

VILLAGE OF BROOKLYN

APRIL 12, 2009

The Village Board meeting was called to order by President Walsten on April 12, 2010 at 6:32 pm. Trustees present were Helen McCord, Tim Belter, David Natzke. Trustee Klahn arrived at 6:34 pm. Others present were Clerk Strause, PW Director Anderson, Chief Barger, Steve Lust, Dean Van Den Eng, Traci Schaefer, and Sue Gallmeier. Trustees Bruner and Lilly Irvin-Vitella were absent.

Public comments: None were offered.

Trustee McCord moved, second Belter, carried to approve the minutes of 3/8/10. Trustee Natzke abstained. Trustee Klahn arrived. Trustee McCord moved, second Belter, carried to approve the minutes of 3/22/10. Trustee Klahn abstained.

President's report: New official's workshop will be held on May 14 from 8:30-4:30 in Madison. This workshop is sponsored by the League and the Village will pay the cost to attend. Anyone interested will need to let the clerk know. Request forms for committee assignments will be handed out at the end of the meeting. Trustees should fill them out and return them to the clerk's office. Emergency preparedness committee met for the first time last week. Fire/EMS, public works, public safety, Village President and the Clerk will be working on updating our emergency response plan. Walsten will be attending a public information officer training on 4-27 and 4-28 in Monroe. The Village needs to create an Ad Hoc advisory committee on a sustainability policy looking at environmental issues; i.e., energy conservation, energy plan, creation of bike paths, green-related activities. Without an energy plan, it is difficult to qualify for any or limited funding dealing with energy conservation or environmental projects. In recognition of Clerk's Week, the first week of May, President Walsten thanked Clerk Strause and Deputy Clerk Brewer for their service to the community.

Clerk Strause spoke on AB895 and SB640 relating to **election law changes** that will go to a vote this week. Most of the changes are not supported by municipal clerks in the state and will create more work and much more expense. Satellite voting, permanent absentee voting, DOT records being transferred to the GAB (Government Accountability Board) for voter registration, electronic voter registration, residency of election officials are just a few of the changes being presented. The bills are expected to pass. Wisconsin leads the nation on **Census returns** at 77%. The national average is 66%. There was no data on the returns for Brooklyn. Midnight April 17th is the filing deadline. After that, a Census worker will contact individuals who have not returned their forms. **County wide assessment** is being proposed by DOR citing there is inequity, non-uniformity, and inefficiency in the existing local assessment system. Eliminating the equalization bureau is also being discussed as property would always be maintained at 100% of value. The shift would be over a five year period. Boards of Review would then be at the County level not locally. Much work will need to be done on this proposal with some opposition from assessors.

Unfinished Business: Trustee Klahn moved, second Natzke, carried to postpone until the May meeting approval of the **Village historian job description**. **Policy work group for legislative and political communication issues** will need to be taken to the Personnel committee to work on as Trustee Irvin-Vitella will no longer be on the Board.

Consent agenda: Trustee Klahn moved, second McCord, carried to approve all items on the consent agenda. Trustee Natzke abstained. Items as follows: Approve payment of invoices for April 2010; Temporary Class "B" beer license for Brooklyn Lions Club for June 11-13 (Bluegrass Festival) and temporary Operator licenses for David James, Wilfred Wendt, Richard Anderson, Anthony McDowell, Roger Schneeberger, Howard Woodbridge, Harry Bernholdt, James Scallon; Approve Clerk Strause and Deputy Clerk Brewer attending the Dist IV Clerk's meeting on May 20th at Shorewood Hills and annual Clerk's luncheon at Maple Bluff on May 5th; Approve request by Union Bank & Trust to release \$300,000 collateral bond (recommended by Finance Committee).

New Business: Chapters 1-8 of the updated Personnel Manual were presented. Chapter 7 was questioned about needing more updates. Trustee McCord moved, second Klahn, carried to approve Chapters 1-6 and Chapter 8. Chapter 7 will go back to Personnel committee for confirmation that the current protocols for confined space entry and prevention of blood borne diseases are still up to date. **Department head and employee review forms** were presented. Trustee McCord stated the committee looked at several forms from other communities and chose the forms from New Glarus to best fit our needs. Trustee Klahn moved, second McCord, carried to approve both forms. Personnel committee reviews the forms once completed. Police department's **Use of Force Policy** is recommended for approval by the Safety Committee. Trustee Klahn moved, second McCord, carried to approve the policy. A policy for taser use is being worked on. Officers have had proper training and once the policy is approved, officers can be equipped with the taser.

Walsten moved, second Klahn, carried to approve as recommended by the recycling committee, Saturday, May 22 as the date set for a community **electronics round up**. Microwaves, televisions, computers, monitors, VCRs, telephones, etc will be collected. Some are no charge while there are charges for other items. A private company will do the collection. The Village only does the publicity and provides a location which will be the parking lot at the Community Building. More specifics will be in the newsletter and on the website.

Jim Miller, owner of the plaza on N. Rutland, currently has 1600 sq ft between the Middleton Community Bank and the day care center available for rent. He has offered it to the Village for \$500-600 a month rent. Considering the space crunch in the police department and clerk's office, the Board may wish to research this further for temporary use. Potential entrepreneurs could also share this space. Trustee Belter stated he doesn't think this is realistic or cost effective for the Village to use this space. Trustee Klahn suggested the need for more information as to how it would work and at the same time fit within the tight budget. Trustee Natzke asked how long temporary would be? A space needs study was done a few years back with the plan to purchase the Bank of Brooklyn building for expansion, however, the Bank withdrew their offer to sell the building to the Village. Department heads will discuss the pros and cons of this further at the next Dept. Heads meeting.

Curb and gutter Special Assessments for Hotel St., Kerch St., and N. Rutland was discussed. The curb and gutter on Hotel and Kerch Streets is in good shape but needs to be removed for the storm water project being done this year in Smithfield Park. The Public Works committee feels the property owner should not pay the curb and gutter cost because of the good condition. The only reason to remove it is for the construction. Prorating the cost based on the life of the existing curb and gutter (approximately 37%) and splitting the cost was discussed. Two lots are owned by the Village. Past practice for charging back special assessments was also discussed on Market St. and Hwy 92. Curb and gutter on N. Rutland will also need to be removed; however, about a dozen

properties have deterioration with the need to upgrade. Anderson stated about \$3200 would be charged back using the 37% theory. Clerk Strause questioned the timing of establishing special assessments as bidding the project has begun with bid opening the end of the month. A preliminary resolution with notification to all land owners should have been done prior to this followed by a final resolution with documented costs to each parcel. Anderson stated the contract would have to be put off for a couple of months. Trustee Klahn stated if the contractor is OK with backing off on the start up date, it could be worth special assessing; but if not, the curb & gutter price is a low cost to pay by the Village. Trustee McCord moved, second Klahn, carried to not special assess curb & gutter on Hotel, Kerch, and a small portion of Teddy Streets because the only reason the curb & gutter is being removed is due to the installation of a storm water system. President Walsten voted NAY noting there was not enough preparation time to make an informed decision, determine if the precedent set for Market St. holds, and the information was not timely as bidding has begun for the project.

Trustee McCord moved, second Klahn, carried to postpone until the May meeting discussion on **special assessments for N. Rutland**. This reconstruction project is being handled by Dane County with jurisdictional transfer after the project is completed.

Tony Wickersham, candidate for the **27th Senate District** running against Sen Erpenbach, spoke briefly to the Board. His priorities are getting jobs back to Wisconsin, lowering taxes thinking of future generations. He wants to create incentives for businesses and lower the unemployment rate.

Committee reports:

Public works -WWTP-final close out of the plant has not happened because the lawn hydrants have not been working properly. It has been determined that paint covered up air relief holes causing problems. With this being corrected, the construction project will be closed out very soon. Odor problem in the building is also being worked on. EAB public informational meeting was held on March 29th with a very small attendance. Eight trees along Hwy 92 were removed today and replanted with ivory silk lilac and Hawthorne trees. Mulch around the trees will also be done this week. April 20th the street sweeper will be here. Clean up days are scheduled for April 23 thru May 2nd.

Planning and Zoning-The Comprehensive Plan Open House was held on March 22. About thirty people attended to review the updated plan and check proposed zoning for their property and what that would mean. Work will continue on the plan. As recommended by the Commission, a public hearing will be held on Chapter 43, sign code on 4-26 at 6:30 pm at the beginning of the PZ meeting per a motion by Trustee Belter, second Klahn, carried.

Ordinance -No meeting was held.

Safety-Chief Barger stated since Officer Engelhart has been hired, there is almost 100% coverage for each shift. Walsten stated Chief Barger is instrumental in helping the Village revise our emergency management plan. Barger reported the Village will need to establish an ordinance to incorporate the registration suspension program through DOT. The department will be working with residents to become compliant on unregistered, junk vehicles in the community. Training consortium that the Chief and Officers are involved in, updating the records management system, and joining other communities for the "slow down" campaign April 26 were all discussed.

Fire /EMS-No report. There will be a pancake breakfast at the station on April 25th, Depot Days weekend.

Personnel-Trustee McCord reported the Personnel Manual revision is mostly done. Chapter 7, as discussed previously, job description for public works employee, and committee definitions are all that is left to be updated. There is a need for electronics use policies for employees as well as one for privacy/information violations due to photos or other data released outside proper channels (special concern for law enforcement and evidence).

EDC-Meeting is on Thurs night which will have another discussion on the issue of a business park and creating a community wide survey for marketing analysis, quality of life questions, community development data.

Recreation-The music series is ready to go in June as all bands have been hired. Dime a Dip will be on May 6th. There will be no craft show this year as only \$200 was made last year. Next meeting is Wed night at 7 pm.

Bluegrass -The final stages are being worked on revamping the website. Publicity and sponsorship are being worked on. Walsten reported the Dane County Cultural Affairs Commission awarded a \$500 grant and the Wisconsin Arts Board gave \$2100 for this year's event which is June 11-13 including Sunday morning performances.

July 4th -Committee has not met. Recreation committee citizens may be interested in working on this event.

Recycling-Met last week to work on electronics collection program, preparation for recycling at Clean Up Days beginning 4/23, and what remains to be done before the Committee can disband or be absorbed into the Sustainability Committee.

Website-Met three weeks ago and will meet again soon. The Board and committee information will need to be updated with reorganization of the Board.

Finance-Belter reported a policy to dispose of village property (surplus) is being created defining what procedure the Board and employees will follow. The committee will put together an educational piece for budgeting guidelines for committees.

President Walsten introduced the **two newly elected trustees, Steven Lust and Dean Van Den Eng**. They will be sworn in at a special reorganizational meeting of the Board on Tuesday, April 20th at 6:30 p.m.

Resolution #2010-05 was read by President Walsten in **Appreciation of Trustee Helen McCord's service to the Village** from 1994-2001 and 2004-2010. Trustee Belter moved, second, Natzke, carried to approve this Resolution..

Resolution #2010-06 giving **Appreciation of Trustee Lilly Irvin-Vitella's service to the Village** from Dec 2009 to April 2010 was approved upon motion by Trustee Klahn, second McCord, carried.

Trustee Klahn moved, second McCord, carried to adjourn at 8:40 pm

Carol A. Strause,
MMC, WCMC, CMTW