

BROOKLYN VILLAGE BOARD MEETING MINUTES

August 9, 2010

The Village Board meeting was called to order at 6:30 pm on August 9, 2010, by Village President, Nadine Walsten. Trustees present were Todd Klahn, Steve Lust, Mark Bruner, David Natzke, Tim Belter, Dean Van Den Eng. Others present were Clerk Strause, Public Works Director Anderson, Police Chief Barger, and Tim Madigan.

There were no public comments. Walsten reported she received an email and letter regarding the Bluegrass festival and summer music series which was distributed.

Trustee Bruner moved, second Lust, carried to approve the July 12, 2010 minutes.

President Walsten gave an update on the emergency radio system ("DaneCom") status. A Dane County Cities and Villages meeting was held on the 28th in Mazomanie. The original proposal (\$30 million) was turned down by a majority of the municipalities in April. DCCVA recommended to the County Board a study group of technical people be set up to identify the specs and clarify the various options that have been brought forward. An alternative proposal, using 800 MHz narrowband system has problems with compatibility between Fire/EMS/Police agencies. A Wiscom system vendor believes he can do the DaneCom system for 30% less money. There is another meeting tomorrow to further discuss the issue. At an Economic Development Professionals meeting, Thrive has created a Capital Connections inventory of available funding sources for development which would be helpful to our local ED Committee and businesses. On Aug 11th at 4 pm, DOT will be having another Hwy 14/92 group meeting to further work on resolving drainage problems. The consultant, a watershed engineer, will be presenting his study. Walsten reminded all that her office hours begin this week, the second Wed. of the month from 1:30-3:30 pm and 6:30-7:30 pm.

Clerk Strause reported there will be a Sept 14th Fall Partisan Primary with polls open from 7 a.m. to 8 p.m. U.S. Rep Tammy Baldwin's office staff will be at the Community Building on Tuesday, August 17, 2010 from 3:15 to 4:15 p.m. Sample local smoking ordinances have been given to and will be reviewed by the Ordinance Committee. If any citations are issued, the Village would need an ordinance adopted in order to keep citation money local.

Unfinished Business: Balance of funds in the 2007 BAN fund was discussed. There is \$215,014 in the fund, \$130,558 of which was designated for specific projects but not spent. #1--Tuck pointing of the Community Building has not been done and prices are being requested now. #2--Painting in the building also needs to be done. #3--Ball diamond at Legion Park is in bad shape. About \$1600 was spent on infield repairs which held a lot of water but still needs additional work to level the infield. Burned out lighting needs to be replaced at the ball field along with changing some of the electrical boxes estimated to cost \$3-5,000. Oregon is working on a sports complex with several ball fields coming in so that there will not be any decrease in softball diamonds in their village. There was some concern by Oregon residents that they may need to use the Brooklyn ball park for games. Public Works will itemize ball park expenses and wiring in the park based on needs. #4--A water study for fire flows in the Village and future needs is estimated to cost \$5,000 and should be done. #5--The water meter remote reader installation, which is currently at 50% of Village meters, was discussed also. Public Works will be looking at new technology for tracking water usage from a tower to identify leaks within a couple of hours. #6--Potentially there could be a need to amend the TIF district boundary to move forward with business park preparations. #7--Clerk's office could have the public access channel updated with new recording equipment and possibly an upgrade to the website for residents to pay bills online. Trustee Klahn moved, second Van Den Eng, carried to postpone further discussion until cost

estimates are received for a) lighting that is burned out and redoing electrical boxes that are rusted out for basic upgrades, b) infield repair at Legion Park, c) meter replacement or upgrade cost, and d) economic development cost based on EDC's 8/12 meeting.

Trustee Bruner moved, second Belter, carried to approve the consent agenda as follows: Approve payment of August 2010 invoices totaling \$83,654.50; permission for Brooklyn Fire and EMS to extend closing times for Legion Park until 1 a.m. from 9-3 to 9-6-2010; a. Permission to operate public address and/or sound amplification equipment from 9-3 to 9-6-2010, b. Temporary Class "B" picnic license from 9-3 to 9-6-2010, c. temporary operator licenses from 9-3 to 9-6-2010 for Philip Mortensen, Sandra Mortensen, Steven Boettcher, John Beranek, Kyle Mortensen, Tim Bartelt, Patricia Jenkins-Bock, John Erlandson, Kyle Smith, Dan Dean; Ordinance Chapter 20.02 Refreshment Stands on Public Land; Ordinance Chapter 3.17(c) Recreation Committee; Chapter 43 Sign Ordinance.

NEW BUSINESS: Emergency Preparedness Committee has been meeting with both Dane and Green Counties represented along with local representatives. Village ordinance states the entire Board is a part of committee and all trustees are invited to attend these meetings to update our manual. The manual requires a chain of command be determined--who is called first, if the Village President isn't available, with following succession. Someone needs to be responsible for decision making, spending money, and talking to the press. In a full emergency, all Board members and employees would be called in and involved. Trustee Klahn moved, second Bruner, carried to have the chain of command as follows: 1) Village President, 2) finance chair, 3) public works chair, 4) safety chair. NIMS training will need to be completed by Board members and employees.

President Walsten explained the need to **hire a financial advisor** to review all debt of the wastewater treatment plant along with doing financial projections for 2011 and 2012. The 2008 BAN needs to be refinanced by May 2012. An additional consideration is the Village may have an opportunity for a possible business park which is a priority. Four or five businesses have moved to other communities in the past few years because of lack of land to build on. As there may be a decrease in shared revenue from the state, the Village needs to plan proactively to manage current and future finances and so we don't have to increase our sewer rates further to deal with outstanding debt on the WWTP. Walsten stated she had a conversation with a consultant today that would be interested in taking a look at our finances. As there would be no charge for initial discussion, consensus was to have consultants meet with the finance committee.

REPORTS: Public Works-Director Anderson reported that the **WWTP construction is now complete** with only a few warranty items that need to be fixed. **Final payment to C.D.Smith** in the amount of \$30,000 was approved in the bills. Coverall problems (roof for clarifier), as listed from the Dept of Commerce, will be taken care of under warranty also. Trustee Bruner moved, second Klahn, carried to close out the WWTP construction project. All **storm sewers** have been installed on the **Hotel/Kerch St project**. With the 1½" rain today, there was no flooding. On Wednesday, the string will be set for the curb & gutter with cement to be poured in the afternoon. Paving will then be done by Frank Bros on Fri. Anderson stated Strand Engineering has four hours left on their contract for the Hotel/Kerch St project and asked for an additional eight hours to be paid to Strand to make sure the project goes right while Anderson is gone this week. Trustee Bruner moved, second Klahn, carried to approve an additional \$800 max for engineering backup. Per Dane County, Wolfe Bros, is planning on starting the Tuesday after Labor Day **grinding Hwy MM** from Stop and Go in Oregon coming south to Brooklyn, taking about 2 weeks. They plan to keep one lane open. A hearing was held last week on the **proposed new phosphorus law**. This bill will affect every treatment plant in

Wisconsin and could mean an additional \$150-200,000 to the Village treatment plant as this bill is expected to pass.

Planning/Zoning Commission is working on drafting an ordinance for towers in reference to a request to put up a 60' tower for ham radio operations. General Engineering is writing the updates for the updated comprehensive plan.

Safety/Police Report-Police activity reports were discussed. Trustee Bruner asked what radio back up we would have if something happens to US Cellular tower. Chief Barger stated if the county goes to 800 MHz emergency interoperability system, new radios will be needed for back up. Trustee Klahn moved, second Bruner, carried to approve the minutes of 4-8-10. Trustee Klahn reported on the Parking Enforcement Policy which is recommend for approval. Trustee Klahn moved, second Bruner, carried to approve the Parking Enforcement Policy. New department timesheets and daily log sheets were presented having been recommended for approval by both personnel and safety committees. Trustee Klahn moved, second Van Den Eng, carried to approve new timesheets and daily log sheets. Chief Barger stated he will be addressing more ordinances on parking defining more issues. Barger stated the daily log sheet will streamline data input to spreadsheet for meaningful statistics over time to help with staffing issues and equipment needed. Barger is working with Public Works for offsite storage, and painting the steps to office. Barger applied for a supervisory training scholarship through UW Platteville for Officer Engelhart to attend online. No word has been received yet on the scholarship.

Fire/EMS-No report. **Personnel**-Van Den Eng stated the Performance Improvement Plan for Bob Anderson, authorized by the Board, is being implemented. At the next meeting, the Committee will be working on a wage and benefit proposal for the 2011 budget. **EDC**-Meeting is Thursday and they will be looking at a draft report regarding the east side business park. **Recreation**-Natzke reported the summer recreation program has ended, the last of the music series ends this Thursday, and there will be no committee meeting in August. Walsten stated there were about 60 MS bike riders here last Sunday, stopping at the school. The AIDS ride had a rest stop at Smithfield Park the week prior. Walsten thanked Trustee Lust for organizing the two groups of riders that came through Brooklyn. Banners welcoming the riders were very impressive to both groups. **Bluegrass**-committee will be meeting soon when all financials are complete. Information from vendor revenue will be acquired. Next month the entire Bluegrass issue will be discussed as a budget item. No contracts have been signed for next year. **Recycling** committee will be meeting soon. **Website** committee met last week to finalize missing content. The recreation page will be updated soon. **Finance**- The need for a financial advisor was discussed. Budget discussion will begin next month. Alternatives for village deposits were discussed. Clerk reported on rates from the Brooklyn Community Bank on a money market account over \$50,000 paying 1% over the LGIP and under \$50,000 paying .75% over LGIP rate. Three checks can be written a month with a total of six transactions. Finance will discuss this further next month.

Trustee Bruner moved, second Klahn, carried to adjourn at 8:25 p.m.

Carol A. Strause, MMC, CMC, CMTW