

## BROOKLYN VILLAGE BOARD MEETING MINUTES

December 12, 2011

The Village Board meeting was called to order on Dec 12, 2011 at 6:32 pm by President Walsten. Trustees present were Todd Klahn, Steve Lust, Mark Bruner, Jessica Hawkey, Dorothy Frandy, and Dean Van Den Eng. Others present were Clerk Strause, Police Chief Barger, Public Works Director Langer.

Public Comments: none submitted

Trustee Van Den Eng moved, second Klahn, carried to approve the minutes of November 14, 2011. Trustee Bruner moved, second Van Den Eng, carried to approve the minutes of November 22, 2011 special meeting with corrections on the motion to name Village Hall adding motion moved by Bruner, second by Van Den Eng; changing the word "preceded" to "followed" the joint Board meeting with the Town of Rutland Board; changing the starting time of the meeting from 6:34 to 7:34; removing a line in the second paragraph "The ED Committee has an order for wayfarer signs on hold until this matter is decided." as this was not talked about at the meeting; and adding Trustee Bruner moved, second Van Den Eng to adjourn at 7:45 p.m. Walsten disagreed that the Board was not informed of the reason for the brief Special Board meeting--the wayfarer signs could not be made until the naming of Village offices was decided, should the Clerks' office move to the UBT Brooklyn Bank but agreed the short meeting focused on only choosing the name, Village Hall. Trustee Van Den Eng moved, second Klahn to approve the minutes from the 11-22-2011 special joint meeting with the Town of Rutland Board with corrections on the second page, first word to be changed from "the" to "each" and adding the meeting adjourned at 7:30 per motion by Van Den Eng, second Hawkey, carried.

President Walsten reported on the **SHARE program and Oregon Area Food Pantry** with their disbursement the last Tues of the month. Donations are welcome. SHARE is a non profit food buying club where individuals can purchase by the unit with the cost charged per unit. SHARE recipients then volunteer to set up tables and pick up food. Grocery cost can be cut in half. Contact by email to MaryKayClark@charter.net or go to their website at [www.share.wi.org](http://www.share.wi.org) for more information. Oregon Area Economic Development Commission met on 11-29 and talked about Thyse printing moving to their business park. They had less than two months between response time and ground breaking. Village of Oregon is looking at their alcohol policy and the OEDC will review next month re: the possible impact on local businesses that sell alcohol. Walsten encouraged Board members to read a book on economic development, "Boomtown USA" that is in the Clerk's Office as it provides a look at how small towns create economic development.

Clerk Strause stated the **nomination process** started 12-1-2011 and ends at 5 pm on January 3, 2012. An Oregon-School District referendum will occur on Feb 21 during the primary election.

**Finance Committee:** Trustee Van Den Eng reported on the proposals offered on **refinancing the 2002 Water Revenue Bond and the 2007 BAN on a ten year note in the amount of \$858,786** with no payments until 2013. Brooklyn Community Bank offered a loan rate of 3.14% and Union Bank & Trust Company offered .95%. Trustee Bruner moved, second Frandy, carried to accept the offer of .95% from Union Bank & Trust Company. Strause will confirm with Steve Eager, Senior Vice President, UBT the offer is .95%.

**Personnel Committee:** Van Den Eng requested approval per the committee's recommendation to add to the **Employee Manual closing the Clerk's Office and Public Works departments on the Friday after Thanksgiving as an unpaid Holiday**. In the past few years, each department has requested closing this day and adding it to the manual would eliminate the process to do this annually. Van Den Eng moved, second Klahn, carried to approve this request. A policy for contacting the Village attorney was presented. The Village President and committee chairs will have authority to contact the attorney after soliciting Board input/approval prior to contacting the Village attorney. If the matter cannot wait for Board approval, the Village President is given leeway to contact the attorney and inform the Board of such contact and approximate cost at the next meeting. The Board will then approve or deny pursuing additional contact with the attorney. If a committee chair wishes to contact the Village attorney, the procedure will be to contact the

Village President before hand for permission. A grievance filing may not be shared with the Board until it is resolved or appealed to the Village Board. In this case, the Village President or chair of the Personnel Committee may contact the attorney without prior Board approval. Klahn moved, second Frandy, carried to approve this policy as presented.

**Union Bank & Trust Company lease** continued to be discussed. Trustee Van Den Eng summarized lease activity to date. The Finance committee reviewed the proposed lease a couple of times with changes requested and lease updated. The lease was then sent to the Village attorney last month to review and for approximate cost. After Attorney Christopher's review, Van Den Eng commented that it may be in the best interest of the Village to expedite the process to have our attorney negotiate directly with UBT's attorney. President Walsten talked to Christopher today with Village concerns to hold the line on attorney costs. Christopher indicated the lease is very pro-landlord and identified several issues providing UBT with maximum flexibility to sell the building with no recourse for the Village. Christopher's recommendation is to not go forward with the lease and not move to the bank if the lease terms are not equalized. The Village does not have right of first refusal or options to secure an opportunity to buy the bank at a reasonable price. If we have to move back to the Community Building at some point, remodeling would need to be done. The historic Community Building's main purpose is for a community center. A relocation plan would create significant costs. The Village's intent was to move there and not leave. Time could be saved by having both attorneys work on this lease rather than wasting time between committee/Board and attorney reviews. Expertise of the Village attorney would provide lease language that would protect the Village. A copy of the lease was not provided to all trustees for review. Only the Finance Committee has been involved in the review. Trustee Hawkey moved, second Van Den Eng, carried, to give a copy of the lease to board members for review with comments sent to President Walsten by Dec 21st. Walsten will compile the comments and forward to our attorney.

**Public Works:** Director Langer presented **the Sanitary Sewer Maintenance Policy** created by Utility Director Spilde. Frandy moved, second Van Den Eng, carried to approve the policy with corrections changing words defining private property owner's responsibility for maintenance of their private lines (laterals) from the Village main line (Y-connection) to their building. **Narrow band radio costs** were received from three companies with four RFP's sent. The basic radio cost from General Communications is \$6,789. The Village will apply for an FCC narrow band frequency and Public Works will be able to communicate with other emergency providers connected with DaneCom. Chief Barger stated towers in Dane County need to be revamped to handle the extra frequency load in addition to two towers that are being built. Trustee Van Den Eng left at 7:36 pm. Bruner moved, second Klahn, carried to approve purchasing five portables from General at a cost of \$7814.95 which includes extra equipment as listed on the proposal. Funding will be worked out between Langer and Clerk Strause using surplus funds in the Public Works budget for 2011 with balance from the 2012 budget. Trustee Frandy voted Nay. Clerk Strause reported she filed the **Intent to Apply (ITA) with DNR for 2013 funding** for the wastewater treatment plant refinancing in case something happened to the anticipated federal funds to complete the refinancing in 2012. The ITA has already been approved by DNR to make the 2013 funding list.

Langer reported on **electrical surge damage at Well #2** costing \$11,000. Alliant Energy stated they were not responsible for the damage. An insurance claim has been filed. On 11/28, **two pumps were replaced in the Kerch St** lift station. There have been no problems with plugging since the installation. Crack sealing has been completed, **MSI grant money in the amount of \$26,993** will be received in 2012 for Teddy St. Langer reported he has passed the WDNR general intro wastewater certification test. The dump area has been cleaned out and brush chipped. Surveyor pins have been set in the new section of Mt Hope Cemetery for easier location of burial spaces.

Walsten reported on the DNR approval of a **\$5,000 Urban forestry matching grant for 2012**. In kind labor can be used for the matching portion.

**Mission and Goals for 2012:** Public Works committee will meet on 12/27 to discuss. Keeping the mission statement separate from the goals and changing the wording for the mission of the Village Board was discussed. Trustee Bruner will work on rewording the Board's mission statement for next month. Other committees still need to submit their

final statement. The more specific the goals are, the more effective this tool will be. Frandy moved, second Hawkey, carried to postpone approval.

A final **DaneCom agreement** was presented. The annual operation and maintenance costs of the system are not to exceed \$825,000 and will be shared proportionately by the participating municipalities. Bruner move, second Klahn, carried to approve joining the DaneCom system.

Discussion continued on Resolution #2012-12 **Promoting Civil Public Discourse** pledging to treat each other with respect, setting an example for the community. Walsten reported the new Trustee Orientation Manual will talk about professional conduct and trustees making a commitment to hold to that standard. This resolution is not some sort of document to discipline but to take a stand. Frandy moved, second Walsten to approve Resolution #2012-12 Promoting Civil Public Discourse. Trustees Bruner and Hawkey voted Nay. Bruner stated he firmly believes in respect for each other but wanted to be on record that he voted "no" not because of the principal of the resolution but because he doesn't believe in putting this in a resolution.

**Concealed Carry Law/Ordinance**-Chief Barger stated there is no update at this time. Village of Oregon has posted their buildings.

**Municipal Court:** Walsten met with Judge Cox, Village of Oregon Administrator, Mike Gracz, Dennis Geske, court clerk and Chief Pettit, to set up a temporary court system for the Village. Judge Cox was to send out a revised Memo of Understanding. Later in the day, Judge Cox sent an email saying she felt the arrangement was not a good idea and the entire plan should be suspended. District 5 Judge Foust could issue a temporary appointment of a judge until a possible merger which is believed to be at the end of the next term in four years. Walsten will follow up with Cox and Gracz, and pursue other alternatives with neighboring municipalities if the Oregon court issues cannot be resolved. Judge Glasier has agreed to continue to be judge until a transition can be resolved.

A joint meeting with the Town of Rutland Board was held on 11-22-11 to create a **joint agreement for maintenance of a drainage structure to be constructed by DOT** on the east side of the Village, Hwy 14/92 area. Walsten reported the agreement has been sent off by Dale Beske, Rutland Board Chair, to DOT attorneys for review.

**Consent Agenda:** Bruner asked for item #1 (bills) to be pulled from the consent agenda. Hawkey moved, second Klahn, carried to approve items #2 2012-2013 Election Board and #3 Co-sponsoring with American Legion Bloodmobile visits at the Community Building. Bruner requested Walsten explain the General Engineering invoices to those trustees that are not on the Plan Commission. Walsten said the current billing is \$14,226 with an additional \$3750 paid in 2010 for doing updates on the Village's Comprehensive Plan. With the Plan Commission's approval, General Engineering went from revising only two chapters to revising the entire plan. Costs for this work were not finalized but \$20,000 is standard for Comp Plan revisions. General Engineering did not generate a bill for 2011 until last month, which was an error on their part. General Engineering was not keeping an eye on their expenses. Walsten stated she requested invoices several times previously. Walsten pointed out there is approximately \$7000 remaining in the 2011 budget which can be used, and, in the past four years about \$10,000 has not been spent in this account which would have gone back to the undesignated fund balance. The invoice reflects that General Engineering has been here for monthly meetings and doing a lot of revisions. The Commission meeting is not productive when members have not reviewed their monthly material. Bruner moved, second Frandy, carried to approve all bills as presented. Clerk will ask our auditor if a budget amendment is needed to move unspent funds from past four years to current to cover this expense.

**Committee reports - Safety:** Barger reported he missed the last meeting because of a traffic crash call. The committee discussed the goals and mission statement. A draft ordinance for organization of the police department is almost complete. Barger gave an overview on the WI Crime Alert Network. He is still working on staff evaluations. The WISDOT grant to purchase speed board is moving ahead, portable radios have been ordered for DaneCom purposes. **Planning and Zoning**-no report. **Ordinance**-Chapter 2 almost done. **Fire-EMS** will meet Wed night. **EDC**-possibly will

meet on Dec 20; **Recreation**-will meet on the 15th to vote on holiday lighting contest with first place receiving \$100, second \$50 and third \$30. If approved by the Fire Dept, the committee may do a fun run Labor Day weekend.

**Emergency Management**-President Walsten and Director Spilde will attend a training session on 12-13. No reports on **recycling or website**. **Bluegrass**-Walsten sent requested information to Southern WI Bluegrass Assoc.

Bruner moved, second Klahn, carried to adjourn at 8:52 pm.

Carol A Strause, Village Clerk-Treas.