

BROOKLYN VILLAGE BOARD MEETING MINUTES
June 8, 2009

Meeting was called to order on June 8, 2009, at 6:43 pm in the lower level of the Brooklyn Community Building by Village President Nadine Walsten with Trustees Todd Klahn, Helen McCord, Mark Bruner, Wendy Layton, Tim Belter. Sue McCallum arrived at 7:08 pm. Others present: Clerk, Carol Strause, Carrie Leonard, Johnson Block., James F. (Harry) Barger, Phil Mortensen, Doug Pettit, two Red Cross department representatives.

Carrie Leonard, **Johnson Block & Co, presented the 2008 audit.** Management discussion and analysis narrative of what went on in the Village during the year was attached. Increased assets are due to construction of the wastewater treatment plant with little other new construction occurring. Government wide financial analysis, debt service, and statements of revenues, expenses and changes in fund net assets for the proprietary funds were reviewed. Leonard stated the auditing went very smoothly.

A Red Cross **disaster trailer** arrived before the meeting for Board members to look at. A request from the Brooklyn Fire District is to purchase a like trailer to be used locally for emergency preparedness. Trailer expenses would be: trailer \$2780, fifty cots \$1650, sixty blankets \$282, mental health kit \$85, health services kit \$545, table/chairs \$55, shelter kit \$300, logo/decal \$300 for a total cost of \$5997. Trailer would be housed at the Brooklyn Fire District fire station. Fire district would pay \$1,000 with each of the five entities in the fire district needing to contribute \$1,000 to pay for this trailer. Criteria used to bring this trailer to a site was discussed. As there are several local buildings in the Village designated for emergency disaster, the trailer would move to the building(s) being utilized. Red Cross has disaster replacement for items that are used or destroyed at an emergency. They will clean and replace items with no charge back to the communities. Trustee Klahn moved, second Bruner to approve \$1,000 toward the purchase of a disaster trailer which would be owned by the five jurisdictions and stored at the fire station. Klahn and Bruner withdrew their motion. Trustee Klahn moved, second Bruner, carried to approve \$1,000 toward the purchase of a disaster trailer which would be owned by the five jurisdictions and stored at the fire station with the \$1,000 cost to be allocated from the restitution fund.

President Walsten reported on the Entrepreneurs & Inventors Club that meets once a month at the Monroe Clinic. There is an excellent program coming up with speakers each month. These meetings are for people who are just starting business, thinking about it, or may be already in business. All attending exchange ideas and network as well as benefiting from the educational aspects of the meetings. The next program will be WEKZ's owner, Scott Thompson, presenting how to utilize radio marketing. Walsten reminded all trustees to turn in their information sheets for Website insertion. Committees also need to create data for website submission describing the mission of the committee and chairperson. Resident request for a terrace tree planting program particularly in the Brooklyn Commons area was discussed. Other communities purchase trees in bulk and are able to sell to residents at a discounted cost. This issue will be sent to Public Works for further discussion. Property owners are responsible for any trees that are approved to be planted in the terrace. Walsten stated she will be meeting with each committee to discuss performance measurements and budgeting tools for all departments.

Clerk Strause reported on AB159 that is proposed to change collection procedures on delinquent personal property taxes. Municipalities would be unable to do a chargeback unless the entity had ceased operations or will be removed from the next assessment roll. This would force municipalities to issue business licenses with denial for delinquent personal property taxes. Clerk contacted Sen. Erpenbach and Rep Davis on this issue along with another budget bill proposal that would shift taxes to residential property with the possible exemption of high value retirement homes that is in the budget bill. Other State budget bill items would increase the loss of shared revenue, more than double the landfill tipping

fee from \$5.90 per ton to \$13.00 per ton, reduce transportation aids, and extend levy limits for another two years. Municipalities may be able to carry forward unused levy capacity going back one or two years.

At 7:30 pm., Trustee Bruner moved, second Klahn, unanimously carried by voice vote to convene to **closed session** pursuant to Wis Stats 19.85 (1)(c) 7:30 pm to **negotiate Police Chief hiring details**. At 8 pm, Trustee Bruner moved, second McCord, carried to reconvene to open session.

Trustee McCord moved, second Bruner, carried to **hire James F. (Harry) Barger as Police Chief** at \$23 ph for thirty hours a week with written conditions as discussed. Trustee Layton abstained. Trustee Bruner moved, second Klahn, carried thanking Interim Chief Pettit for filling in and assisting with hiring and departmental structuring process. Pettit has been a lifesaver for stepping in to provide the Village with police leadership, administration and officer coverage as well as creating an orderly transition for the new chief. An open house will be planned for residents to meet the new Police Chief. Barger will begin the week of June 15th for orientation with Pettit.

Trustee McCord moved, second McCallum, carried to **approve the May 11, 2009 Board minutes**.

Unfinished Business: Trustee Bruner moved, second Klahn, carried to have a **Village Board/employee family potluck picnic** Sunday, August 9, at 3 pm at Smithfield Park. Trustee Klahn moved, second McCord, carried to approve **amendment #4 to Strand Engineering for effluent line location change** in the amount of \$5092.81. This will also allow for close out of CWF#3 loan.

New Business: Annual License Renewals: COMBINATION CLASS B: FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS- Renewal: Trustee McCord moved, second Klahn, carried to approve Stanley R. Slater, dba Kounty Korner, 108 Hotel Street, on condition that he pays all delinquent real estate and personal property taxes owed the Village per Ordinance Chapter 125 with proof of payment before license is issued. Trustee McCallum abstained. Trustee Klahn moved, second Bruner, carried to approve Arlene Elmer, dba Anchor Club, 112 Hotel Street. Trustee McCallum abstained.

COMBINATION CLASS A Renewals: FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS: Trustee Layton moved, second Klahn to approve Susan McCallum, dba The Market Place, 202 Commercial Street on condition that all delinquent taxes owed the Village per Ordinance Chapter 125 be paid. Trustee McCallum abstained. Trustee McCord moved, second Belter, carried, to approve Nissin Rodriguez, dba Brooklyn Mini Mart, 355 N Rutland Ave. Trustee McCallum abstained. **CLASS B: FERMENTED MALT BEVERAGE & CLASS C WINE-Renewal:** Trustee Klahn moved, second McCord, carried to approve Spresim Useini, dba Bleoni's Café, 233 Douglas Dr. Trustee McCallum abstained. **Operator license renewals:** Trustee McCord moved, second Klahn, carried to approve the following with police department recommendation: Linda Dybala, Janis Story-deBoer, Joel Hardy, Jerald Elmer, Cynthia Jazdzewski, Tara Meyer, Dani Maher, Diana Sims, Sharon Wienke. Trustee McCallum abstained. **NON-INTOXICATING BEVERAGE LICENSE (soda):** Trustee McCord moved, second Klahn, carried to approve Bleoni's Café, Kounty Korner, Brooklyn Mini Mart, Anchor Club, The Market Place. Trustee McCallum abstained. **CIGARETTE LICENSE:** Trustee Bruner moved, second Klahn, carried to approve Kounty Korner, Anchor Club, Brooklyn Mini Mart. Trustee McCallum abstained. **COIN OPERATED MACHINE LICENSE:** Trustee Layton moved, second Klahn, carried to approve Brooklyn Mini Mart - 5, The Market Place - 2, Kounty Korner - 9, Anchor Club - 7.

CLASS B: FERMENTED MALT BEVERAGE & CLASS C WINE -New - Trustee McCord moved, second Klahn, carried to approve Kristi L. Schmidt, Manager, dba, Caribbean Coffee & Cream, LLC, 109 Hotel St, Suite #3. Trustee McCallum abstained.

New operator licenses: Trustee McCord moved, second Klahn, carried, to approve Heather Wackett, Kristi Schmidt, Leah Starr, Terri Johnson, Aimee LaDell-Sharp, Cheryl Parrish, Kimberly Reynolds, Devan Oschmann, Taryn Frey. Trustee McCallum abstained.

Trustee Bruner moved, second Belter, carried to approve a request to operate a **public address and/or sound amplification equipment** June 7th-Nov 29th, Sundays 2-8 pm and Thursdays 5-9 pm at **Caribbean Coffee & Cream**, 109 Hotel St., Suite #3. Any concerns of residents in the area could be taken to the next board meeting.

Cost proposals for **installation of the two new entrance signs** were discussed. From the beginning, EDC determined that the committee could not afford to have Cary Signs install the two new signs. Having Public Works employees do the installation was discussed. Trustee McCallum requested to postpone the discussion until information is clarified. One sign will be installed at Smithfield Park and the other on Hwy 92 at the west entrance to the Village. Proposal from Mark Bruner is for 6x6 Western Red Cedar posts and stainless steel carriage bolts, exterior solid oil based stain for a cost not to exceed \$1275 for materials and labor. Alternate #1 proposal would use kiln dried pressure treated Southern Yellow Pine posts for a cost not to exceed \$950.00. Both prices do not include rental of an auger or drilling of holes. Funds to pay for this cost was questioned and suggestions included money from restitution fund or EDC funds. Trustee McCallum stated the EDC Committee is not taking responsibility for unbudgeted expenses and could use the \$1,000 budgeted for branding. Trustee McCord moved, second Klahn, carried to take money out of restitution to pay for alternate #1 of Bruner's proposal to install both signs not to exceed \$950. Trustees McCallum and Layton voted NAY. Trustee Bruner abstained.

Trustee Layton moved, second Bruner, carried to approve the **Fireworks permit for July 4th** in the park.

Follow up discussion from the May meeting on a **citizen complaint of Trustee McCallum** continued. Recreation chair, Janeen Podgorski filed the complaint. McCallum felt there were accusations against her for providing information to residents when the information regarding the recreation committee was actually provided in the newsletter to all residents. McCallum stated she was not chastising Janeen but just informing her that some residents were upset over funds transferred from recreation committee to EDC for signage. McCallum said she casually wanted to get the information out to Janeen "as the residents told me as their elected representative". "It was not intended to be personal only informational". President Walsten stated Podgorski questioned the source of the information because she felt the timing of the contact from McCallum (4/9/09) was odd as this issue was voted on in February and had no impact on youth/recreation programming. Walsten reported Janeen felt she was singled out and accused by McCallum for making a wrong decision in committee. McCallum denied this; however, Walsten reported that conflict with McCallum is an issue and has frequently frustrated trustees because of perceived attacks by McCallum to the point where on four occasions trustees have requested terminating her position as trustee to be put on the agenda. Walsten has declined because this is an issue for the voters. Walsten feels the response to the citizen complaint is in requesting a professional behavior document for trustees because this will keep Board business focused on communicating ideas, solutions, problems, not on personalities. "The issue we are talking about is professionalism. If you (trustee) antagonize all on the Board, you (trustee) represent no one, because the ideas you (trustee) would like to see for this Village will have no support." Sample guidelines for professional conduct were handed out at the last Personnel Committee meeting and will be discussed further. Guidelines are needed defining what constitutes professional behavior. McCallum stated she represents the people of this Village and will not be denied freedom of speech. Trustee Klahn stated he does not know what goes on in the Market Place, but from his perspective, some accusations appear negative about the Board. Working to correct that appearance would solve problems by talking to

residents in a positive manner moving forward. Walsten stated there also needs to be a general orientation manual for new Trustees.

Appointment of **Sharon George as Village historian** was discussed. Sharon has had an interest in Village history for many years and has a huge collection of clippings, pictures, and memorabilia. She would like to give her historical collection to the Village. Sharon is well known and gets many phone calls. She is now going through and identifying cemetery family plots. She would write historical pieces for the website. This would be a volunteer position as there are no budgeted funds. Trustee McCord moved, second Bruner, carried to appoint Sharon George as Village historian. Trustees Layton and McCallum questioned the editing of the Village's current historic book because of concerns over grammar used. Personnel committee will work on a job description with George.

Unfinished business (contd): Purchasing Pride Printing lot for \$38,000 for a parking lot was again discussed. Most of the lot has buried infrastructure. If it is not used for parking, its use would be limited to the size building that previously existed. The Hansons have indicated there are no contaminants in the ground as ink chemicals and/or waste was picked up and hauled out in earlier years. In later years, cartridges were used. For that reason, the Hansons have refused to spend money to test for contamination because they do not believe it exists. Walsten advocated the Village purchase this lot (with current BAN funds available) as part of the downtown rehabilitation project (TIF eligible) to use for parking, or perhaps for an extension on the bank building for the Police Department should the Village purchase the bank for a Village Hall. Trustee Layton asked about parking in the alley behind Hotel St. businesses. Creating parking in the alley was looked at before but because the alley does not go all the way through with private property splitting the land, it is difficult to create public parking in that area. Trustee McCallum asked if TIF funds could be used for surveying the alley for parking and maybe put a building on the spare lot that could be used for commercial use. The back part of the lot with the underground infrastructure could be used for parking. Trustee Belter stated this lot would be a great lot to own, but due to the current economy, it is not a good time to purchase. Trustee Klahn moved, second Layton, carried to deny the purchase at this time. President Walsten voted NAY.

Consent agenda: Trustee Bruner moved, second McCord, carried to approve payment of all invoices and **Resolution #2009-06 Compliance Maintenance Annual Report (CMAR) to DNR**. Approval of personnel committee minutes of March 25th and April 13th will be on the next agenda.

Reports: Public Works-Trustee Bruner gave an update on the WWTP construction with start up of some of the equipment expected next week. Clarifier is operational. DNR is now requiring the WWTP to be completely fenced around plant and estimated to cost \$25,000-35,000. A second electrical service will be needed due to issues with the shop building getting electrical from the new building. Well #2 start up was May 27th and is now back on line with a new pump installed. CCR annual report was reviewed. Pumping Sunrise Estates pond is on a wait and see basis as the water level has been dropping. Elevations are questionable on some properties which may not have been built to specs. Village attorney advised against Village setting precedent of pumping pond as that can create liability for the Village now and into the future when the Douglas Drive/Kerch St. division was approved only for a 100 year flood and current water levels related to 500 year flood. Bruner questioned if the Village may want to get a second legal opinion on liability of Village pumping the pond. Committee will discuss this at the next PW meeting and bring back to the Board. Trustee Bruner moved, second Klahn, carried to pay C.D Smith \$185,491.42 for this month's construction work at the WWTP. Asphalt around the plant will be discussed at the next meeting.

Planning and Zoning will meet on June 22. **Ordinance**-Trustee Belter requested all Board members to email him in PDF format ordinances that are completed so that they can be sent to Municipal Code for recodification. Next meeting is July 2nd. **Safety**-did not meet. Next meeting will be with the new chief on July 2nd. President Walsten will do the agenda for this meeting. **Fire-EMS**- No report. **Personnel**-

will meet the third Wed of the month with the next meeting on June 17th. **EDC** will meet later this month. **Recreation**-Summer program is ready to go starting June 22-Aug 14th from 1-4 pm. An assistant recreation position employee will be hired after the interviewing process. **BMX** will be expanding having raised enough funds for the project. Master plan is being worked on for the bike trail. A talent show will be held during the July 4th celebration. Summer music series is still in need of local bands for a kick off on Wed, June 24th.

Ad-hoc Reports: **Bluegrass**-Friday night was excellent with cooler temperatures on Saturday. July 4th will have no beer sales this year. There will be food and soda, games for kids and adults. Optimists want to sell ice cream. Last year's bill for inflated kid's games has not been paid as it has not been submitted. **Recycling**-President Walsten moved, second Klahn, carried to accept the resignation of Erwin Pauly from the committee.

Finance-Trustee Belter reported on the close out of CWF#3 WWTP loan that will take place soon. Clerk will check with Pelletteri on the cost to clear off hard drive information on two computer towers that have been replaced so that they can be put on Craig's list for sale. Updated cash flow report will be emailed to Board members.

Trustee McCord moved, second Bruner, carried to adjourn at 10:26 pm.

Carol A. Strause
Village Clerk-Treas.