

BROOKLYN VILLAGE BOARD MEETING MINUTES

MAY 14TH, 2012

The Village Board meeting was called to order on May 14, 2012 at 6:35 pm by President Walsten. Trustees present were Steve Lust, Todd Klahn, Jessica Hawkey, Dorothy Frandy, Dean Van Den Eng. Others present were Clerk Strause, Police Chief Barger, Public Works Director Langer, Neil Stechschulte, Gary Becker, Scott Meier, Tim Belter, Heather Kirkpatrick, Dave Fahey. All stood for the Pledge of Allegiance. McCallum arrived at 6:40 pm.

Public comments: None.

Trustee Van Den Eng moved, second Dorothy, carried to approve the minutes of 4/9/12. Trustee Van Den Eng moved, second Lust, carried to approve the minutes of 4/17/12.

President Walsten attended the 5/2 Dane County Cities and Villages Association's annual meeting in Madison. The election of officers was held with no change of leadership. Also discussed was the need to clarify their relationship with CARPC and different stakeholders. Walsten, Lust, Strause attended the League of Municipalities annual dinner meeting in Barneveld on 5/3. This opportunity provided networking with other municipal leaders. Executive Director Dan Thompson spoke on recent legislation and the potential impact to local government units. There was also a question/answer session.

Clerk Strause reported on the 5/8 election results with 326 voters which is 40% of those registered. The next election is June 5 for the Recall Election.

At 6:45, the members of the **Economic Development Committee, Gary Becker, head planner, from Vierbicher & Assoc, and Neil Stechschulte, Economic Development Director, Sun Prairie, gave a presentation on the goals, activities, current status, and need for economic development.** President Walsten gave an overview of past and present activities: beautification work on Community Building; image/marketing; logo created; village website; TIF development; Westside Business Park Feasibility study; CARPC's educational involvement; participation in THRIVE network; Village's Comprehensive Plan revision (with Planning Commission); community and economic development survey and analysis (with Planning Commission); a retention/recruitment of businesses with an open house for local businesses, entrepreneurs. The Village building a new wastewater treatment plant and completing a water capacity study supports ED initiatives; likewise, upgrading the Community Building's exterior with new railings. Village wayfarer signs for visitors will be installed this spring. Trustee Frandy gave an overview of the Committee's goals for 2012: finishing the Strategic Plan; completing a CDBG application for funding for infrastructure for a business park; research funding sources for future downtown or business park development; planning a second open house for businesses; update signage for two parks and the Community Building; uploading information into "Locate in Wisconsin" database; continue to participate with THRIVE, and other local ED networks; and participate in the First Impressions Program. Walsten reported for every \$1,000 tax dollars paid by commercial entities, the Village's cost for services is \$600-\$800; however, for every residential property tax paid per \$1,000, the Village's cost is about \$1200-1300 for services. EDC member, Dave Fahey, stated he came to the banking industry in Brooklyn in 1984.

Today the Village has two banks with \$32 million in total assets. The Village needs to plan for future businesses. If we don't plan, it will not happen. With two highway systems, and proximity to Madison, the Village needs to keep an open perspective on how to get it done.

Neil Stechschulte, Economic Development Director for Sun Prairie, has been their director for six years. The main goal of economic development is improving the economic well being of a community through efforts that entail job creation, job retention, tax base enhancements, and quality of life. The government's role in the economy is providing public safety, provide safe, effective, and efficient infrastructure, facilities, and services. There is a need to create and enforce regulation and policies that define how businesses can operate in the market to protect residents, consumers, and businesses, establish standards to guide new development, facilitate the investment of public funds, and create a stable, predictable, and timely environment that encourages innovation and private investment. Stechschulte outlined the following: the need for a strategic business development plan which includes identifying and prioritizing specific targeted business sectors; develop a specific brand and marketing plan emphasizing unique ED strengths; develop a plan for increasing the knowledge and skills of the available workforce; develop a plan for governmental support of local business sectors through improved policy and infrastructure decisions; develop a plan for improved coordination between government, community and with local economic development groups and area businesses. Gary Becker, Planner with Vierbicher & Associates, supported what Stechschulte discussed, handing out a sample strategy mapping with learning and growth objectives, internal objectives, stakeholder outcomes, and economic outcomes. Heather Kirkpatrick, chair of the Village's ED Committee commented on their objectives and difficulties reaching those goals. Both Gary and Neil were thanked for their extensive presentation helping those attending understand the process of economic development and the need for involvement by the community and support from the Board.

New Business: Trustee Klahn moved, second Van Den Eng, carried to approve an **application to the Community Development Block Grant (CDBG) County Agency for economic assistance funds for infrastructure for a business park**. The first application (round 1) is due May 25th. If we are able to proceed to the second round, that app is due July 25th. Trustee Frandy moved, second Van Den Eng, carried to approve an **application to the CDBG County Agency for education programs for local businesses and entrepreneurs**. Trustee Hawkey moved, second Lust, carried to approve **Class B Beer and Class C Wine licenses for Scout Enterprise, LLC, dba: Country Place Café**, agent Scott Zeitler, 233 Douglas Drive for May 15th-June 30, 2012. Hawkey moved, second Klahn, carried to approve an operator license for Scott Zeitler. An **annual technical service contract from Strand** was presented. This contract does not mean we cannot go out and get other engineers to come in on a project or bid a project. Trustee Lust suggested we use video conferencing instead of paying engineers to physically be present saving the village engineering travel time. Van Den Eng moved, second Klahn, carried to approve Strand's Technical Service Contract.

Walsten stated she attended the joint meeting with the Village of Oregon, Towns of Oregon and Rutland talking about the formula for **funding the Senior Center** as the Town of Dunn is no longer a part of the system. The Town of Dunn will still continue to offer \$15,000 annually and their residents will still be able to utilize the facilities. An amendment to the existing contract only removes any reference to the

Town of Dunn. The contract only lists those participating which are the Villages of Oregon and Brooklyn and Towns of Rutland and Oregon. The funding formula will continue to be worked on. Frandy moved, second Dean, carried to approve the amendment to remove the Town of Dunn from the contract. **Six trees from Winterland Nursery were planted along the tractor pulling area in Legion Park donated by the Fire Department.** The Village appreciates this donation to Legion Park. **Public works week is May 20-26.** Two posters were purchased from APWA recognizing this event and are posted at the Village Hall and Community Building. Walsten stated the Village is grateful that Public Works is doing so much to improve the appearance of the Village and the fiscal savings. **National Law Enforcement week is May 13-19.** Chief Barger reported the National acknowledgement is in Washington D.C. and the State's recognition is this Friday with a ceremony at the Capital. Walsten offered congratulations stating the Village appreciates what you and your staff do. **Municipal Clerk's week was April 29-May 6th** and congratulations were offered. Van Den Eng moved, second Frandy, carried to approve an **employee luncheon to honor and recognize the professional weeks** as stated. McCallum moved, second Hawkey, carried to approve and amount not to exceed \$70 for the luncheon. The new Legion Park scoreboard dedication will be held on Saturday, May 19th at 10 a.m. **Pellitteri Waste Systems donated the scoreboard to the Village** and will be present for the dedication. Ball teams and coaches, Board members, Recreation Committee members, and residents of the community are invited to attend. **General Engineering will be recognized with a certificate for donating the exterior railing for the Community Building gym door exit.** As part of the building beautification, this is very much appreciated.

Public Works report: Trustee Klahn was elected chair. Spring clean up collected 3.13 tons of metal valued over \$600. Three free dumpsters were provided by Pellitteri. Total bill was \$520.00 for six trash and two metal dumpsters. Easter Seals provided collection one day only. The seasonal employee started last Monday. The **Safe Routes to School application was submitted on April 4** with awards to be announced in August. Seven companies were sent RFP's for street crack seal with six companies replying. Quotes were opened on 5-3 with Green County Highway being the lowest at \$15,880. Line item #4 was removed from the RFP for work on Fourth St. Trustee Klahn moved, second Van Den Eng, carried to **approve \$15,880 quote from Green Co Highway.** **Resolution #2012-09 Compliance Maintenance Annual Resolution** was approved per motion by Van Den Eng, second Frandy, carried. Actions necessary to maintain effluent requirements will require review by the Board of the user charge system/revenue sources in 2012. Langer stated the new DNR district representative was at the plant this week. Strand has started the tree inventory work. Langer stated the **meter removed from Kounty Korner** was sent out to be tested with the report back stating the meter was functioning properly. Langer and Strause met with Stan Slater on Monday regarding this report. A copy of the report was given to Slater. Langer reported on the sewer main cleaning today on **Market St.** **When the sewer rodder** became stuck, McCann sewer jetting machine was used to help get it loose. The old clay tile line is broken and in need of repair. An estimate on repair of the line was requested. Seven letters were sent to property owners for **lawns that are non-compliant.** Thursday Public Works will begin mowing parcels that have not complied. Langer stated a concerned resident on Teddy St was upset over the cost of **\$44 per lin ft for curb and gutter replacement** as last year's price \$25. Even though this is a higher cost than last year, another bid from Rock Road for c&g on the Teddy St project came in at \$55 @ lin ft.

Unfinished Business: Frandy moved, second Van Den Eng, carried to approve 2011 Planner carryover funds in the amount of \$4270 to the 2012 budget. Van Den Eng moved, second Klahn, carried to postpone a determination on the location of Village Board meetings. Parking is a concern along with having enough seating room for the public. Van Den Eng moved, second Klahn to paint, clean and **use the former Clerk's Office for committee meetings.** Van Den amended his motion, second Klahn, carried to **add police department use as needed for their purposes.** Trustee McCallum voted Nay asking why the police department is not moving downstairs in the former Clerk's Office. Chief Barger stated there were reasons for not moving down and Walsten referred this discussion to the Safety meeting Tuesday night. Voting on the original motion carried with Trustee McCallum voting Nay. The storage room has already been converted to the Judge's office. Frandy moved, second Klahn, carried to approve this. A **list of surplus items from the Clerk's Office to be sold** was presented. Items are of little value. Van Den Eng moved, second Klahn, carried to take these items to Surplus Auction.

Trustee Hawkey moved, second Frandy, carried to approve **Ordinance 23.06 Regulation of Firearms & Explosive Devices.** Hawkey moved, second Frandy, carried to approve **Ordinance 23.05 Damage to Property as amended. Ordinance for residential chicken keeping and permit application** was presented. The application fee and what the building inspector would charge was questioned. Some newer developed areas have covenants that would not allow for additional buildings. Walsten noted that the ordinance needs to be clear that all sides of the enclosure need to be netted to keep predators out. McCallum moved, second Klahn, carried to set June 11th prior to the Board meeting for a public informational hearing for this ordinance. The hearing notice will be posted on the website and in the monthly newsletter. Trustee Hawkey will revise the ordinance for changes made tonight. No decision on this ordinance will be made until after the informational hearing.

Walsten appeared before the Belleville Village Board to discuss a possible **joint municipal court system.** **The Belleville Village Board** passed a motion to put together an ad hoc committee to study this issue.. Frandy moved, second Van Den Eng, carried to send (after corrections) to our attorney for review the **Hwy 14/92 flooding remediation intergovernmental agreement** with the Town of Rutland that has finally been returned from DOT.

Consent Agenda: Trustee Hawkey moved, second Van Den Eng, carried to approve the consent agenda items as follows: Approve payment of May 2012 invoices as listed; Approve Deputy Clerk/Treasurer Brewer to attend the Master Academy class at UWGB July 23-26; Approve overnight accommodations for Clerk/Treasurer Strause and Deputy Clerk/Treasurer Brewer for Aug 22 and 23 to attend WMCA Conference in Middleton; Appointment of John McNaughtonthey and Meagan Hamlette to Board of Review; Approval of operator license for Cheyenne Jones.

Committee reports: Safety- Committee will be meeting Tues night. The judge's office has been moved downstairs. Public Works staff is working with the Chief to remodel the former judge's office for a property/evidence room and office space. Chief Barger met with the Brooklyn Walk-a-thon regarding traffic and safety issues. Barger is working with WISDOT to include Brooklyn PD in their new Community mapping program for traffic crashes. Barger will be applying for a small agency grant. **Planning and Zoning** will meet Wed night, 5/16, to further review the Comprehensive Plan. **Ordinance** will be

meeting May 21st. **Fire/EMS:** Walsten attended the last meeting. They have signed an agreement with a payment processing service for ambulance calls. **EDC-**Community Building lighting remains unresolved. Wayfarer signs will be up this spring. **Recreation: Dime-a-Dip** was a success but felt they had lower attendance than last year. Frandy wanted to recognize all the donors, and the hard work of the many volunteers that make this event worthwhile. **Emergency Management:** Damage assessment training will be attended by Leif, Mark, Kim, Harry, and Nadine. **Personnel:** Van Den Eng was elected chair.

Finance: Van Den Eng was elected chair. Hawkey moved, second Frandy, carried to approve the 2013 budget timeline. Refinancing of the 2007 BAN, 2008 WWTP BAN, and 2002 Water Revenue Bond is now complete as of May 1st. CWF#4 (2008 BAN) in the amount of \$2,030,500 was split between G.O. debt and Sewer Utility.

Adhoc Committees: Recycling-Walsten stated she is putting dates together for a meeting. Website: no report.

Frandy moved, second Klahn, carried to adjourn at 9:54 pm.

Carol A Strause, MMC