

BROOKLYN VILLAGE BOARD MEETING MINUTES
January 12, 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, Helen McCord, Mark Bruner, Traci Schaefer, Tim Belter present. Sue McCallum arrived at 7:10 pm. Others present: Clerk, Carol Strause, Public Works Director, Bob Anderson, Interim Police Chief, Doug Pettit, and Bill Roberts.

PUBLIC COMMENTS – Dan Gartzke, candidate for Green County Circuit Court Judge, Branch 2, explained the newly created position for a second judge for Green County and his qualifications. Bill Roberts, retired Officer in Charge as of 12/31/08, thanked the Board for allowing him to work in the Village for the past 25 years.

Schaefer moved, second McCord, carried to approve the minutes of Dec 8 2008. Trustee Bruner abstained. Schaefer moved, second Belter, carried to approve the minutes of a special Board meeting on Dec 11,2008. Trustee Bruner abstained. Minutes from special board meetings will be included in future newsletters.

President Walsten reported on results of **nomination papers** that have been filed: Village President-Sue McCallum and Nadine Walsten, incumbent; three Trustee positions as follows: Todd Klahn,incumbent, Tim Belter,incumbent, and Wendy Layton; Municipal Judge-Sandy Glasier, incumbent. Walsten reported on a **Circuit Court summons with M&I Bank as the plaintiff and Stu Grover and Grover Builders, Inc**, along with the Village as defendants for money owed on four parcels located in both the Town of Oregon and the Village. The Village is listed due to a judgment that is filed against one of the lots. Walsten reported on the Village's **2008 accomplishments:** created TID#1 for west side of Village for economic development, created a logo, installed an LED sign, had a great July 4th celebration, economic development specialist evaluated Brooklyn and recommended the area around the fire station for a business park, WWTP construction in progress, obtained a successful claim from Virchow Krause on levy limit error, new playground equipment and skateboard park installed in our parks, interim hiring of a temporary chief accomplished by January 1, initiated process to provide transitional police services and hiring of a new chief in police department, created a Planned Development District (PDD) Ordinance to assist with development, and no tax increase! 2009 will see new welcome and directional signs, a new Village website (ready in February), a community design report on downtown redevelopment and business park, and hiring a Police Chief. (Public Works Director Anderson cautioned the Board when considering a PDD to consider the design plan with consideration for snow removal, fire and EMS services, and garbage service.)

Clerk Strause reported **FEMA disaster funds for 2008 snow removal** finally arrived on 12/31/08 in the amount of \$3877. **2008 Bond Anticipation Note to complete WWTP** construction funding arrived on 12/23/08 in the amount of \$1,994,705. Balance of the **Clean Water Fund #3** is \$1006 and can only be used for change order costs.

Trustee Schaefer moved, second Klahn, carried to **approve consent agenda items:** all invoices for payment as reviewed by the finance committee and Resolution #2009-01 designating Clerk Strause to file a recycling efficiency incentive grant.

Trustee McCallum arrived.

New Business – Trustee Bruner moved, second Klahn, carried to **approve payment #6 to C.D.Smith for WWTP construction** in the amount of \$288,351.79. Bruner moved to hire Dustin Wolff, who previously worked for Crispell Snyder, to do an impact and land use study on the

Ladopoulos project, Progressive Designs. Planning and Zoning Commission requested an impact study. Progressive Designs will set up an escrow account with the Village to have all fees paid by the developer. Escrow will cover all costs including legal and engineering and needs to be signed and escrow funds established before any money is spent. Wolff will be a contractor for the Village and paid by the Village; his contract is not to exceed a certain dollar amount identified in his proposal. Trustee Bruner withdrew his motion. Trustee Belter moved, second Bruner, carried to set up an **escrow agreement/account between the Village and Progressive Designs for costs to cover fiscal impact and land use study, any legal fees and engineering fees.** Trustee Schaefer moved, second Bruner, carried to approve hiring Dustin Wolff to perform the impact and land use study, as an independent contractor, subject to money placed in escrow by Progressive Designs before any work begins.

Community Building policy worked on by President Walsten, Clerk Strause, and PW Director Anderson has been updated and is presented. Hold harmless agreement for signature of lessee will be attached. Local school needs to be added to the approved list of user groups. Table and chair rental for use off premises was discussed. Concern over the damage from loading and unloading was expressed with thought they should not leave the building. Fee for off premises rental is to remain the same at \$10 for one table and ten chairs. Rental will remain in the policy with the Clerk to gather more information on the income and number of users for future discussion. Use of the kitchen will have wording added that use of the kitchen in the rental agreement will be on a first come, first serve basis. Those renting the building and serving alcohol to more than 200 people will be required to hire security. Village will provide a list of those individuals/businesses that will be allowed to be hired by the lessee. This security provider list needs to be put together. The word "reasonable" will be removed from the cover page and first page. Cancellation policy was discussed. The word "deposit" will be replaced with "rental fee" referencing cancellation notice. Trustee Klahn moved, second Bruner, carried to approve the updated Community Building rental policy with corrections as stated. Trustee McCallum voted Nay.

Public Works -Anderson reported the Intent to Apply was filed on 12/18/08 for future DNR funding. This will be applied for every year with the intent to refinance the 2008 BAN for WWTP construction. Anderson gave an update on the construction to date. The effluent line needs a construction easement from Bob and Renee Hanson. The State has pulled the permit to install the effluent line along St Hwy 104. The line needs to be installed with the least amount of exposure which has been determined to be west within three feet of the existing easement. A fifteen foot temporary construction easement from the Hansons would be needed. They have indicated they do not want any dirt dumped on their land. A temporary fence should be installed so that Rawson does not go further on the Hanson land than the construction easement. The savings on relocating the line out weighs the cost to redesign the line. Reconstruction of St. Hwy 104 will widen the bridge, therefore, it is in the best interest of the Village to relocate this line at this time rather than to have to move it at a later time. Thirty foot culvert installation for the Hanson's may be negotiable. President Walsten will meet with the Hansons to negotiate a construction easement. Bruner moved, second Klahn, carried to approve the recommended changes moving the effluent line to the west. With a Federal stimulus package being discussed, a list is being created of public works projects to be sent to Nathan Franklin, Governor's office and representatives copied. It is possible the stimulus package will not include water and sewer infrastructure projects.

UNFINISHED BUSINESS: Clarification on having the Board act as a "Committee of the Whole" deciding matters pertaining to police services during transition and hiring of a new Chief of Police was discussed. Trustee Bruner moved, second Schaefer, carried to create a "Committee of the Whole" for temporary transition decisions and hiring of a Chief of Police. Safety committee will

continue to deal with policies, budget, review of ordinances, and will work on police secretary job description. After the last Board meeting, the Police Chief Job description had some additions. A line "supervised by Village Board and reports directly to the Village President" was added because it is standard protocol to have the chain of command clearly spelled out in law enforcement. In addition, under d) police patrol, "may" require patrol duties will be removed and "shall" will be inserted. The wording for "coordinates the needs and problems of public safety/community service" etc, will have added "directly and daily as needed". Trustee Klahn moved, second McCord, unanimously carried to approve the Police Chief job description with modifications as listed. **Police Chief job applications** are due-Feb 2 in the Clerk's office. First round of application screening will be done on Monday night, Feb 2 by Interim Chief Pettit, President Walsten and Clerk Strause to determine qualifications for minimum criteria. After Feb 2 review, Clerk will contact those with minimum qualifications to see if they are still interested and to clarify the number of hours being offered for the position. A list of candidates at this level will be created. The Board will meet as "Committee of Whole" on Feb 5th at 7 pm. to review the list and applications.

Interim Chief Pettit recommended **hiring on a temporary part-time** basis Jeremy Hatfield and Matthew Wagner. Klahn moved, second Belter, unanimously carried to approve temporary hiring of Hatfield and Wagner. Pettit stated the goal is to hire what is needed temporarily to handle shifts. Pettit is working on a policy and procedure manual which will be reviewed by the Safety Committee. Pettit is also issuing directives to officers on several issues, i.e., equipment use, leaving village proper for official business, scheduling and expectations when assigned a shift. A packet for citizen complaint policy regarding officer conduct is also being worked on. At the Feb meeting, both Officers will be presented and sworn in.

Trustee Bruner left at 8:50 pm; Trustee Klahn left 9:05 pm.

No Dec meeting was held for **Planning and Zoning**. Next meeting is Jan 26th. Commission will be working on setting up an escrow account for Progressive Designs.

Ordinance - No meeting was held.

Safety Committee met to discuss a retirement party for Bill Roberts. McCord moved, second Belter to approve an amount not to exceed \$750 to be taken from the restitution fund. After further discussion on costs, McCord and Belter withdrew their motion and second respectively. Belter moved, second McCord, carried to approve an amount not to exceed \$850 to be taken from the restitution fund to pay for costs. Committee meeting date for Feb will be changed to Feb 12th. Both Green and Dane County Sheriff's Departments had representatives at the committee meeting to discuss communication with the local department and mutual aid assistance. Dane County explained their "Project Lifesaver" that uses GPS to locate missing persons suffering from mental dysfunction disorders. More information will be put in the next Village newsletter.

Fire and EMS - New officers were sworn in. **Personnel** committee will meet on Wednesday.

EDC meets Tuesday night. **Recreation committee** reported on the craft show. It was decided to continue with the one day show and keep the day the same as in 2008, one week before Thanksgiving for 2009. About \$700 was made from the 2008 show. An Oregon representative wants to regenerate interest in a summer softball league using Village parks. Money collected would help pay for lights and some expenses. **Bluegrass committee** met and discussed band selection. **July 4th celebration** is working on a military fly over. **Recycling committee** will meet January 22nd. **Web site** is almost ready for public viewing. Chair Podgorski put together a form for groups requesting data input.

Finance - Belter is working on an excel spreadsheet for cash flow forecasting twelve months in advance with a month to month update. Projection tool will assist with increasing interest income.

McCallum moved, second Belter carried to adjourn 9:45 pm.

Carol A. Strause, CMC/WCMC/CMTW