

VILLAGE BOARD MEETING
SEPTEMBER 14, 2009

Village Board meeting was called to order on 9-14-09 at 6:35 pm in the lower level of the Brooklyn Community Building by Village President Nadine Walsten. Trustees present: Helen McCord, Wendy Layton, Tim Belter, Todd Klahn, Mark Bruner. Others present: Carol Strause, Clerk, Public Works Director, Bob Anderson, Police Chief, Harry Barger, Ken Maly, Vierbicher & Associates, Rodney and Jan Wille, and their tenant from 103 N. Rutland, Traci Schaefer, and Frank Seidler.

Public comments were made regarding Sunday's **outdoor music at Caribbean Coffee & Cream**. Butch and Jan Wille, 103 N. Rutland, spoke about not being able to listen to TV in their home because of the loud music. Trustee Layton played a tape of the loud music, recording was done from the middle of her living room. Trustee Bruner stated he was sitting at a table in front of the outdoor stage and was able to carry on a conversation. A tenant of Wille's in the same building farthest from the Caribbean Coffee & Cream reported the sound comes in when she is trying to do homework Sunday afternoons stating the banging on drums yesterday (as late as possibly 6 or 7 pm) was very loud when only two customers were in attendance. Both commented the music is very loud every week, and asked if the Board approved this entertainment. Trustee Bruner stated the business was given an amplification permit for outdoor music. Clerk Strause stated there was a phone call today from a resident on Lincoln St. regarding the loud music every Sunday night. Trustee Layton felt the speakers should be moved so the sound is not directed across the street and other areas rather than Caribbean's own lot but Bruner, who has attended most of the bands, stated the speakers are directed at the audience, away from Rutland Ave. He also stated the bands stop playing at 4:30 pm or 5 pm, and the Dane County Sheriff's Deputy who was called on 9/6 by Layton dismissed the complaint as not excessive noise. President Walsten stated this subject will be placed on the next agenda.

Trustee Klahn moved, second McCord, carried to approve the minutes of August 10, 2009. Trustee Bruner abstained.

Ken Maly, Vierbicher, discussed **planning services for a possible business park** on the west side of the Village. Vierbicher specializes in economic development planning assisting with the establishment of over 120 TIF districts (communities), creation of business parks and rehabilitation of downtowns in Wisconsin. Vierbicher would do a tax base analysis, survey local businesses that may be in need of expansion to the park, analyze cash flow numbers for estimated TIF revenues, provide estimate on number of new jobs that could be created, acquisition data and research physical issues, i.e., topography, wetlands, access to State highways, and identify infrastructure needs as determined by the Village engineer Straka. Priorities may include 1) starting now with a business park feasibility study; 2) in 2010, the TIF boundary limit may need to be amended to add property for potential business sites; and 3) establishment of a CDA (Community Development Authority). A CDA can apply for grants with its own budget and act as a developer for the Village government.

President's report: President Walsten met with Kamran Mesbah, Director, Capital Area Regional Planning Commission last week to discuss what **CARPC** is about. Their goals and criteria are centered around land use and slowing down urban sprawl which has created criticism on a number of levels. However, Mr. Mesbah feels Brooklyn is in decline, and economic viability depends on new growth which may require expansion. The community visioning report needs to be updated with input from citizens. CARPC could do a community development strategic planning (which can include something like a visioning process) at no cost to the Village as a pilot project to assess how CARPC's new goals and criteria would effect a community like Brooklyn who is not growing enough. Walsten reported on the **H1N1 virus** promoting frequent handwashing and anyone who is

sick to stay home. Symptoms are a sore throat, rapid onset fever, aching, and cough. Good hygiene in general is a good way to protect oneself, not rubbing eyes or nose reduces self inoculation if virus is on the hands. It is recommended to stay off work until twenty-four hours after the fever is gone although it isn't known if this is long enough. Latest news report stated it is possible the person is still contagious while they have a cough.

Clerk Strause reported on the **AB 404** proposal which would not allow municipalities to take unpaid utility bills to the tax roll. This would be detrimental to all municipalities as seeking payment through small claims court would be a waste of time and money to try and collect. Strause encouraged all Trustees to contact Sen. Erpenbach and Rep Davis to vote this bill down. On Oct 6th, a special election will be held for only Green County residents on a referendum to exceed levy limits by 7.82% for the exclusive purpose of paying for a portion of the cost of operating Pleasant View Nursing Home located in Monroe.

Unfinished Business: Trustee Bruner moved, second Klahn, carried to postpone reviewing the **Village and private business agreement draft policy**. Trustee Bruner moved, second Layton, carried to approve **amending the Community Center Policy** to exempt entities listed on the pre-approved building user list from table/chair rental fees. This was an oversight during the last revision when table and chair rental was initiated for on site use.

Consent Agenda: Trustee Bruner requested item one be removed from the consent agenda. Trustee McCord moved, second Klahn, carried to approve item two-Resolution#2009-07 **Green County Matching Road funds**, and item three-**operator licenses** for Darcy Brown and Leanne Perushek. Trustee McCord moved, second Klahn, carried to approve **payment of invoices** in the amount of \$186,455.25. Trustee Bruner abstained.

New Business-: Trustee Layton moved, second Bruner, carried to accept the **resignation of Trustee Susan McCallum**, resignation of which was dated August 29, 2009 and received in the Clerk's Office Sept 2, 2009. **Jacobson Appraisal market update contract** was discussed. Last year the Board approved an option to do a market update for 2010. Ron Jacobson reported in his letter that the Village may be at 89% on equalized value this year (figures of which will be determined by DOR next month). The Village would then be out of compliance with the 90% rule. However, it is believed that based on sales and the market, the Village may be back in compliance in 2010 without a market update. The Village can be out of compliance for three years before being ordered by DOR to do a re-eval. Jacobson recommends the Village not complete the update for 2010. Trustee Klahn moved, second McCord, carried to approve an addendum to last year's contract adjusting the Village's option until next year to complete the market updated for 2011. The Village needs to explore if a **business park on the west side is feasible**. Residential tax base is at 93% with a need for a business development plan and land for this type of development. Walsten reported that previous Village planners were: Vandewalle wrote the Village's comprehensive plan which Walsten feels is too general. MSA worked on TIF district and community design committee, but engineered the reconstruction of Hwy 92 which is now part of the flooding problem on Hwy 92/14. President Walsten stated Planning and Zoning and EDC have recommended hiring Vierbicher for the feasibility study because they work with smaller communities and are a multifaceted planning/engineering/advising firm. Trustee Belter moved, second Klahn to approve **hiring Vierbicher & Associates for a feasibility study not to exceed \$2,000 for business park land**. PW director, Bob Anderson, felt a sewer feasibility study be done first. He pointed out that Developer Dan Johnson paid for lift station reserve capacity for his development and the Village needs to reserve this capacity. Walsten felt all aspects of the possible business park site need to be evaluated vs. rejecting the site on only one criteria. Resident Frank Steitler questioned if businesses are going to come and voiced concern over spending and building if there is no interest from businesses to locate. Walsten pointed out that the Board, EDC committee and planning commission

are very mindful of problems communities who have developed business parks have had and will minimize risk before moving forward, but Brooklyn has had businesses move away because we do not have a business park. Vote on the motion was unanimous to hire Vierbicher for a feasibility study not to exceed \$2,000.

Creating a Village **budget mission and goals statement** for 2010 was discussed. Each committee should review their outcome budgeting process so that at the end of year the mission and goals can be compared to the dollars that are spent. Purpose of putting together a mission statement would determine what the Board wants this community to be and what services and programs are needed or desired to achieve that goal. **Committee mission statements are as follows: Recreation** -to provide recreation services for the entire village not for just a few; **Finance**- maintain financial stability of the Village with financial forecasting; 5 year capital expenditure plan; hold budget expenditures within levy limits; **Personnel** -to insure that the citizens of the Village are properly served by all Village employees (as well as to protect the rights of all Village employees) by minimizing staff turnover and to insure each department is staffed with qualified personnel; **Public Works**-to insure that all infrastructure is maintained in a cost effective manner to serve the residents and businesses through future public works planning to meet water supply needs (commercial, other), repairing and resurfacing streets; with a midrange goal to get sidewalk plan complete; energy conservation and the stormwater outlay is a priority for Hotel St. The roof on the community building will be replaced this fall from capital project funds set aside in 2007; **Safety**-to provide assistance with policy development, citizen input and oversight of the Village Police Department through a collaborative relationship with the Police Chief and his staff in policy development and revisions; encourage citizen input and facilitate communication about the changes in policing policies; and to support and encourage a smooth transition to a new model of police administration and community policing; **Planning and Zoning**-to advise about planning and design priorities, both short and long term, to develop community plans, reports, and ordinances to convey Village architectural, planning, and design standards; to meet with local developers and communicate the Village's planning and design goals; to review planning and development proposals; to create tools to improve planning and design literacy; **Economic Development**-to contribute to building a world-class community in a small village by enhancing the quality of life for its citizens by creating an environment that attracts, retains, and grows businesses through creating a business park; complete the branding process; participate in First Impressions Program, and obtain downtown rehabilitation planning grants. **Discussion of what a Village mission statement should contain listed the following concepts:** 1) "Growth is number one" (economic/residential); 2) Recreational opportunities that elevate the quality of life for all residents; 3) Controlled expenses and wise investments; 4) Transition to a new model of community policing and administration of law enforcement services; 5) Planning all phases of current and future community needs; 6) Improved communication between residents and the Village government; 7) Energy conservation to decrease future costs. A proposed mission might be: A well planned community that is economically viable and stable with quality of life recreational programs for adults and children, including fitness and wellness programs; and services provided by quality staff who are meeting the objectives of their departments, maintenance of streets, municipal buildings, including wells, sidewalks, etc, and planning for energy conservation in a community that is safe and is moving towards a new model of police protection in law enforcement, growth, and planning. President Walsten will take these ideas and write up a proposed mission statement for the Board to review at the next meeting.

Future for the **2010 newsletter** was discussed. Clerk Strause stated postage and printing costs could be saved if the Village were to utilize the Village's website for the monthly newsletter along with options to receive the newsletter via email or regular mail upon request. **2010 Water, Sewer, Clerk, Planning and Zoning, and EDC Budgets** were handed out and reviewed.

Reports: WWTP project update-The fence has been installed; landscaping will be done this week; punch list is being completed by the contractor. Anderson recommended holding the C.D.Smith check until punch list is complete. Trustee Bruner moved, second McCord, carried to approve payment CD Smith for \$102,776.81. WWTP open house is scheduled for Sun, Sept 27 with ribbon cutting at 2:30 pm and tours to follow. Refreshments will be served. Public is encouraged to attend and learn about the function and construction of the plant, the energy saving design and cost effectiveness of the building. All Village Board members will be present. Invitations have been sent to notable individuals (elected representatives, engineering, construction and agency officials) and posters to be placed in businesses and in the newsletter. **Planning and Zoning** continues to work on revising comprehensive plan and sign ordinance. **Ordinance** met last week with Wayne Stemple to discuss Tree City status and program. Village would need to budget \$2 per capita and create a Tree Board but all ready meets that goal with \$3000/year for tree maintenance. **Safety** worked on 2010 budget, staffing coverage, equipment needs, secretary needs for reporting on a timely basis and to help with file maintenance, creating a use of force policy. Equipment needed is: laptop for the office, LED light bar for squad to decrease energy drain and thus, prevent dead battery; Adult Emergency Defibrillator for the Squad . Chief Barger expects the 2012 radio purchase (County-wide interoperable radios for all emergency personnel to communicate with each other) is estimated at \$15-20,000. **Fire/EMS**-no report. **Personnel** will meet Wed night to address staff salaries for budget. **EDC** will meet 9/17 and continue working on business park development; market analysis; marketing of TIF/business park. **Recreation**—discussed summer recreation program and issues to be worked on. Summer music series will be worked on for next year and has been successful this year. Trustee Bruner stated Janeen, Recreation Chair, and the committee did a great job on the bands selected this summer. **Bluegrass**-will meet soon for debriefing with a need for new committee members. **July 4th** – also needs new committee members. **Recycling** will meet soon to address implementation of revised ordinance for public areas. **Finance** - met with all items discussed previously.

Trustee Klahn moved, second Bruner, carried to adjourn at 10 pm.

Carol A. Strause, Clerk-Treas.