

## VILLAGE OF BROOKLYN

April 9, 2012

The Village Board meeting was called to order on April 9, 2012 at 6:30 pm by President Walsten. Trustees present were Steve Lust, Mark Bruner, Todd Klahn, Jessica Hawkey, Dorothy Frandy, Dean Van Den Eng. Others present were Clerk Strause, Police Chief Barger, Public Works Director Langer, Utilities Supt. Spilde, Sue McCallum, Lyle Wanless, Sharon George.

Public comments: None were offered.

Trustee Klahn moved, second Lust, carried to approve the March 12, 2012 minutes.

President Walsten reminded all of the New Official's Workshop on May 11<sup>th</sup> in Madison, sponsored by the League of WI Municipalities and also the League dinner on May 3<sup>rd</sup> in Barneveld. Anyone wanting to attend either should contact the Clerk. Walsten attended the Economic Development Professional meeting on 3/13 in Watertown. A representative from Wisconsin's Economic Dev. Corp. is in charge of a website "Locate in Wisconsin" which has seen 42,000 hits in two months for people looking for business sites to relocate to. DCCVA meeting was held on 3-28. The WI Builders Assoc. has created a model ordinance for recycling building material either created as a result of demolition or remodeling along with new construction. The association would like an ordinance passed in all municipalities so that standards are the same. The DCCVA annual meeting is May 2 in Madison. Rep. Ringhand was here on April 4<sup>th</sup> for a listening session and talked about block grants. The remodeled Belleville library will have an open house celebration Thurs April 12th. Rachel Brickner of the Oregon Senior Center will be submitting an article every month for our website and newsletter. This month she is highlighting meals and transportation.

Clerk Strause reported there was a very low turnout for the Presidential Preference Primary on April 3<sup>rd</sup> with total voting at 235. There were no provisional balloting or late absentee ballots received so no need for the Municipal Board of Canvas to reconvene. The next elections are May 8<sup>th</sup> and June 5<sup>th</sup> dealing with the recall elections.

President Walsten gave recognition to **Leif Spilde, Utilities Superintendent, for having been awarded a plaque from Wisconsin Rural Water designating him as Operator of the Year.** Lyle Wanless, Commander of the American Legion Post #160 of Oregon-Brooklyn awarded **Chief Harry Barger with the Distinguished Public Servant Award for excellence in community service.** Wanless stated this award goes to individuals who excel in protecting our communities. Barger's nomination goes to Green County for District competition with that announcement given this Sunday evening in Brooklyn at the District Legion meeting. President Walsten also presented **Trustee Mark Bruner with a Certificate of Appreciation** for his many years serving on the Village Board as Trustee.

**Public Works:** Green County Emergency Management has requested Leif Spilde, Emergency Mgmt Director for the Village, serve on a committee to **create a Nixle communication system in the county.** Chief Barger explained Nixle to the Board. It is a message publishing communication tool targeting an area that messages are to be received either through text, email, web page, or mobile app. This service would be free for residents to receive information ranging from critical alerts to community news. Trustee Bruner moved, second Klahn, carried to appoint Spilde to the Green County committee. This system will eventually replace the reverse 911 communication program.

**Teddy St/Easy St:** Six proposals were offered for the resurfacing of Teddy/Easy Streets. Funds will be received from LRIP for this project. Bruner moved, second Klahn, carried to accept the lowest bidder and committee's recommendation, **Tri-County Paving for \$29,965.** Price for curb and gutter work came in much higher than

originally estimated at \$44 per lin ft. The cost on the last project was \$25 per lin ft. There will be additional engineering costs required by the LRIP for a preliminary plan and final report after paving. Final Resolution 2012-08 was presented for passage for Special Assessments in accordance with the Village of Brooklyn's Police Power, pursuant to Section 66.07 of the Wisconsin Statutes, and pursuant to Section 32.13 of the Village of Brooklyn's Ordinances, Authorizing Curb & Gutter Removal and Replacement, and Levy of Special Assessments upon Certain Property in the Village benefited by the Improvements. Klahn moved, second Frandy, to approve the resolution with additions to approve a five year (5) year repayment plan with an interest rate of 4.94%. Motion carried. A copy of the resolution will go to the four property owners who will have curb and gutter assessments.

Only one **crack sealing bid** was received on time. PW Committee recommended re-bidding that portion of the project with some additional streets added to the RFP. The one bid was rejected. Van Den Eng moved, second Klahn, carried to rebid the crack sealing work adding additional street work.

Public Works Committee recommended accepting the lowest bid from **R&K for adding a hydrant at North and Second Streets costing \$7595 and adding a valve at Second and Division Streets at a cost of \$4100 for a total cost of \$11,695**. Dropping the bid bond would reduce the cost by \$545 as they have proof of insurance. The rest of the proposals for Railroad St and N. Kerch St will not be done. Money unspent from 2009 of \$2179, 2010 \$828, 2011 \$4080 and 2012 budget amount of \$4080 will fund most of the cost. Van Den Eng moved, second Klahn, carried to accept the R&K bid at \$11,695.

The Village has received a **DNR Urban Forestry matching grant of up to \$5,000 for tree inventory management**. Only four companies replied from the fourteen RFP's that were sent. The range of cost was \$7,000 to \$24,000. PW committee recommended accepting the proposal from Strand for \$6900. The matching part of the grant can be In-Kind labor. Van Den Eng moved, second Frandy, carried to accept Strand's proposal at \$6900.

Langer asked for direction on his discussion with **Landmark** regarding possibly purchasing their two acres of land which is located in front of the WWTP. Landmark stated they are not aggressively seeking to sell the property but would entertain an offer. Pipes underground were disconnected when the new plant was built. This property along with the former Pride Printing lot may be looked at again. Private property in the alley south of Hotel St. also should be considered to renovate the alley in its entirety. Village would improve the entire area if ownership was certain allowing access to a garage. Part of rehabbing the downtown area is to create more parking and improve downtown viability.

**Director's report:** Langer stated PW has been cleaning up the wooded area by the cemetery. There were two applicants for the **summer seasonal worker position**. Both applicants were interviewed today with a recommendation to hire Amy Golz. Bruner moved, second Klahn, carried to authorize the personnel committee to make the hiring decision based on PW's recommendation. **Sewer waste issues** have been resolved after meeting with five commercial property owners, placing door hangers in a residential area, and investigating manholes. The appearance of large quantities of paint was found in one manhole. Effluent sample results were demonstrating the likely presence of outside toxins coming into the plant; the effluent quality was close to not meeting DNR limits. Disposal of toxic chemicals can now be taken to the Clean Sweep site all year long. Dane County Clean Sweep has their own website so anyone can get information on proper disposal of any chemicals. Large quantities of latex or oil paint can not be dumped into the sewer system. (Gallons of latex paint should be left open to dry and when dried, disposed of in trash cart.)

**New Business: Quarles and Brady contracts** were reviewed by the Finance Committee for bond counsel for refinancing the 2008 WWTP BAN in the amount of \$2,015,000. Frandy moved, second Van Den Eng, carried to approve a contract with Quarles and Brady costing \$6,000 for the Proposed Issuance of \$1,377,675 Sewer System

Revenue Bonds, Series 2012 (CWF). Van Den Eng moved, second Klahn, carried to approve a contract with Quarles and Brady costing \$4500 for the Proposed Issuance of \$449,775 General Obligation Sewer System Promissory Notes, Series 2012 (CWF).

Frandy moved, second Van Den Eng, carried to set April 24th from 4-6 pm for **Open Book** with the Assessor and May 15th from 5 until adjournment for **Board of Review**.

**Unfinished Business:** Final details for the **refinancing of the 2008 WWTP BAN in the amount of \$2,015,000 with Clean Water Fund money** with \$203,050 in principal forgiveness and splitting debt between revenue bond and general obligation debt were presented. Trustee Bruner moved, second Van Den Eng, unanimously carried to approve Resolution 2012-06 Authorizing the Issuance and Sale of up to **\$1,377,675 Sewer System Revenue Bonds, Series 2012**, and Providing for Other Details and Covenants with Respect Thereto, and approval of related Financial Assistance Agreement. Bruner moved, second Frandy, unanimously carried to approve Resolution 2012-07 Authorizing the Issuance and Sale of up to **\$449,775 General Obligation Sewer System Promissory Notes, Series 2012**, and Providing Other Details and Covenants with Respect Thereto, and approval of related Financial Assistance agreement. CWF#4 will close on April 25<sup>th</sup> and pay off of the 2008 WWTP BAN will be closed out on May 1<sup>st</sup>.

Discussion continued from the 3-12-12 meeting for the **2011 carryover of funds for the 2012 economic development strategic plan**. 2011 engineering expense for updating the Village's Comp Plan was charged to the Zoning Consultant account in the amount of \$18,906. It was questioned at the March meeting that the expense should have been posted to the Planner account. Planner account had unspent funds from 2009-2011 in the amount of \$10,420 while unspent in the Zoning Consultant account from 2008-2011 had \$13,766.31. Unspent funds in any account go to the fund balance at year end. Economic Development Committee members will summarize current and future EDC plans at the May Board meeting. Klahn moved, second Bruner carried to postpone discussion until EDC's presentation.

Clerk Strause gave an **update on the move to Union Bank & Trust** on April 13<sup>th</sup>. The Clerk's Office is closed on April 12-13<sup>th</sup> for the move. Public Works employees will be doing the moving with the exception of computer equipment. Gordon Flesch will be deprogramming the copy machine before the move and reprogramming after the move. Charter will be installing the wiring at the new location and preparing the new phones. Avaya representative will be on hand for the phone change over to Charter being made at the Community Bldg. As there is no parking for the Clerk and Deputy Clerk on Bank property, Hotel Street will probably be utilized for parking. Parking issues may be addressed later if there are problems.

**Concealed carry ordinance** is still being worked on. Village cannot prohibit concealed carry in the parks. President Walsten has contacted the Village of Belleville's newly elected Municipal Judge, Mary Gehin, who is open for more discussion to **provide substitute judge services** for us. Belleville's President also is interested. Walsten will put together a proposal and submit to the Village of Belleville. Brooklyn's Judge Office will move to the Clerk's former supply room once it is empty.

**Consent Agenda:** Trustee Bruner requested payment of invoices be pulled from the consent agenda as he has a bill submitted. Van Den Eng moved, second Hawkey, carried to approve closing the Clerk's Office so that Clerk/Treasurer Strause and Deputy Clerk/Treasurer Brewer's can attend the WMCA Dist IV meeting and Board of Review Recertification on April 18th in Monona. Trustee Bruner voted Nay. Van Den Eng moved, second Frandy, carried to approve payment of the April 2012 invoices as listed. Bruner abstained.

**Committee Reports: Safety:** Chief Barger reported drug activities are up in the Village. The speed board has arrived and will be displayed soon being moved from site to site. Barger requested a change in the "damage to

park ordinance” based on a recent local court case. The department has received our WISCOM talk group assignment. The Committee discussed the department’s involvement in the Dane County OWI Enforcement task force. Hiring of a part time officer is on hold pending medical and psychological exams. **Planning and Zoning** met on 3-27 to continue working on the final stages of the Comp Plan. A joint meeting with the Towns of Oregon and Brooklyn will be scheduled soon. **Ordinance** committee is working on an ordinance to allow chickens and recodification. **Fire/EMS**: No Village rep attended the annual meeting. **EDC** will meet this week. Wayfarer signs are being worked on by Ron Phillips. Public Works will install the signs. **Recreation**: Trustee Frandy presented a fireworks contract with Dan Dean. Klahn move, second Van Den Eng, carried to postpone approval until the April 17<sup>th</sup> meeting when copies are given to Trustees to review. **Emergency Management**: No report.

**Personnel**: Van Den Eng stated the committee met with employees and worked on changes to the **Employment Manual** as follows: **2.1 Legal Holidays** defined as eight (8) hour days. Van Den Eng moved, second Klahn, carried to approve 2.1 as written. **2.2 Vacation** would change to a base rate of eighty (80) hours after one year and eight (8) hours for every year of employment after that. Trustee Klahn moved, second Bruner, carried to approve the vacation schedule as presented retroactive to Jan 1, 2012. **2.3 Sick Leave accrual** would increase from 240 hours to 320 hours. Employees requested no cap on accrual and convert this time to pay if they leave employment. Committee felt the increase to 320 hours is a good compromise, but felt the Village could not afford at this time funding the liability of paying sick leave upon leaving employment. Van Den Eng moved, second Klahn, carried to approve the increase in accrual to 320 hours of sick leave. **2.4 Funeral Leave** added ¾ time employees to the benefit. Van Den Eng moved, second Bruner, carried for this change to Funeral Leave. **2.6 Medical Leave Without Pay** added ¾ time employee and removed part time employee to the benefit. Frandy moved, second Van Den Eng, carried to make this change. The Committee felt the changes were needed to stay in line with other communities when recruiting employment.

Dumpster Days are April 20<sup>th</sup>-29<sup>th</sup>. Proof of residence is required. Reorganization of the Village Board will be held on April 17<sup>th</sup> with the newly elected Trustees being seated and committee assignments approved.

Bruner moved, second Klahn, carried to adjourn at 8:28 p.m.

Carol A Strause, MMC, CMTW, WCMC