

BROOKLYN VILLAGE BOARD MEETING MINUTES

Feb 9, 2009

Meeting was called to order at 6:37 pm in the lower level of the Brooklyn Community Building by Village President Nadine Walsten with Trustees Todd Klahn, Traci Schaefer, Tim Belter present. Trustee McCallum arrived at 7:05 pm. Trustees Helen McCord and Mark Bruner were absent. Others present: Clerk, Carol Strause, Public Works Director, Bob Anderson, Interim Police Chief, Doug Pettit.

Schaefer moved, second Belter, carried to approve the minutes of Jan 12, 2009. Belter moved, second Schaefer, carried to approve the minutes of Feb 4, 2009. Trustee Klahn abstained.

President Walsten reported on stimulus funds with DOT requesting first phase ready to go projects. Village has sent in a list of possible projects. Federal money will be handed down through existing conduits, i.e., HUD, Project Home, etc.

Clerk Strause reported on the sorting of Village mail through the Stoughton Post Office. A video received today from the League of Municipalities discusses the scope of Village authority, preventing liability with topics on big box development, plaintiff attorney fees, 1st Amendment rights, insurance coverage, conditional use permits, punitive damages, hire/fire issues. The League will pay the Village \$280 if Trustees and department heads watch the video. Clerk will schedule to also have our agent present to answer questions. Dane County Emergency Government is again offering weather radios. The Village will have one hundred allotted to them for sale to the public. Aids Network Ride (ACT 7) will be in Brooklyn on Saturday, Aug 8, at Smithfield Park early in the morning for a rest stop. Tax collection is now complete. Laws on payment extension have created issues with final tax collection. Data has to be turned over to the counties before the extension deadline. Any tax money arriving after data transmission has to be turned over to the county and the county does not settle with the Village until the August settlement. This could in future years create a significant cash flow problem. State representatives need to be contacted on this new law.

Trustee McCallum arrived.

CONSENT AGENDA – Schaefer moved, second Belter, carried to approve consent agenda items: **payment of invoices #2802-2857 for \$235,288.75 and approval to have the Village attorney review a draft ordinance prohibiting issuance of permits and licenses pending payment to the Village of outstanding debts.**

NEW BUSINESS – President Walsten has put together a **resource list for residents** who are unemployed or experiencing financial stress. The list can be picked up at the Clerk's Office and will also be put in the monthly newsletter.

Resolution #2009-02 was presented for a budget amendment transferring \$650 from recreation-advertising a/c# 210-51710-360 to EDC-business promotion a/c# 100-56710-313 to allow an ad to be placed in the Green County Tourism Guide. Fire/EMS will be contributing to the cost also in addition to the \$650. In the future, Blue Grass and July 4th celebrations may be able to contribute to a share of the cost. Trustee Belter moved, second Klahn, carried to approve the budget amendment resolution pending approval of the recreation committee. Trustee McCallum voted Nay.

Resolution 2009-03 was presented for a budget amendment to provide \$2500 as partial cost for a Watershed Study for St Hwy 14/92 to look at the entire water flow issues contributing to the flooding in Spring 2008. The study is recommended by DOT with total cost at \$16,000. Village

share is \$2500, Town of Rutland \$2500, with DOT, land owners, Fish and Wildlife Service paying the balance. Next meeting will be held on Wed, 2/18 at 8:30 a.m. at the Brooklyn Community Center. Study would start very soon and may give information on potential storm water development needs pending future growth in the area. A study independent of the State and questioning ownership to the problem was discussed. Belter moved, second McCallum, carried to approve the resolution. Trustee Klahn abstained. Money would be transferred from the interest earned from the 2007 BAN.

Personnel manual changes were presented redefining full time/part time, number of hours annually to be worked to qualify for all fringe benefits, and hours the clerk's office will be open. Prorating benefits for employees working three-quarter time (30 hours) and adding another category defining seasonal employees were discussed. Eligibility for health insurance while qualifying for State retirement will be investigated. Section 8.2 of the manual defined the four, ten hour days worked in the Clerk's Office as seasonal. This would be changed to permanent with the office open 7 a.m. to 5 p.m., Monday through Friday. Office hours stated in the manual was questioned whether it should read 7 a.m. to 4 pm or 8 a.m. to 5 pm with staff still working a ten hour day. Trustee Klahn moved, second Belter, carried to refer all changes back to the Personnel Committee for further discussion.

Copies were handed out of the **M&I Bank lawsuit against Grover Builders and the Village of Brooklyn.** Copies of the Village reply and Grover's reply were also given. The Village is named in the lawsuit because of a judgment on one of the foreclosed properties owned by Grover Builders.

Committee Reports – Public Works- WWTP update - contractor is working on operations building, most electrical is done, roof is done, 90% of siding done. Start up could be by the end of April or early May. Effluent screen arrived from Germany and is ready to be installed. President Walsten worked with Bob and Renae Hanson to get their approval for a temporary construction easement for the effluent line. Subcontractor Rawson has to submit plans to the State on effluent line installation. Rawson offered a \$20-25,000 deduct to the Village to move the line. Trees have already been removed from the easement by Green County (removal was planned for 2008 by Green County Highway Department. Village will install a culvert for field access with cost less than \$1,000 in addition to gravel and labor. **Compensation to the Hansons** was calculated using a previous appraisal of the land. The total value is \$803 in addition to the culvert, and removing five monitoring wells located on the Hanson property. The monitoring wells were placed several years ago to assess petrochemical contamination from land owned by the Co-op. DNR released liability on the property in 2007 but the monitoring wells have not been removed.

Requests for a **facility to ice skate** were discussed along with liability for ice skating on existing ponds. Old liner does not exist. Anderson gave history on liner that was used in Smithfield Park and how damage occurred when the ice melted. Recreation committee was directed to discuss and possibly put together a plan for next winter.

Planning & Zoning-Walsten has not heard back from Progressive Designs regarding establishing an escrow fund to pay for a feasibility study. **Ordinance committee** will meet Feb 12th. **Safety Committee** will meet Feb 12th. About sixty people attended the retirement party for Bill Roberts. Total cost of the party is about \$450 including the plaque. **Fire/EMS** – New pumper truck is not in service yet as it is being outfitted. The second weekend in March, training is scheduled on the new truck operation. **Personnel Committee** met and worked on the personnel manual and will meet soon to rework revisions. **EDC** will meet Tues night to work on signage design and bids, and continue to look for property for a business park **Recreation committee** will meet Wed night.

Bluegrass Committee met twice and is still finalizing the band line up. Wis Arts Board grant deadline is March 15th. **July 4th committee** has not met yet and Belter will discuss possible flyover by Air Force with Mike Mason. **Recycling** will meet on Feb 19th. **Web site** Committee will be meeting on Feb 18th and 25th. **Finance Committee** met and reviewed payables. Proposal received to solve computer problems in the Clerk's Office by setting up a server and new computers was about \$17,000. Other options will be looked at. Conversion of 2007 BAN to permanent financing was also discussed.

UNFINISHED BUSINESS - COMMITTEE OF WHOLE met on 2/4 in closed session to review **applications for a Police Chief**. Twenty one applications were received. Five of the twenty one applications had the base qualifications as stated in the advertisement: ten years law enforcement, five years of law enforcement management, and Wis certified law enforcement credentials. Clerk Strause contacted all five candidates to discuss the three-quarter time offering and budgeted base pay. One applicant has removed his name from the process. The four remaining candidates will be interviewed by an independent, professional, outside panel. Background investigations will begin after the interview process is completed by the Board.

Interim Chief Pettit reported on **department status**. Since Feb 1st, all officers are required to complete daily activity reports before the end of their shift. This documentation can be used for tracking purposes. It requires all officers on a daily basis to check all equipment, squad car including mileage, computer system, and daily activity entry log, i.e., "stopped motorist for warning" or ticket. Reports are generated using New World software that gives complete detail. Computer Magic was hired to clean up computer system deficiencies in the office and to improve integration between existing programs and the Windows XP operating system. Each employee now has their personal log in. Dictaphone system will go to one folder making it easier for the department clerk to find all reports. Pettit is working with Charter Communications to set up separate email accounts for all officers. There will still be a general department email account that all officers can view and use. Pettit is able to access department email with his Blackberry. Five department policies will go to the Safety Committee for review Thurs night. Pettit and Officer Sherven met with Judge Glasier last Thurs night to set up flow of paper work and accountability of parking and traffic citations. Officer Sherven is in charge of the paper flow and court docket line up. The Village's TRACS software, automated citation program, is being used in the squad car with tickets printed from the system on site. More training is needed on this software, especially for the new officers. A delay in data being returned with this system is a concern. Citations are being handwritten also. Pettit has instructed the officers to use warnings for initial citations (if appropriate) as an educational opportunity and to allow frequent drivers an adjustment period.

At 8:46 pm, Trustee Schaefer moved, second Klahn, unanimously carried by voice vote to convene as Committee of the Whole pursuant to Wis Stats 19.85 (1)(c) to discuss police employee performance. The Committee of the Whole did not reconvene to open session and adjourned in closed session at 10:10 p.m.

Carol A. Strause,
CMC/WCMC/CMTW