2012 being their 25th anniversary, they felt what better way to celebrate than to build again in Brooklyn. Van Den Eng moved, second Lust, carried to approve the Plan Commission's recommendation **for rezoning of Lot 29 of Brookhaven Estates from multi-family residential to Planned Development District to allow for two-two unit condos.**

Tara Bast, Johnson Block auditor, presented the **2010 audit report** with an overview of the financial statements. The Management Discussion and Analysis gives a detailed narrative between 2009 and 2010. The proprietary fund reporting show financial statements of the water and sewer funds. An overview report highlights comparisons from 2009 and 2010 with a net change in the General Fund fund balance of \$60,725 and an increase in all other fund balances as well. The net operating and debt cash flows for the water in 2010 was \$12,054 and sewer \$61,552. Color charts show comparisons for 2008, 2009, 2010 for utility operating income, debt service expense, total expenditures and revenues, and debt limits. Bast stated the Village does not need to do anything different at this time; however, based on the proposed changes in the state's budget, changes may need to be implemented locally.

Public Comments - A letter submitted by the Village's Fire Chief Mortensen, was reviewed regarding **safety issues from last year's fireworks display** that need to be addressed before this July 4th celebration. Clerk Strause will contact Bartolotta. Because of the timing of this information, the Safety Committee will discuss any concerns from this year's event at their next meeting to prepare for 2013. Crowd control and parking is also an issue for most events held in the park.

Pat Hawkey requested to speak to the board regarding her concerns over EDC recommending to the Board that the Village attorney review a contract for a village planner, Ken Maly, from Vierbicher Associates to do planning for the Village. Hawkey stated she did not feel it was worth the cost, that the Village does not need economic development, and should take care of the residents of the community. Hawkey continued that she was upset with the Anderson unemployment article in the Oregon newspaper with statements made showing Walsten's disrespect to all village employees. Hawkey commented she is tired of President Walsten's "attitude" of taking over the village; that the Village Board needs to build on the assets of this village and worry about fiscal responsibility as the community was built by people who work together.

Trustee Bruner moved, second Frandy, carried to approve minutes of 5-9-11. Trustee Van Den Eng abstained. Trustee Bruner moved, second Van Den Eng, carried to approve the minutes of 5-17-11 with changes of adding the rate of pay for the PW Director and changing the motion to offer employment to Mark Langer from Klahn/Bruner to Bruner/Van Den Eng.

President Walsten read a letter from the **Municipal Treasurers Association of Wisconsin** applauding Treas. Strause's recertification for the third time. Of the organization's over 500 members, only 16 individuals have met both the educational and work experience criteria in order to be recertified for a third time. Strause was congratulated by the Board and given a card signed by employees and Board members. At the last meeting, \$40 was approved for each Village department to celebrate Municipal Clerks, Law Enforcement and Public Works employee appreciation weeks in May and to thank our Village employees for their service. Walsten reported on her attendance at a regional League of Municipalities meeting in Lake Delton with the theme State budget happenings and concern. The consensus was that with a no tax increase law in effect, if the government cannot meet that limit, there will be need to have a referendum on approving a tax increase. In short, future budgets are now in the hands of the taxpayers vs. government elected officials, which means the community will need to decide which services they are willing to live without or will approve. The recommendation from the meeting was to begin budgeting right now in order to put together a referendum if needed which would need to be posted as early as September. Per Census data, Brooklyn was the fastest growing community in all of Dane county, since 2000, at 52.9%. Walsten spoke at a Village of Oregon finance meeting tonight regarding the Oregon/Brooklyn Area Senior Center. The Town of Dunn is considering withdrawing financial support from the senior center which may place greater financial requirements on all other municipalities involved. Town of Brooklyn will be looked at to be included in an intergovernmental agreement.

Clerk Strause reported changes to the Property Assessment Manual Section 17.3.2 that goes into effect Jan 1, 2013 requiring all assessment data to be electronically filed and maintained. Additional software will need to be purchased by the assessor. The unknown cost will be added expense for each municipality. Jacobsen Appraisal stated all his records are currently being filed electronically with the exception of major commercial property. Board of Review conducted one hearing this year with final adjournment. There were no changes in assessed value made to the roll. The market ratio is 97% indicating sales are less than assessed value. The cost of a revaluation may need to be considered in light of the market ratio.

Public Works: The Board **welcomed the new director, Mark Langer**. Langer reported everything was going well. An open house will be held on July 17th from 1:30 - 4 p.m. at the Community Building so the public can meet the new director. Langer gave the monthly report. Information will be available at the next PW committee meeting regarding the removal of trees. Money from FEMA will be coming back to the Village for the snow storm this past winter. There was some storm damage in the village last week with a large tree in the cemetery down and flag poles and holders damaged. A major item lost was the power supply at the lift station on Hwy 92 from the lightening Wed. morning. LW Allen replaced the power supply and insurance has been notified. Storm grates were cleaned after the storm, monthly DNR samples were taken, staff had training on installing the new water meters, however, there is still a radio frequency issue that Sensus will be taking care of. Wastewater graphs were reviewed, decanting (removing liquid on sludge holding tank) is improving allowing for more solids and less liquids. Insurance claim was filed last month for the biosolids mixer that also had been hit by lightening. Langer stated both Leif and Curt have been very helpful in the transition and it is very much appreciated. Trustee Bruner reported he was re-elected chair of the PW committee. Bruner also reported the need for a **construction water meter policy** for more accurate usage for homes under construction. Using a temporary meter during construction would require a backflow preventer to protect the system. PSC rules in the Village's rate schedule Mz-1 and UG-1 state unmetered general service shall be billed at the rate of \$24.15 per month and approximates the cost at 560 cubic feet of water per month. No further action would be required by the Board as the Village water utility is governed by the PSC. When the permanent meter is installed, sewer rates are then charged. Billing private property owners for **lawn mowing done by Village employees** was discussed. Three properties have been mowed this season with several more to be looked at. Letters go out to property owners of record giving five days to take care of mowing before the Village actually abates the situation. A flat fee of \$100 per lot per mowing was recommended. Pictures would be taken before and after the event. Policy will

be drafted for the next Public Works Committee meeting. Flow tests were conducted for the water study that is being done. No reports have been received yet.

Unfinished Business: Walsten reported on the **Dane County Redistricting** meeting she attended discussing the plan to move the Village from District 31 to District 37. Walsten spoke to the committee that the Village has several intergovernmental relationships, i.e., joint school district, senior and youth centers, possible joint court system, and housing the fire station for the Joint Fire District with the Townships of Oregon, Brooklyn, etc. and it would make more sense to be kept in the same district as those entities which is District 31. The Redistricting Committee agreed that the **Village should remain in District 31** and maps will be redrawn. Resolution 2011-03 was read creating Ward 2 for Green County with Census Tract 960100, Blocks 1000-1005, 1013-1019, 1074, and designating the polling place to be at 102 N Rutland. Van Den Eng moved, second Frandy, carried to approve this resolution. The Village's section in Green County will remain the same, District #31.

UBT 's lease proposal is still being negotiated. The last offer was \$975 per month. Remodeling plans are not complete but should be by next month. However, the Brooklyn Community Bank has contacted the Village regarding a possible lease. They currently sublet to an insurance agent and an attorney and may have substantial space available for our use. There would be no fire proof storage but they do have a safe that could be used.

Municipal Court update: Walsten presented a job description for court clerk. The Judge has the authority to hire and fire per State Stats. Once a court clerk is hired and Glasier's resignation is received, the Village can move forward on a substitute judge. Van Den Eng moved, second Lust, carried to approve the court clerk job description. The current wage is \$12 per hr.

2007 BAN Update: Langer stated he is in process of getting quotes on various items as requested and will take the quotes to the next PW meeting.

Community Building Policy amendment: Changes to the chair rental policy and security in the building when alcohol is present were discussed. Bruner moved, second Van Dan Eng, carried to waive the table and chair rental fee if renting the building and splitting the price for rental to \$5 for one table and \$5 for ten chairs for those not renting the building. Security/alcohol portion of the policy will go back to the department heads for further review.

Proposal for ad hoc forestry committee: Because our village trees are one of the Villages' greatest assets and because the Village does not have a tree management program, Walsten presented a proposal for a committee to study what our current policies are that relate to village trees (i.e. what is current practice re: when to remove trees, prune, ownership policies, etc.) and assess what our tree management needs are. This project can be funded by an urban forestry grant that will pay for a tree species inventory, assessment and management of the needs to protect village trees. Langer stated his background normally is complaint driven, i.e., make a decision and then send a letter to the property owner, with the right of way belonging to the property owner. Langer also stated a professional may need to be hired to determine emerald ash borer is present as he doesn't have that background. He supported having a grant to do a tree inventory and create a management plan with the village maintaining both would be a benefit. Trustee Bruner said some residents were upset with the EAB policy dealing with public trees. The question of whether to have an Ad Hoc committee or have Public Works work on this was discussed. Walsten stated the purpose of having a citizen advisory committee (which would have Public Works representation) was not to add another expectation to the new Director as his priorities now are to organizing the department, but to do the information gathering for Public Works and make recommendations re: policies that need to be developed, whether a Tree Board should be formed, etc. to the Board. The committee would be made up of residents with a background and/or interest in preserving village trees. Whether there are enough people in the village to make qualified decisions was questioned. The committee would take the burden off Public Works but would include them on the committee. Any tree expenses currently comes out of the General Fund. Clerk Strause stated a Tree Board is a requirement if the Village seeks **Tree City status**,

which also provides grants to maintain urban forests. Langer will investigate the grant application and time availability on his part for this program; reporting back at the next meeting.

Consent Agenda: Trustee Hawkey moved, second Frandy, carried to approve the consent agenda as follows: payment of June invoices; **annual license renewals:** Combination Class B for Stanley Slater, DBA, Kounty Korner, Arlene Elmer, DBA Anchor Club; Combination Class A Brooklyn Mini Mart, LLC, Nissin Rodriguez, agent; operator licenses for Dani Maher, Linda Dybala, Daniel Rodriguez, Delcie Runyan, Jerald Elmer, Cyndi Jazdzewski, Terri Johnson; Soda Water license to Brooklyn Family Restaurant, Anchor Club, The Market Place, Kounty Korner, Brooklyn Mini Mart; Cigarette license to Anchor Club and Brooklyn Mini Mart; Coin Operated Machine license to Brooklyn Mini Mart, Kounty Korner, The Market Place, Anchor Club.

Safety Committee: Trustee Lust reported the department is looking for a part time patrol officer. Chief Barger is currently doing background checks to replace two officers who have resigned from the department. Van Den Eng moved, second Hawkey, carried to **hire Joshua Cornell** contingent on successful completion of background, medical and psychological testing. Barger reported on a JAG Small Police Agency Grant for up to \$10,000 for one time, for communication equipment, i.e., base radio in the department which could also be used for a command post/EOC setting in the lower level of building when needed. The bid price for the radio is \$9379.60. Barger may know if we qualify by the July meeting. There will be DOT emphasis on summer traffic on seat belts and drunk driving. Future agendas will move up the Safety report at the beginning of the meeting after the Public Works committee report to allow for the Chief to leave the meeting.

Planning and Zoning: Request by the Bank of Monticello to **approve a land split in the Town of Union under extra-territorial rules** was presented. Land was previously owned by Jeff Trumpy with seven acres being split from the farm parcel. Rock County has already approved the split. Trustee Frandy moved, second Van Den Eng, carried to approve the split in the 17800 block of West Holt Rd. **Comprehensive Plan** continues its revision process. Rob Roth, General Engineering, and Walsten met with CARPC representatives to discuss a possible application for **extending the urban service area (USA)**. If land is annexed on the east side of the Village, land on the west side may be pulled from the USA.

Ordinance: Lust reported there will be no meeting next week. The committee is waiting for recodification results. **Personnel:** Van Den Eng requested reimbursing the three professionals who assisted with the hiring process for the Public Works Director for mileage and some of their time. Two assisted with the interviews and one reviewed the applications. Bruner moved, second Frandy, carried to pay Larry Nelson \$150, Paul Woodard \$150, and Toby Ginder \$25. Walsten will send a thank you note with the check.

EDC: The committee has been working with Ken Maly, **Vierbicher Associates**, without an agreement in place. There was a Village contract while doing the feasibility study on the west side. The proposed contract would be similar to the engineer contract the Village currently has with Strand and is on a per diem basis. The purpose is to have a general contract that covers as needed services. Walsten stated the proposed contract may have some difficulties with the way it is written and EDC recommended the Village attorney do a review. Frandy moved, second Walsten, carried to have our attorney review the contract. The cost of attorney hours will be paid through EDC's budget. The community survey will be on website soon.

Recreation: Van Den Eng moved, second Hawkey, carried to hire **Brittany Lahaie** at \$12 per hr for up to 30 hours as summer youth recreation coordinator. There is no confirmation on the offer to hire Samantha Ball and Amanda Kopp as assistants for up to 16 hours a week for 6 weeks at \$10 per hr. Van Den Eng moved, second Hawkey, carried to give the committee the authority to hire assistants for the summer youth program. Frandy also stated the band Black Sheep will be performing free of charge in the Legion Park

shelter on July 4th at 7 p.m. before the fireworks show. A nominal fee will be charged for the bouncy house that will also be in the park that night. There will be no alcohol sold.

Emergency Management: No report. **Bluegrass:** There may be donations for a future event. **Recycling** committee is in need of members. **Website:** A trifold mailer will be sent within the next week announcing the new website and will also include information on EDC's survey. **Finance:** The Clean Water Fund application has been received by DNR with a preliminary review completed as of today with no further information needed at this time. Application was due June 15th.

Van Den Eng moved, second Bruner, carried to adjourn at 9:45 p.m.

Carol A. Strause,

MMC, WCMC, CMTW