

The Village Board meeting was called to order on September 13, 2010, at 6:35 pm by President Walsten. Trustees present were Todd Klahn, Steve Lust, Mark Bruner, David Natzke, Tim Belter, Dean Van Den Eng. Others present were Clerk Strause, PW Director Anderson, Police Chief Barger, Josh Straka, Strand Engineering, Scott Meier, and Dean Martinson.

There were no public comments offered. Walsten stated during her office hours Wed a resident appeared to continue discussion on her daughter's interest to change a Village ordinance allowing chickens. The resident felt the Board is insensitive to many local interests from a financial standpoint including sewer rate structuring.

Trustee Klahn moved, second Bruner, carried to approve the Aug 9, 2010 minutes with a typo change in the fourth paragraph to read "Dane County Cities and Villages".

President Walsten gave an update on the "DaneCom Lite" system for the interoperable emergency radio project. The 800 MHz will not be changed but a VHF system costing about \$19,000,000 has been approved by the county board committees. Operational expenses, not to exceed \$825,000 annually, will be shared by the municipalities. More information will follow. The current plan is to rebid the project. The Oregon Rotary Club in conjunction with the Town of Oregon, Village of Oregon, and Village of Brooklyn are sponsoring an electronics round up On Oct 9th from 8 am to noon at the Holy Mother of Consolation in Oregon. Anderson stated the Village will not be able to take any electronics or freon containing appliances during fall dumpster days.

Clerk Strause reminded those present of the Fall Partisan Primary tomorrow, 9-14, with polls open from 7 a.m. to 8 p.m. Strause explained the loss of equalized value in TID#1 in Green County. There is no increment on the Dane County portion as most of the district is in Green County. The equalized value dropped \$242,700 from \$4,439,000 to \$4,681,700. The equalized value increase since inception is \$38,400 for 2010 calculations.

At the August Board meeting, \$800 was approved to be added to the **Strand Engineering contract** for extra inspection for the **Hotel St storm water project**. The week following the Board meeting, an amendment to the engineering contract was received asking for an additional \$2,000, from \$23,000 to \$25,000. Engineer Straka stated after the August Board meeting, he was directed to send an amendment through, adding extra hours for inspection (while Director Anderson was not available) which calculated to \$2,000 over the contract. About \$1500 has already been spent. The balance of the project will probably go over the \$500 balance. The project is almost complete. Trustee Klahn stated that Anderson presented at the PW meeting an additional 16 hours of inspection services. The committee approved 8 additional hours and thought \$800 would cover the cost. Klahn stated there has been a lack of communication but not wasted money. The committee guessed at the number of hours it would take while Anderson was gone. Bruner stated there is extra money in the budget for engineering. Van Den Eng stated the Board did not have a clear idea of the hours needed for inspection and asked who is responsible and how will this be prevented next time? The amendment asks for 20 extra hours of inspection at the rate of \$100 per hr. Van Den Eng moved, second Klahn, carried to approve the Strand Engineering amendment for \$2,000 (total contract \$25,000) second Klahn, carried.

**A joint meeting with the Town of Rutland Board** to discuss maintenance costs of a drainage system for **Hwy 14-92** will be held by the end of September. Trustee Klahn will not participate in the meeting because of a conflict of interest. DOT has proposed paying for a \$250,000 drainage system if municipalities and property owners in the area agree to pay for future maintenance cost. Maintenance would be for flushing drainage pipes and ditches and eventually dredging. Engineer Straka felt the Village's water input was less than 5%. Any future growth in the area would be a contributing factor. The plan will have to maintain a 100 year flood including any growth. Walsten will check on the power point presentation previously shown by DOT's consultant.

**A request for payment from C.D.Smith** in the amount of \$7,538 for **work done outside of the wastewater treatment plant contract** for additional heat tracing and insulation at the biosolids load out was discussed. Anderson stated this project and the fencing at the WWTP were both projects not in the original contract and were done for time and material. The original WWTP contract was \$30,000 under contract cost. This work was done in June and billed August 10<sup>th</sup>, received after the last Board meeting discussing the final payment to C.D.Smith and the amount of funds needed to be transferred from Chase Bank to pay the final cost. Anderson stated the project was talked about at the Feb or March PW meeting but he forgot about it not being paid when the discussion at the August meeting was finalizing the C.D.Smith pay out. Straka commented when refinancing the 2008 WWTP BAN, the cost of the fence and insulation be added to the loan for CWF #4. Trustee Bruner moved, second Klahn, carried to pay C.D.Smith \$7,538 with money to be transferred from the sewer connection fee account at Chase Bank.

**Pay request #1 for \$141,726.60 to R&K construction for the Hotel St storm water** project including change order #2 deducting \$13,785.10 was presented. Trustee Bruner moved, second Klahn, carried approve change order #2 and payment as stated. Straka will check to see if the curb and gutter costs for additional work on Bowman and Second Streets included with alternate #2 was included in the contract price. Straka will also finalize quantities for curb and gutter special assessments and forward to the Clerk.

**Funding for the 2011 Brooklyn Bluegrass festival** was discussed at length. Committee member, Scott Meier, was present. Walsten stated Meier has been a business owner for 10 years in the Village, is a builder, realtor, developer and very instrumental volunteer for the bluegrass committee this year doing all program manager work making sure all logistics were completed. Other 2010 committee members are Lyle and Ann Wanless, Sharon George, Walsten, and Bruce Stein, who was in charge of marketing. Consultant was Doug Hodge, and works for Dave Bacholl, D&D Sound. Walsten gave an overview of the event. The festival was promoted for three days this year anticipating increased attendance and camping revenues. The festival started six years ago at the Village Centennial. One purpose for the event is to promote Brooklyn as a desirable community to live and do business. A part of economic development is to improve Brooklyn's reputation and increase name recognition regionally. Economic development is essential for Brooklyn because Brooklyn's commercial tax base is very low at about 2.5% when it should be 30-40%. Developers and potential businesses evaluate site locations by assessing how well the local government supports local businesses and promotes business development. A board-supported event, that promotes the community, is an indicator of how well the board works together as well as how well the board works with the community. Having local non-profit organizations as vendors at the festival (who use this as a fundraising opportunity) sends a strong message the board and community do work together. This is a regional festival with a reputation among the bluegrass community throughout southern Wisconsin and northern Illinois. "Simply Folk", a statewide folk music radio program on Wisconsin Public Radio, is now promoting the Festival because the latest festival was recorded by WPR. The goal was to be self sufficient by the fifth year but that has not happened. Walsten stated this is not just a revenue generating opportunity for the Village but goes much farther than that. This is not just about money made or lost but an investment in the economic development plan. The Bluegrass Committee has evaluated where expenses can be cut such as cut out Sunday festival; charging vendors more and allowing more private vendors; gear up fundraising activities throughout the year such as bluegrass benefit concerts; exploring additional grant sources such as Alliant Energy; as well as \$1400 were for one time expenses for banners and website upgrade. Trustees voiced their concern over the losses with the Village supporting this event for six years. Meier said he was deeply involved in planning the event since last fall and very upset over the low attendance, which was true for other festivals who charge for tickets. This event showcases Brooklyn. The committee did not go wild on spending with tight control on their budgeted projections and came in \$4800 under budget. Weather and economy were factored in the projections but attendance revenue was short of the projections. The committee kept a close look at expenditures throughout the planning stages. Van Den Eng stated as the Board is talking about an employee wage and benefit freeze and clamping down on unnecessary spending, it would be difficult to fund the Bluegrass festival. The last three years, the Village has budgeted \$2500 toward the event. Grants from the Wisconsin Arts Board and Dane County Cultural Affairs have been received. Trustee Natzke stated this should go back to the Bluegrass committee to come back with suggestions on how to fund this. Van Den Eng stated he would be supportive of \$2500 for a music festival for an event but not anything above if there is a loss. Belter stated this festival should break even or be a revenue source. Walsten stated she agrees there cannot be any more funding of the festival from the general fund. The expenses have to be harnessed so that it meets the revenues. Trustee Bruner stated in the five years that we have records of, the total loss is \$17,300. He agreed we need a festival, but commented that bluegrass is not the way to go. The original intent was to be self sufficient in three years. Bruner said he can see the committee reducing our loss but not being self sufficient. Walsten said there is not a bluegrass festival in the area, but by the time you get to late June you are competing with multiple events. Walsten asked the Board to be supportive of the festival even if you don't put money into it. Bruner reported there had been no Board oversight on this loss which was unknown until the event was over. Belter asked if this is the right event for the community. Trustee Natzke moved, second Belter, carried to turn the issue back to the committee with a suggestion to improve ideas. NAY: Bruner.

**Balance of funds in the 2007 BAN** was discussed. Proposals will be worked on for tuck pointing the Community Building (the original estimate at \$20,000 in the BAN), replacing and maintaining the Legion Park ball park lights (August minutes), and fixing the ball diamonds. Van Den Eng moved, second Lust, carried to approve the RFP for tuck pointing with typo corrections with the proposals to be discussed at the Oct 5th PW meeting and a recommendation to come to the October 11th Board meeting in order to get this project done this year. Water meters have been ordered from HD Supply. Meter information/costs on updates, new reading system with more data available detecting leaks as soon as they happen will be discussed at the next committee meeting.

The 2002 Hwy 92 project continued billing from DOT was presented in the amount of \$3132.61. There have been multiple attempts by Anderson and Strause to contact the regional office to discuss this continued billing with no response. Last year Clerk Strause questioned the billing and was told when the engineers go out to inspect, the billing is shared by percentage of the liability. There was no indication when the project would be closed out. There is also no way to budget for this unforeseen expense. The project was done eight years ago. Van Den Eng moved, second Klahn, carried to get more information and send to the PW committee.

**Consent Agenda:** Trustee Klahn moved, second Bruner, carried to take out WIS DOT invoice, vendor #4068 from the consent agenda. Bruner moved, second Klahn, carried to approve items #2-5: temporary Class "B" license for American Legion Post for Sept 29th, at the Community Center; temporary operator license for Robert Munson for Sept 29th; resignation of Carlene Alvord from the recreation committee; ordinance committee minutes from 10-8-2009; resolution #2010-13 Green County Matching Road Fund \$2,000.

**New Business:** Trustee Klahn moved, second Natzke, carried to extend the **moratorium to Dec 1, 2010, for Ordinance 48-18-5 satellite earth stations and television or radio antenna towers**. The current moratorium ends Sept 22. The Village attorney reviewed the ordinance and questioned the use of a variance or conditional use in the permitting process. The revised ordinance will be sent back to Planning and Zoning Commission with a hearing to follow.

Clerk Strause explained the **addendum to the 2011 maintenance assessment contract** with possible market update that was signed last year. The Board needs to send a letter by Sept 30th to Jacobson Appraisal if they intend to do the 2011 market update. Last year the level of assessment was below 90%. The level of assessment is at 93-94% currently between residential and commercial classifications. The market update would cost \$6100. Clerk Strause recommended the Village not do a market update at this time. Trustee Klahn moved, second Van Den Eng, carried to not do a 2011 market update.

**Resolution 2010-14 Employee Wage/Fringe for 2011** was presented freezing wages and base health insurance premium the Village pays at the 2010 rate. Van Den Eng stated both personnel and finance committees approved this offer based on the current economic decline. With many people taking cuts every day, it was felt this was not unreasonable. The lowest health insurance premium (Unity) will increase by \$66.10 per month in 2011 through the Local Government Employees Plan. Trustee Bruner stated he agrees with the pay freeze but disagrees with the insurance benefit cut to the five employees as last year employees did pay for their insurance increase with a 4% raise which was split between the increase in the base insurance cost and balance to wage. The increase annual cost to the Village would be \$3966. Trustee Natzke offered the Board forego their pay in order to have the employees keep their 2011 insurance benefits equal to 2010. Personnel will be discussing possibly offering additional paid holiday time off as some compensation for this freeze. Public employees in municipalities this size have typically had insurance paid because salaries have been low, but given the fact that wages were increased a few years ago to compare with other communities, the base rate for health insurance has continued to be paid by the Village with the employee picking up the difference if they desire a higher priced HMO. Trustee Bruner moved, second Natzke to approve the resolution with correction to pay 100% of lowest insurance premium. Following more discussion, both Bruner and Natzke withdrew their motion and second. Bruner moved, second Klahn, carried to postpone final discussion until the Oct 11th meeting and have Clerk Strause use current wage freeze data in the 2011 budget, debating the insurance later.

A **waiver to not require security for the American Legion Post** on Sept 29th was discussed. The non-profit group is having a small Texas Hold'em Poker fundraiser and hiring security required in the building rental policy would probably cost more than the profit. The policy will be reviewed and discuss possibly exempting local non-profits from this requirement. Trustee Bruner moved, second Van Den Eng, carried to approve the waiver. NAY: Trustee Belter.

Trustee Van Den Eng moved, second Klahn, carried to approve an operator license for Karmen E. Marshall.

A resolution for a possible **November referendum on the levying of a half-cent sales tax to fund the Regional Transit Authority approved commuter rail project** was presented. The cost to have this referendum on the official ballot is estimated to be \$500-600. As the referendum was felt to be important, the expense would not be in the budget. Trustee Klahn informed the Board that the Town of Vienna is having a separate paper ballot and the cost would then be much lower with no programming cost involved. Trustee Klahn moved, second Van Den Eng, carried to use a separate paper ballot in the November election for the non-binding referendum asking "YES" or "NO" as follows: Shall commuter rail from the City of Middleton to the Town of Burke be funded by a half-cent (0.5%) increase in sales tax? A separate ballot box would be used and the ballots hand counted by the poll workers after the polls close.

Creating a **building key policy** was discussed. All Village buildings were changed to a new system in 2009 costing \$3050. Walsten stated the greatest offenders were trustees who left the Board and did not return keys. If a key is not

returned, it will cost approximately \$350-\$500 to recalibrate the building. Therefore, Walsten felt that board members should have a key only if they are attending a meeting where there is no one with a key routinely present. Some committees do not have members that have a building key leaving one committee to conduct a meeting recently on the outside steps. During a disaster, the chain of command, as specified at the August meeting, would require the appropriate committee chair to be able to unlock the Community Center. Trustee Bruner stated he felt all committee chairs should have a key along with the entire emergency management team. Trustee Bruner moved, second Klahn, carried to refer this back to Public Works to write a key policy identifying who should have keys based on the above discussion.

**Reports: Public Works:** Anderson reported the **Hotel St. storm water project** is done with the seeding completed before the last rain. Dane County is done **milling Cnty Hwy MM** with paving to be done on Wednesday weather permitting. As **backup power** is a requirement of DNR, Complete Service was hired to convert an LP generator back to gas costing \$1684.07. An Army issued generator could be placed on a cement slab behind the community building permanently. It would cost less than \$500 to take the old generator from WWTP, plus a gas fuel tank, cement pad, and installing a single phase cord. Well #1 has a backup pump. The Onan generator could be put on a running gear. The goal is to start lift stations and well #1 when needed. Bruner moved, second Lust, carried to approve \$500 including the cement slab with Public Works to form the pad and contractor to do the cement at the Community Center.

Electric bill from Buttchen Electric to **repair broken wiring at Smithfield Park** from the meter to pole to park bathrooms was discussed. The estimate was \$1,000 to fix but the invoice was \$2200. Anderson stated he called Buttchen with no return call yet. The entire line was replaced because it could not be spliced and fixed. No one from Buttchen contacted anyone from the Village to discuss the cost increase and extra work needed. Anderson was directed to contact Buttchen to further discuss this. Anderson reported it took 350 ton of milling from Hwy MM to **finish the WWTP driveway and around the plant**. Wolfe Bros did this work for time and material estimated to cost \$1500-2000. A **water lateral on Second St. was dug up** by Kranig finding the connection with the main to be from the top at about four feet below grade, where the probable location of the freezing was happening. The lateral (Norton residence) was replaced to the curb stop where it was very shallow and is now insulated. This is a test case and may not work to prevent winter freezing. These laterals were installed about 1949. About eleven other laterals need to be repaired because of freezing. In the past approximately 25 years, these residents have been told to let their water trickle during the cold months to prevent freezing with credits allowed on their utility bills. **Fall clean up days** will be the Oct 1 from noon to 5 pm, Oct 2 10 a.m. to 4 p.m., and Oct 3 from 10 a.m. to 2 p.m. No electronics and no freon containing appliances will be taken. Trustee Bruner moved, second Klahn, carried to approve Anderson attending the **NRWA conference** Sept 24-29th.

**Planning and Zoning:** no report. **Ordinance** committee met to review updates on recodification process. A special assessment ordinance has been approved and forwarded to Planning and Zoning before going to the Board for final approval. **Safety:** Chief Barger presented the activity report and 2011 budget. His strategic plan will go to the committee at the next meeting. Officer Engelhart is taking a supervisory class through UW Platteville. New payroll forms are in place. There have been updates on the records management system with other updates coming out. The department was given a plaque from DOT for participating in the "click it/ticket" program. Sept is National Preparedness month. Barger stated he would like to see Officer Engelhart's hours increase by eight hours a week for 2011 and an additional hour a week for the department secretary. Software enhancements will be a one time fee at \$200 next year. **Fire-EMS:** no report. **Personnel:** Trustee Van Den Eng moved, second Bruner, carried to approve paying Bob Anderson \$25 per month starting Sept 2010 toward his cell phone bill so he can be reached at any time when not at his desk. Section 1.50(b) of the employee manual for "acceptance of gifts and favors" was recommended to have no change in the wording but needs to be budgeted referencing the recreation committee giving gift cards to the summer recreation director and assistant. The committee is in the process of employee performance reviews and working on revising Chapter 7 of the employee manual. **EDC** met regarding the East side business park and will meet again Thurs evening to further discuss. **Recreation:** Natzke reported the committee is looking for additional members, working on the budget including the youth program for next year and salaries. Movie night will begin Oct 2 and an exercise program will start in January. **Emergency Preparedness** committee continues to meet. NIMS training for elected officials requires #100 & 700 for trustees. NIMS 300 starts Oct 20 at the fire station. PW received one radio through a grant. Anderson stated they have been audited already for compliance that the radio is being used at PW. **Recycling:** no report. **website**-Van Den Eng reported new content is added daily. The Clerk's office and PW will coordinate messaging with the LED and home page so there is continuity in both media. **Finance:** Belter moved, second Bruner, carried to take \$5,000 and open an account at the Brooklyn Community Bank for tax dollars. This will alleviate additional collateral requirements in particular at year end. Bank will pay 1% over LGIP if balance is over

\$50,000 and under \$50,000 will pay .75% with six transactions allowed each month and three checks issued. Clerk's budget was presented. A financial advisor met with the committee to discuss planning and refinancing with thoughts possibly of sewer refinancing between funds and/or converting a water bond to general obligation debt.

Bruner moved, second Klahn, carried to adjourn at 10:30 pm.

Carol A. Strause, MMC