

VILLAGE OF BROOKLYN

MARCH 8, 2010

Village President, Nadine Walsten, called the meeting to order at 6:32 pm on March 8, 2010, with Trustees Klahn, McCord, Bruner, Belter, Irwin-Vitella present. Trustee Layton was not present. Others present were Clerk Strause, Chief Barger, PW Director Anderson, David Natzke, Traci Schaefer, and Susan Gallmeier.

No public comments-were offered. President Walsten stated she had left a phone message for Jason Thomas (letter submitted to Board last month), but he has not returned her phone call.

Trustee Klahn moved, second Belter, carried to approve the minutes of Jan 11, 2010. Trustee Bruner abstained. Trustee Bruner moved, second Belter, carried to approve the minutes of Feb 8, 2010. Trustee Klahn and McCord abstained.

President Walsten gave an update on the **Regional Transit Authority** that may have a referendum to add a ½ cent sales tax for transportation infrastructure. It is possible that a bus service will be created to pick up commuters in surrounding areas around Madison. Commuter rail to Madison may also be reactivated In the distant future. **State's smoking ban** will be effective July 5, 2010 for all public places. State law preempts any local ordinances related to smoking. Fines are \$100 a day starting with the second offense. Local police will be in charge of enforcement. Wis DOT is gathering information for a **corridor study on Hwy 14 to Janesville** starting at the St. Hwy 92 intersection. Report to be available early summer. **New Official's Workshop** in Madison will be on May 14th. This workshop, sponsored by the League of Municipalities, is very worthwhile for all Trustees. **Chief Barger and Officer Engelhart will be sworn in** next month. Walsten stated she will be starting **listening sessions** very soon so that the public can comment and discuss their concerns.

Clerk Strause reported on the fourth quarter **5% franchise fee received** from Charter Communications in the amount of \$1740.12 for Dane County and \$1126.41 for Green County. This revenue has remained stable in the past year. **Administration and claims services for the WI Office of the Commissioner of Insurance** will be provided by two separate companies starting April 1, 2010. Administrative services will be provided by ASU Group (who currently handles the entire program), and claims service will be provided by Crawford & Company. The current bill for property and equipment coverage is \$4757 less a one time credit authorized by the Legislature in the amount of \$2368 leaving a balance of \$2389 which is included in this month's bills. **Posters from the Dane County Cultural Affairs Commission** are now available in the Clerk's Office.

President Walsten gave an update on **DaneCom** (Dane County interoperable radio communication system). Resolution 233 as amended supports the cost sharing and capacity principles for the system. Walsten drafted a letter to County Executive Kathleen Falk supporting the proposed system. Trustee Bruner stated we will pay one way or another for this necessary system. Trustee Belter stated he felt the system would be better if the county paid 100% of the cost. Eventually the entire communication system needs to be tied together. With a part time police department, usage/cost would be minimum if charges are based on call time. Walsten moved, second Irwin-Vitella, carried to approve Dane County's Resolution #233 as amended with a letter to County Executive Kathleen Falk stating the Village's reservations before fully committing.

Trustee Irwin-Vitella will put a draft policy together for a **legislative and political issues communications policy**. The draft will be emailed to Clerk Strause who will send it out Board members to review before the April 12th meeting. Trustee Bruner moved, second Klahn, carried to postpone the Village's job description for a **Village historian**.

Trustee Bruner moved, second Klahn, carried to approve the consent agenda: 1) payment of invoices for March in the amount of \$54,200.28; 2) temporary operator licenses for March 20-21, 2010 for Roland Arndt, Larry Arndt, Perry Jorgensen for Brooklyn Sno Hornets annual dance; 3) Resolution 2010-02 Tax Collection Responsibility of Treasurer (Permanent); 4) Resolution #2010-03 to Support the Dane County Complete Count Census Committee.

President Walsten stated she called legal counsel at the League of Municipalities regarding the **sale of the WWTP Somat unit and automatic samplers** in December that was approved in Public Works Committee but not brought to the Board for approval. Claire Silverman, League attorney, recommended information on the sale be brought before the Board and the Board needs to approve or disapprove the sale. Without Board approval it is not a legal sale. PW Director Anderson and Trustee Bruner reported the Somat unit (used to remove liquid from solids) was a part of the old treatment plant equipment that was removed during construction as the new plant did not need this equipment. It was purchased used from Reedsburg 8-10 years ago for \$18,000. It was advertised for sale on Wisconsin Rural Water website asking \$10,000 or best offer. Abbyland Foods, Inc., Abbotsburg offered \$5,000 which the PW committee approved on 12-22-09. Trustee Klahn stated the sale should have come to board first but at the time was considered a part of the destroyed WWTP. PW Chair, Trustee Bruner, stated he takes full responsibility as chair of the committee as he was not aware of the Ordinance stating it should have come to the Board. Walsten pointed out that all property belongs to the Village and can only be sold/disposed of by the Board. Trustee Bruner moved, second Klahn to sell the Somat unit and two automatic samplers. President Walsten moved to amend the motion to include the name of the company, Abbyland Foods, Inc, and the samplers to other municipalities, second Irwin-Vitella, carried. Original motion also carried.

Creating **financial guidelines for committees**; creating a policy for disposal and selling of Village property was discussed. Walsten stated she would like this referred to the finance committee to sort out what kind of guidelines are needed for all committees. Trustee Bruner stated if an item is in the budget and within the bidding guidelines, the committee can approve the purchase. Trustee Belter will create draft guidelines for managing budgets within a committee and will reference Chapter 33 for the sale of equipment. The draft will go to April's finance meeting.

Clarification of open meeting law and WI Stats. regarding attendance by elected officials at open meetings and closed sessions was discussed. Open meeting law requires notice on a committee agenda regarding a possible quorum of the Village Board and that no action will be taken as a Board. WI Stats 19.89 specifically states no member of a governmental body may be excluded from any meeting of the Board or any meeting of a subunit of the Board. It is a violation of state law if a Board member is not allowed to attend a committee meeting. If the Board member notifies the chair of the committee that they will be in attendance at the committee meeting, the Chair is required by open meeting law to put a statement on the agenda. If the chair does not include the proper language on the agenda, the chair is in violation of State law. If the Board member comes to a committee meeting and does not notify the Chair and there is quorum of the Board present, the Board member is in violation. A Trustee can attend any meeting in open or closed session. Open meeting law legal opinion can be found in the League of Municipality May-June 2009 magazine.

COMMITTEE REPORTS: **Public Works: WWTP construction** still is not ready to close out as there are problems with lawn hydrants at the treatment plant freezing up and furnace work to be redone. CD Smith has asked for retainage to be reduced to 3% but PW Director Anderson stated he is against this because of history of work not being completed once retainage is reduced. Warranty will not start on hydrants until they are working properly. **Fix a leak Week is March 15-21.** Information from the PSC on how to save water will be in the next newsletter. Dana Leikness from the **Oregon girl's softball organization** contacted Anderson regarding work that the organization wants to do at the small diamond dug outs by building a fence to protect the players

sitting on the bench and lawn roll the diamond. They have raised funds to pay for this, and there would be no cost to the Village.

Trustee Bruner reported on the **EAB public informational meeting** for questions and comments to be held on March 29 from 6-6:30 pm at the Community Building. The PW committee meeting will follow. This will be advertised in the newsletter and on the LED sign. Anderson and Bruner will be attending an EAB workshop.

Planning and Zoning: Public participation plan for revision of comprehensive plan as recommended by Planning and Zoning was presented. President Walsten moved, second Belter, carried to approve this plan by Resolution #2010-03.

Ordinance committee did not meet.

Safety: Per the committee's recommendation, Trustee Klahn moved, second Irwin-Vitella to pay \$75 for a child's swing set that was destroyed last year from a party that rented the Community Building. Chief Barger handed out his activity report. Barger is working on a policy for "use of force". Barger talked about National credentialing and the need for some type of identification for all employees including elected officials. Records management system will be discussed next week at the monthly Chief's meeting. A possible change from New World to a new system will hopefully not cost anything with funds coming from a County grant. Coasters were handed out from the department's participation in the "click it, ticket it" program. Vacation request forms will be available in the Clerk's office for those residents going on vacation and wanting a security watch. Holiday overtime pay for officers will be on the personnel committee agenda next week. Using the Village logo for police uniform patches was encouraged. Purchasing Village logo decals for Village vehicles, and Village stationery was also encouraged.

Fire / EMS-Quarterly meeting will be next month. **Personnel** committee will meet on March 17th. The Ad hoc personnel committee will not be meeting until reorganization as Trustee Layton resigned as of today. **EDC** will meet Thurs night 3/11. **Recreation** committee will meet Wed night, 3/10. Movie night has ended for the season until next October. **Bluegrass** will be meeting 3/10. **July 4th**: Trustee Bruner moved, second McCord, carried to accept Trustee Belter's resignation as chair. Belter abstained. **Recycling**-no meeting. **Website** met last week and will meet again tomorrow. Trustee Belter moved, second Bruner, carried to approve Steve Wagner as a new committee member. Trustee McCord moved, second Klahn, carried to accept the resignation of Janeen Podgorski as chair of the committee. At the last meeting, members reviewed items on the website that need to be updated/deleted, etc. Each Trustee is asked to look at the website and let the Clerk know of changes, additions, deletions. The Village's website needs to be kept up to date with the listing of committee's members, mission statement and goals, minutes, agendas.

Finance: Village deposits are over collateralized right now with tax collection finalized. Trustee McCord moved, second Bruner, carried to close the Clerk's Office Aug 18-20 to allow Strause and Brewer to attend the **annual WMCA Conference** in Green Bay. Trustee Bruner moved, second Belter, carried to approve Deputy Clerk Brewer attending the UW Green Bay **Clerk's Institute July 12-16th**. Trustee Irwin-Vitella moved, second Klahn, carried to approve the letter written by President Walsten to the **Oregon Youth Center** Director requesting quarterly activity reports for clear justification and understanding of the programs. Also requested is a funding request by September during budget time as continued support of the Center cannot be assumed.

Bidding procedures as approved last month was presented in table format. Trustee Irwin-Vitella moved, second Klahn, carried to amend the policy to add under "Informal Quotation" 5) Sealed quotes shall be opened by two department heads or one department head and at least one Trustee.

Trustee Klahn moved, second Bruner, carried to **adjourn 8:35 pm**

Carol A. Strause, MMC