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BROOKLYN VILLAGE NEWS
December 19, 2009

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Public Works Dept. - 455-1842
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Email: brooklynpw@verizon.net

Police Department - 455-2131
Fax - 455-1799
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Municipal Court - 455-1168
Email: brooklynjudge@charter.net

Village Board - Nadine Walsten, President
Economic Develop. - Cheryl Parrish, Chair
Finance - Tim Belter, Chair
Ordinance - Tim Belter, Chair

Personnel - Helen McCord, Chair
Planning/Zoning - Nadine Walsten, Chair
Public Works - Mark Bruner, Chair
Recreation - Janeen Podgorski, Chair
Safety - Nadine Walsten, Chair

**Three Trustee positions are up for election on
Tuesday, April 6, 2010**

Incumbents: Mark Bruner, Helen McCord (filed for non-candidacy), vacant seat

If you are interested in running for any of these positions, please obtain nomination papers at the Village Clerk's office.

The final day for filing nomination papers is 5:00 pm on Tuesday, January 5, 2010. If a primary is necessary, it will be held on Tuesday, February 16, 2010.

**VILLAGE OF BROOKLYN
DECEMBER 14, 2009**

The Village Board meeting was called to order by President Nadine Walsten on December 14, 2009, at 6:39 p.m. in the lower level of the Brooklyn Community Building. Trustees present: Todd Klahn, Helen McCord, Tim Belter, and Wendy Layton. Mark Bruner arrived at 7:15 pm. Others present: Carol Strause, Clerk, Public Works Director, Bob Anderson, Lilly Irwin-Vitela, David Natzke, Tracy Schaefer, Paul Douglas, Atty. Mindy Rowland, Atty. Bob Kilkelly.

No public comments were presented. Trustee Klahn moved, second McCord to approve the minutes of Nov 9, 2009.

President Walsten spoke to two Village Presidents and a parliamentarian regarding changing the agenda and moving the seating of a prospective trustee from the end of meeting to the first part of agenda. Walsten asked if there was any objection to this change. There being none, Trustee Klahn moved, second Layton, unanimously carried to approve the **appointment of Lilly Irwin-Vitela as Board Trustee** to complete the term of Sue McCallum who resigned from the Board. This term expires in 2010. President Walsten gave the Oath of Office.

President Walsten reported on an Economic Development Course given by UW Extension which was extremely helpful in the identifying the procedures and processes of to make economic development and community development happen. Walsten will give a full report at Thursday night's Economic Development Committee meeting. Development is critical for the Board and more critical for the health, welfare, and growth of this community. Representative of the Oregon Youth Center will be at the January meeting with details on who attends and what programs are offered. Rep Gottlieb is looking for a co-sponsor to repeal the emergency service Maintenance of Effort bill that passed in the Budget Bill. The bill that was approved prohibits municipalities from reducing their spending on police and fire services below 2009 levels. Clerk will check on the status of this bill to repeal.

Clerk Strause gave a status report for the spring election. Trustee McCord has filed a Declaration of Non-Candidacy. To date, no nomination papers have been picked up from the Clerk's Office. Papers need to be filed by Jan 5, 2010. Local Government Property Insurance Fund will pay a dividend of \$2368 which will be given as a credit on our 2010 premium. It is unknown at this time what that premium will be as coverage for the new wastewater treatment plant will be included. Premium for General Liability and worker comp coverage through Baer Insurance Services will be down overall by \$265 for 2010 with a reduction in the modification factor for workers comp. The \$2500 deductible for public official's errors and omissions has been removed for 2010. Clerk's Office will be open for tax collection on two Saturdays from 8 a.m. to noon: Dec 19th and Jan 30th.

UNFINISHED BUSINESS: (Trustee Bruner present) Agreement for resurfacing and **jurisdictional transfer of County Hwy MM in the Village** was discussed. Public Works Committee recommended this agreement be approved. Dane County will be repaving MM to the intersection of Hwy 92. The Village will owe for the parking lanes costing less than \$20,000 of the total \$80,000 project. One half of the cost will be paid with CHIP funds. After the project is complete, jurisdiction in the Village limits would be transferred to the Village. Trustee Bruner stated a conference call between DOT, County Executive Office, Bruner, and Anderson discussed the alternatives. If the Village declines the jurisdictional transfer, the road will not be resurfaced. Bruner also stated there were mitigating circumstances in the Villages of Oregon and McFarland that these communities did not have to approve jurisdictional transfer; however, any future projects by Dane County will require this agreement. Dane County Cities and Villages Assoc. will be discussing these agreements on their next agenda and doing a cost benefit analysis. Trustee Bruner moved, second McCord, carried to accept the jurisdictional transfer agreement from Dane County.

Discussion continued on the **2010 sewer rate increase**. If the rates are not increased, the Village would be in violation of their Clean Water Fund bond issue which mandates that enough revenue be collected to pay for debt service. Most residents understand the situation if the details are explained to them. If growth takes off in 2011, will the 2011 rates be in effect was asked. President Walsten stated the annual 3% growth rate calculated in the formula by bond counsel should not have been in the formula per her discussion with Village Administrators at an economic development class. Trustee Klahn moved, second McCord, carried to increase sewer rates as proposed for 2010 and 2011. Trustee Irwin-Vitela abstained. New rates are effective Jan 1, 2010.

Sewer connection fees, tabled from last month's meeting and recommended for approval by the Public Works Committee as presented by Strand Engineering, were further discussed. The percent increase over a two year average is 4.8% as there was no increase last year. Cost for one unit would go from \$3070 to \$3215. Developers look at communities, sort out connection fees and use a benchmark as to where they want to put together a housing development. Those costs in turn are passed on to buyers. Trustee Klahn moved, second Layton, carried to increase the sewer connection fees by 4.8% effective Jan 1, 2010. President Walsten voted Nay.

Business park update: Gary Becker, Vierbicher, completed a cost analysis for the business park based on land and infrastructure cost versus revenue projections. These projections of revenues and expenses are out of balance as it is difficult to generate enough revenue per acre to offset the land purchase price. Walsten will be meeting again with the land owner to discuss per acre cost and/or increasing the number of acres being purchased.

Update on Village **private business collaboration guidelines:** E.D.Committee felt it to be in the best interest to destroy the draft guideline and revisit the issue at a later date. There needs to be a strong partnership with the business community and need for guidelines may arise again.

CONSENT AGENDA: Trustee Klahn moved, second McCord, carried to approve all consent agenda items as follows: Payment of invoices removing invoice #3497 for Midwest Landscaping until clarification on amount due; approve appointment of Andrea Tofte, Dorothy Kremm, Tammy Thomas to the local election board; approve Resolution #2009-11 Tax Collection Responsibility of Treasurer (in lieu of bond).

COMMITTEE REPORTS: Public Works: Director Anderson stated the punch list for completing the wastewater treatment plant will soon be completed. The additional four year warranty for the rebuilt mixer problem was discussed. Strand recommended taking the offer. C.D.Smith will be closing out the project within the next thirty days, and the Village will then be required to provide insurance for the new plant. Trustee Klahn moved, second Bruner, carried to **accept the four year additional warranty on the rebuilt mixer.** Trustee Bruner moved, second Klahn to postpone discussion of EAB until next month in consideration of the lengthy agenda.

Planning and Zoning: Pres. Walsten reported the commission recommended hiring the low bidder General Engineering at a cost of \$1500-\$2000 to update the Village's comprehensive plan. Walsten moved, second Belter, carried to approve this recommendation. **Ordinance Committee:** No meeting. **Safety Committee:** Chief Barger handed out his monthly report. Vehicle pursuit policy was presented as recommended by committee for approval. Trustee McCord moved, second Klahn, carried to approve as written. Transfer of jurisdiction on pursuit was discussed. **Fire EMS** meeting will be Wed night. **Personnel** will also meet on Wed night. **Economic Development** committee will meet on Thursday. **Recreation Committee** invites residents to meet at the gazebo and join them for Caroling on Thursday night (12-17) at 7 pm. Santa helper day and Santa Day were very well attended and successful. Movie nights are better attended also.

Ad-hoc Committee Reports: Bluegrass: New committee has met and is putting together the band schedule for June 11-12-13th, adding Sunday a.m. to the schedule. **July 4th:** no meeting. **Recycling**-will meet after January 1st. **Website** committee will also meet after Jan 1st.

Finance Committee: As the Clerk's Office laptop has had start up and software problems, Trustee Belter moved, second Trustee Irwin-Vitela, carried to **purchase a laptop** not to exceed \$600 using either funds that may be left over from 2009 or from next year's budget. Trustee Belter updated the process for extra collateral coverage at the Bank of Brooklyn. Coverage needed fluctuates from month to month as an ongoing cycle. Interest rates from other financial institutions were investigated. Trustee Klahn moved, second Belter, carried to request the **Bank of Brooklyn to provide a total of 1.3 million for collateral.** **Sewer depreciation** rate that was budgeted for 2010 is \$80,000; however, this amount will probably be significantly higher with the new wastewater treatment plant depreciation schedule.

At 7:50 pm, discussion of **Robert M. Anderson personnel issues** commenced. Anderson requested this discussion (originally set for closed session) be in open session. Village attorney, Mindy Rowland from Dewitt Ross, was

present as Michael Christopher was out of town. Rowland stated because the request is to have this discussion in open session, the Board can if they wish deliberate in closed session. President Walsten stated packets regarding this issue are available as open records due to the open session. Those in attendance are Robert Anderson, Anderson's attorney, Bob Kilkelly, Paul Douglas, Dave Natzke, Traci Schaefer, Chief Barger, all Village Board members who introduced themselves, and Clerk Strause. Walsten stated there would be no comments from the floor as this is not a public hearing and we are not here to add to the rumor mill. Anderson and/or his attorney may give rebuttal statements at the end. Trustee Irwin-Vitela asked what the long term impact will be as this open session seems inappropriate to handle this way. Atty Rowland stated that this is not common to do in open session. Atty Kilkelly stated Anderson felt the allegations made are not true and he requested this matter to be out in the open. Walsten stated that Trustees need to be impartial representing the residents of this community.

President Walsten read her statement and memorandum from Attorney Christopher. President Walsten brought personnel issues to the Personnel Committee feeling the Board should address the issues because of concern for liability, protecting the Village's interest as well as the rights of the employee. Walsten consulted with Atty Christopher who requested Anderson's entire personnel file. Christopher offered his memo after reviewing the file. The issues have been building since summer and are categorized to three areas: performance, ethical activities, and unacceptable conduct. The Village discipline policy which was adopted in 2005 was referenced. The Community Building roof bidding process (Anderson recommended bid to company owned by his first cousin without notifying Public Works Committee or Board of relationship); unable to operate Waste Water Treatment Plant as missed trainings; computer skills training recommended since 2006; poor communication skills; utility testing violations, employee alcohol and drug testing program; insubordination; administrative and job attendance concerns were addressed and discussed at length.

Attorney Kilkelly referenced copies of Anderson's employee reviews for 2004-2005-2007-2009 that were included in the packet that stated "good" on the self reports, and the Personnel Committee's 3-15-2006 memo stating "excellent knowledge and experience in public works". Another review dated 6-20-07 states "Whatever Bob's computer deficiencies, he continues to perform his director responsibilities well and is an asset to the Village". Kilkelly continued, on the 7-15-09 evaluation, there are no comments by committee that refute that his performance is good. The Personnel Committee met in closed session on 11-19-09 and took no action when reconvened in open session.

Trustee McCord, chair of Personnel committee, stated the allegations were made in closed session and no comments were made in open session because the committee wanted to investigate further. President Walsten contacted the Village attorney putting this packet together. McCord stated the issue "snowballed from 11-19 until today and is totally out of hand". McCord totally disagrees with verbiage which she felt was taken out of context. Trustee McCord and Bruner felt the committee should have had more time to deal with the issues. Trustee Bruner stated the allegations regarding the roofing bid at the Sept 3 meeting did not happen as Bruner asked Walsten to leave the meeting because "possible quorum notice" was not posted on the agenda. Bruner said Walsten was present before the meeting but left when the meeting was called to order at 6 pm. Walsten stated she was at the meeting and heard the roofing bid discussed, that Anderson asked her if bid needed to be brought to the Board first or could be approved as it was earmarked from 2007 BAN, and then left the meeting. Trustee McCord agreed that Walsten was not at the meeting.

Anderson addressed the Board. He stated the Village has just finished a \$4.3 million wastewater treatment plant with both Spilde and Anderson taking training for operating the plant. Anderson stated Spilde has a much better handle on the computer end of the operation but made prearrangements with Spilde that Golz and he would pick up training after plant start up. Majority of time, other things needed to be done when training occurred and not all PW employees could attend the training. Non-compliance violations for testing Village wells has been delegated to Spilde. Testing deadlines were an oversight and in one case a change of DNR rules caused confusion on radioactive sample requirements. A DNR hearing with Anderson and Clerk Strause was held and a letter submitted to the Board of the results. Anderson continued that he wants to be more computer literate and learn more and can navigate SCADA system. He was registered for a class on Aug 24th and took an excel class today. Vacation time was used to attend the National Rural Water Conference making an initial error submitted as sick time. Other sick time for a doctor's appointment on that same time sheet may need to be reviewed and corrected. Anderson stated he was trying

to take a proactive stance on the EAB issue targeting smaller terrace trees. Unable to be reached during the day, he stated all employees know his cell number and they can call to contact him if radio contact fails.

Atty Kilkelly stated he would expect that this Board would not take any action against Anderson who is a 23 year employee. He stated the Board should follow the procedures as stated in the personnel manual and per Wis Stats 19.85(1)(b) if the purpose to convene to closed session is to have a hearing or a meeting, the Board is prohibited to go into closed.

Attorney Rowland assured the Board they have the right to convene to closed session as posted on the agenda. At 9:50 pm, Trustee Klahn moved, second Layton, with unanimous voice vote to convene to closed session pursuant to Wis Stats 19.85 (1)(b) to consider dismissal, demotion, or other discipline for Robert M. Anderson. Expected time to reconvene in twenty minutes. A 9:55 p.m., Trustee Layton left the closed session being ill. At 10:40 pm., Trustee Klahn moved, second Belter, with unanimous voice vote to reconvene to open session. Trustee McCord moved, second Bruner, carried to verbally reprimand Anderson for the roof bidding process with the Personnel Committee to create an action plan in January to help guide Anderson to be more professional with problem areas.

Trustee Bruner moved, second Klahn, carried to adjourn at 10:42 p.m.

Carol A. Strause
MMC, WCMC, CMTW



Get Fit Brooklyn part of Recreation Committee of Brooklyn is now offering Winter Fitness Classes taught by a Certified Personal Trainer will be located at the Community Building. Classes are once a week for 6 weeks for \$30.00. If interested please fill out and send in registration form.

Fitness Classes available: AB Blast, Zumba, Yoga (Please provide your own mat and bands)

Classes will be on Thursday Nights at 6:30pm, starting on January 7th

For more information call Steve or Tari Lust @ 455-1326

Name: _____ Phone: _____
Street Address: _____
E-mail: _____
City and Zip _____
of participates _____ x 30.00 Total \$ _____

Brooklyn Recreation Committee

Return form with legible handwriting and including payment to:
Village of Brooklyn
Po Box 189 102 N Rutland Ave, Brooklyn WI 53521

**Classes are subject to change depending on number of registrations.

President's Letter
December, 2009
Nadine S. Walsten

I had one of the best of all Gramma/Granddaughter experiences this week--baking Christmas cookies! All the restrictions against sugar, saturated fats, caffeine and white flour are suspended when it's time to take out the Spritz cookie maker, the top shelf chocolate, and butter for the "sugar cookie" recipe. Vanessa, who grew 6 inches this year alone, is almost 5 feet tall and no longer needs a chair to kneel on "to help." With a little assist, she has become a skillful cookie baker, complete with hot pads and a hot tray of fresh baked cookies. I love looking into her 9 year old face and see my freckles on her nose and remember cookie baking with her Dad and Aunt Miriam when they were her age. I'm still sweeping up the red and green sugars and sprinkles but it was "the best" to know she was taking her cookies to class the next day.

The sewer rates question was voted on and approved. I wish I could say we looked for alternative funding and came up with a bunch of new revenue. But it is clear there is no new way to generate revenue outside of raising the base and usage sewer rates that will help us now. The harsh economic times—which are supposedly getting better—show no mercy and like my own personal finances, the raised rates, fees and charges just keep coming. Please contact me if you want further information (455-1457), or, if you want to find out how much your bill will be, or accommodation paying your bill, contact Carol and Kim at the Clerk's office (455-4201 X11 or 10).

As I reviewed what the Village has accomplished over the last year, I'm impressed. Here is a list of what has occurred:

We created a transition Police Department until Chief Harry Barger was hired in June. BPD will hire a permanent part-time officer in January, 2010, to eliminate coverage gaps and provide continuity of service.

The new Wastewater Treatment Plant went online in July and late September we celebrated its completion at our Open House. Kudos to the Public Works Committee, Public Works staff and Village Clerk's office.

We symbolized the pride we have in our Village with new entrance signs and use the LED sign to inform passers by as part of our effort to create a sense of community between residents who live here and work elsewhere. The east and west signs are Brooklyn's new logo.

The Recreation Committee has created a new music series, designed to bring residents together and is working on a Get Fit program which plans to combine exercise and fun.

After trying to find suitable land for 5 years for a business park, we have come close but are encountering some significant challenges. Economic development is a tremendous challenge for any small Village, but we have to improve our economic climate or municipal costs/household will continue to escalate and the downward spiral gets worse. Fortunately, our Economic Development Committee is committed to make this priority #1 and 2010 will hopefully see an improvement in our commercial base.

Energy conservation, one of my campaign promises and one of my top priorities, has gotten off to a nice start with Focus on Energy coming to the Village and creating a plan that will have an immediate or very short term payback. Likewise, our Recycling Committee revised our recycling ordinance and created two brochures to address curbside (At the Curb) and non-curbside (Beyond the Curb) recycling opportunities. The Recycling Committee also sponsored an electronic and shredding recycling events.

For two years we have been working on revising and updating all of our ordinances (codification) and should finish this in the next 6 months. In addition, the Personnel Committee has been revising and updating the Employment Manual and creating an orientation handbook for new committee members and trustees.

The Ad Hoc Website Committee (www.brooklynwi.gov) has made progress but we are still not up to par—if you want to receive all your Village information in the digital format, here is your chance. Contact the Clerk's office and let us know your email address.

We created and appointed a Village Historian, Sharon George, who can make the newest resident feel like a part of the "roots" of Brooklyn. If you want to learn something about your house or other questions about Brooklyn's past, Sharon would enjoy hearing from you. Those questions bring light into her eyes!

The H1N1 flu came to Brooklyn but the Stimulus Money didn't. Hopefully, our Econ. Development Committee can tap into the job creation funds and we can find ways to support and encourage our entrepreneurs.

Lastly, thanks for re-electing me for another term. I am truly grateful and honored. It isn't easy being Village President, especially when my decisions or positions aren't popular. But I didn't run to be popular, I ran to represent the interests of the residents, to be able to look myself in the mirror and be proud, and to provide as much leadership and encouragement as I can to the Village I love. I have a vision of tomorrow's Brooklyn and I can't let it go. In 2010, maybe we can come together and share our ideas. May you have wonderful memories of this Holiday Season.

NOTES FROM PUBLIC WORKS

There will be no more leaf or brush pickup. Brush pickup will resume in spring.

Snow Removal

All sidewalks must be cleared of snow within 24 hours of snowfall ending. Snow **may not** be put into the street.

The owner or user of each mailbox shall, within twenty-four (24) hours after the end of each snowfall, remove all snow and ice which has fallen or accumulated in front of said mailbox, and shall remove the snow and ice away from the curb or area in front of the mailbox, a minimum of fifteen (15) feet on each side of said mailbox.

Please clear snow from around fire hydrants and water meter readers also.

The Public Works Department will be closed on Dec. 24th/25th and Dec. 31st/Jan. 1st.



No Parking on Village Streets from
1 am – 7 am. until April 15th



VILLAGE CLERK'S OFFICE

The office will be closing at noon on 12/24 & Dec. 31st. The office is closed all day on Dec. 25th and Jan. 1st.

As an added convenience to residents this year, we will be open on Sat., Dec. 19th and Sat., Jan. 30th, from 8am - noon for tax collection purposes.

*** * * REMINDER * * ***

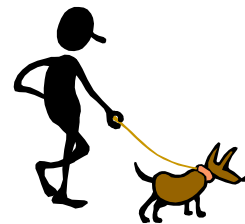
Dog and cat licenses must be purchased by January 31st. If you have not previously registered your pet (age 6 mo. or older) with the Village, please provide a copy of a current rabies certificate. Also, if your pet was re-vaccinated during 2009, please provide a new certificate. The fee is as follows:

Neutered/Spayed dog - \$12

Unaltered dog - \$17

Cats - \$5

Village ordinance states that all animals must be licensed. Only 3 dogs/cats are allowed per residence.



Property Tax Payments

The first installment of your property tax bill must be paid to the Village Clerk by January 31st. A 1/31/10 postmark will be honored. **DO NOT** put payments in the drop box after 5 pm on the 31st.

RECREATION COMMITTEE

FREE

COMMUNITY MOVIE

Sat. January 2nd – 7 pm

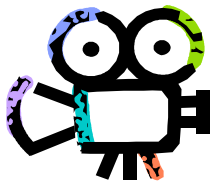
Community Building Gym
(102 N. Rutland Ave.)

Bring a blanket, bean bag, lawn chair
(with a blanket to put under your chair to
preserve the floor) to sit on.

Refreshments will be sold.

Due to licensing restrictions, we cannot
advertise the name of the movie. To find
out what's playing, please call

455-4201 ext. 44



***Committee Members
Needed!***

The Recreation Committee needs your help. We are looking for new committee members. Our mission is to plan and organize fun activities for all ages in the Village of Brooklyn. We need new ideas and assistance in making these activities a success. Do you like to plan events and help organize activities? Do you want to meet some really nice and fun people? Please attend our January 13, 2010 Committee Meeting at 7:00pm at the Community Building to learn more.

2010 Oregon/Brooklyn Food Pantry

Contact Person: Joyce Larson (222-3399)

Location: Hefty Warehouse, 1092 Union Rd., Oregon (corner of Union & Lincoln)

Dates: January 28, February 25, March 25, April 29, May 27, June 24.

Drop off date is the 2nd Saturday of the month from 10-11:00am.



**OREGON AREA
SENIOR CENTER
219 PARK ST**

**PANCAKE BREAKFAST
AND BAKE SALE**

**SUNDAY, JANUARY 24TH
7 AM - NOON
ADULTS - \$5 CHILDREN - \$2**



**2010
TRASH & RECYCLING
SOME WINTER REMINDERS:**

DO NOT put bins on top of snow banks or in the street. Please place in the driveway apron. Christmas wrapping paper is recyclable. Remember to always have bins out by 7 am



BROOKLYN POLICE DEPT

Activity for November

Theft	3
Traffic Incidents	10
Worthless Checks	1
Assists	9
Check property	1
Animal complaint	3
Damage property	1
Emergency detention	1
Missing property	1
Domestic	1
Open Records	2
Parking violations	46
Ordinance violation	1
Radar	6
Speeding	2
Vacation watch	<u>1</u>
Total	89

IMPORTANT!!!

THIS IS YOUR LAST NEWSLETTER BY MAIL!!!

This is just a reminder that this will be your last monthly Village newsletter by mail. In an effort to save money and “go green”, the Village newsletter will now be available on our website at www.brooklynwi.gov. If you want to get on a list to have it e-mailed to you directly, please call the Clerk’s office at 455-4201. If you do not have access to a computer/internet and would still like to have it mailed to you, please let us know. Please note that we will also have copies available here at the Village Hall, the Post Office, the Bank of Brooklyn, and Brooklyn Community Bank for added convenience. THANK YOU!!!!

FEDERAL FLOOD INSURANCE NOW AVAILABLE

The Village of Brooklyn has joined over 20,500 communities nationwide that are allowed to purchase federally backed flood insurance. This availability follows the community’s adoption and enforcement of ordinances to reduce flood losses and acceptance by the National Flood Insurance Program (NFIP).

The Village of Brooklyn is now a participant in the NFIP effective on November 5, 2009.

Residents of the Village of Brooklyn will be able to purchase flood insurance up to the limits under the Regular Phase of the program. However, there is a 30-day waiting period before flood insurance coverage goes into effect. For single-family dwellings, the building coverage limit is \$250,000 and the contents coverage limit is \$100,000. Renters can also protect their belongings by purchasing contents coverage. For commercial properties, the building and contents coverage limits are both \$500,000.

Lenders must require borrowers whose properties are located in a designated flood hazard area to purchase flood insurance as a condition of receiving a federally backed mortgage loan in accordance with the Federal Disaster Protection Act of 1973.

The NFIP is implemented through the Federal Emergency Management Agency. There are over 5.5 million flood insurance policies in more than 20,500 participating communities nationwide.

WATER SAVING TIPS OF THE MONTH



- *Monitor your water bill for unusually high use. Your bill and water meter are tools that can help you discover leaks.
- *Teach your children to turn off faucets tightly after each use.
- *Winterize outdoor spigots when temperatures dip below freezing to prevent pipes from leaking or bursting.