

The Village Board meeting was called to order by President Walsten on September 10, 2012 at 6:33 p.m. Trustees Lust, Frandy, Van Den Eng, McCallum, Klahn were present. Trustee Hawkey was absent. Others present were Clerk Strause, Diane Newlin, Chief Barger, Mark Langer, Josh Straka, Rad Hawkos, Phil Mortensen, Sandy Mortensen, and Robert Byrne. All stood for the Pledge of Allegiance. There were no public comments.

Rad Hawkos, ASLA, Strand Associates, presented the **Village's Tree Inventory/Management Plan and addressed Emerald Ash borer** as a threat to our village trees and community. Two survey reports are now complete: a quadrant type survey and a GIS survey for public lands. The report records the species, diameter of tree, and condition of the tree. The map is color coded designating the condition of trees. There are forty-six ash trees on public property. Maples make up 18% of Village trees and spruce 14% (spruce are mostly located in Mt Hope Cemetery). The Village should look at the existing dominant species and limit any more plantings of that type. There are 517 trees identified in the survey. The primary management for street trees is to collectively remove trees that are in poor condition, planting diversity, establish a plan for new plantings with the right tree in the right place. Hawkos suggested a work plan with a five year pruning cycle. Pruning has been done on about 1/3 of the trees. New trees need to be monitored, protected, and watered. There are large ash trees and smaller trees along the east property line at the cemetery. Management in that area would remove very large trees to make room for smaller trees to grow. Legion Park has a nice mix of trees in the playground area, a few that need safety pruning and a couple that need to be removed. Most trees are on the perimeter by the ball diamond area and there are a number of ash trees there as well that need to be thinned out. Smithfield Park trees are well maintained with diversity; an ash cluster in the corner of park is in good health. The Village's urban forestry budget in 2012 is \$4250 in addition to \$1500 for chipping disposal. Hawkos recommended the Village apply for the 2013 forestry grant with emphasis on diversification of tree plantings, management of existing trees, and allocation of funds to manage EAB. There are three woodlands in the Village, the largest being south of the cemetery. The quadrant method was used to project the number and type of trees vs. counting each individually. The planning for tree management does not include these woodlands.

Emerald Ash Borer is an Asian beetle that reached WI in 2008. There are fifteen counties that have been quarantined to date with infestations less than 30 miles away from the Village. It is a matter of time before EAB arrives here. The EAB is spread primarily by human activity. A community located in two counties complicates the moving of wood. Ash trees make up 9% of the Village's trees. There are 235 trees in terrace right of ways; 11 are ash trees. Six of these ash trees are in good condition, 3 in fair condition, and 2 are recommended for removal based on their health. There are four approaches to EAB management of ash trees: 1)do nothing; 2) remove the tree proactively while it is still alive as it is more cost effective than waiting to remove after it is dead; 3)treat with chemicals; and 4)ecological control. Sixteen ash trees that are in good health could be treated. It is recommended for Phase 1 to remove and replace 11 ash trees from 6" to 36" in diameter that are rated in poor health and remove and replace two ash trees between 6" to 10" in diameter. Eleven are prime trees to be treated with costs ranging from \$1 to \$4 an inch/diameter. The annual cost to treat could be \$700 for these 11 trees with more than one year of treatment required. Treatment of any tree diameter over 15" should be contracted out. The most successful chemical treatment involves injections at the base of the tree, which requires someone that is licensed to inject. Chemical drenching could also be done rather than injection for treatment, but it isn't clear what effect this has on ground water. Total ash tree removal (46) with Public Works doing some of the removal and contracting out the rest is estimated at \$28,000. The final report with additional recommendations will be available soon. Community education will be a part of the management plan. Many ash trees are on private property and residents need to identify if they have an ash tree and what management plan they wish to pursue. Tree City USA info was handed out. Tree City status requires a Tree Ordinance to be adopted, a tree board or department to be responsible for the care and management of the community's trees, budgeting \$2 per

Safety Committee-Chief Barger gave his report before leaving for another meeting. Monthly stats reports and the 2013 budget has been reviewed by the committee. Barger stated there needs to be better coordination of activity for the 2013 Labor Day events as parking and traffic are serious issues. The Fire/EMS celebration has grown to the extent it may have outgrown the Legion Park area. Steps need to be taken for more security in the park area and beer tent. Bowman St may need to be one side parking only in order to get emergency vehicles through safely. Chief Mortensen suggested one-way streets be utilized during the event for better traffic flow and still maintain existing parking spaces. Trustee Lust asked if a policy should be created so that approval for any special event go through the Police Dept and Safety Committee and this was supported.

Oregon Youth Center update was given by Director Diane Newlin. There is no charge for any youth attending activities at the Center. Snacks are included. The Center is open every day after school from 3-6. Newlin stated she is looking at doing a high school night during the winter months. She stated that there is an Americore staff person at OYC, and without that person, she would be the only staff each day. This Americore staff person also provides tutoring and homework supervision on a weekly basis. On average, nine Brooklyn youth participate at the Center; however, there was no distinction between the Town and Village of Brooklyn on the spreadsheet. Director Newlin stated that many children have no place to go after school and use the activities at the Center for after school structure. The Village pays \$3800 each year to the center which is 6% of their operating budget. By attendance numbers, what is listed under Brooklyn, is also 6% of the total. The \$17,000 budget loss is picked up by the YMCA.

Trustee Van Den Eng moved, second Frandy, carried to approve the 8-13-12 minutes. Trustee Klahn abstained. Van Den Eng moved, second Frandy, carried to approve the 8-20-12 minutes. Trustee McCallum abstained.

President Walsten attended the Chief Executives Workshop August 22-24 in Green Bay, sponsored by the League of Municipalities. The Secretary of DOT and Secretary of DOR both stated revenues would continue to decline for transportation aids and shared revenue. A letter from the League council president urges Board members to attend their annual conference, Oct 17-19 in Wisconsin Dells. An invitation from the Oregon Area Historical Society invites all to celebrate their 25th anniversary on Sept 23 from 1-4 pm.

There was no report from Clerk Strause.

Public Works-Trustee Van Den Eng moved, second Klahn, carried to approve **Policy W20, Hydrant Use** changing one word on the second page from "personal" to "personnel". Trustee Frandy moved, second Klahn, carried to **approve Emergency Management Director, Leif Spilde, to serve on Green County's LEPC** (Local Emergency Planning Committee). Chief Barger serves on Dane County's LEPC. There would be two meetings a year. Upon recommendation by Strand, Van Den Eng moved, second Klahn, carried to **apply for the 2013 Urban Forestry Grant for a \$5,000 matching grant (\$10,000 total)**. PW Director Langer requested 2013 funds to **mill and recompact the Village's portion of Holt Rd**, about 530'. The cost is estimated between \$20-25,000. Any funds left from this year's LRIP project would be used on the Holt Rd project. Van Den Eng moved, second Klahn, carried to approve this project for 2013 using the balance of 2012 LRIP funds and budgeting the remainder for 2013. Langer explained the **Thermal Dissipative Cooling evaluation** that DNR may require the Village to do as part of our permitting process. The Village's permit that expired in 2011 still has not been issued because of DNR's backlog. It was originally suggested that thermal imaging would be needed on effluent temperature to determine the warmth of the discharge to the creek. Phosphorus limits could also be placed on the Village's permit. As of today, DNR has stated the thermal dissipative cooling evaluation will not be required in this permitting round. This cost could be \$10,000 or more. The permit is good for five years. Consensus was to not do the study if not required by DNR. Information still has not been released on awards for the Safe Routes to School grants pending DOT allocating funds. Van Den Eng moved, second Lust, carried to postpone SRTS discussion.

be used at a secondary drive at 105 S Rutland; DOT has begun construction on the Hwy 14/92 storm water drainage system.

New Business: Trustee Van Den Eng moved, second Frandy carried to approve **Resolution 2012-12 to file an application with CARPC (Capital Area Regional Planning Commission) for expansion of the Urban Service Area to include 50 acres for the Brooklyn Business Complex.** Trustee Frandy moved, second Klahn, carried to **approve Ordinance Chapter 2, Article IX Adopting an Amendment to the Village's Comprehensive Plan.** Frandy moved, second Van Den Eng, carried to approve **Resolution 2012-13 approving a water flow analysis being done between Phase 1 and Phase 2 of the Brooklyn Business Complex in accordance with the capacity requirements for a fire flow of 2,000 gpm for 2.5 hours.** Straka stated CARPC would want this study after the first ten acres is developed. Straka explained the need for **wetland delineation** as required by both the DNR and CARPC. Phase 1 & 2 have a combined 50 acres of which nine acres would probably be in an environmental corridor. To clearly identify environmental corridors, a wetland delineation is needed. Permission is needed from the owner to dig test holes for soil hydrology. This report needs to be done within the next week and a half to be ready for CARPC by 9/21. **Strand's cost for this work is \$4,000.** Frandy moved, second Van Den Eng, carried to approve the \$4,000 cost that is included in the overall project costs. Thursday, Sept 13th, President Walsten, Josh Straka, and Errin Welty will appear before the CARPC Commission to do a presentation on the Business Complex. Welty sent letters requesting **Joint Review Board** representatives from the Oregon School District, MATC, and Dane County to serve during the Village's creation of TID#2. A special Village Board meeting will be held on Tues, Sept 18th to discuss the land appraisal and address a possible offer to purchase. This portion of the meeting will be in closed session.

Trustee Frandy moved, second Van Den Eng, carried to approve **Zoning Board of Appeals members** Wayne Gilmour, Meaghan Hamlette, Tom Dehlinger, Steve Keller, Marty Pilger and alternate, Scott Zagrodnik. A ZBA training session will held very soon.

2013 Budgets-Public Works presented their five year **Capitol Improvements Plan (CIP).** Projects are color coded for priority. **2013 employee wage and benefit package** was presented as recommended by the Personnel Committee factoring in a 2% wage increase and continuing to pay 100% of the lowest cost TIER 1 health insurance plan offered by Employee Trust Funds (ETF) which is Unity UW Health. There is no recommendation at this time on the employee pension plan increase as data has not yet been released from the Wisconsin Retirement System (WRS). This recommendation will continue to be discussed during the budget process.

Van Den Eng moved, second Klahn, carried to table discussion on creating an **ad hoc committee for the craft show.** The date of the new **Village Hall open house will be changed from October 8th to October 15th from 5-7 pm** to give more time for planning. Frandy, Walsten, Strause and Brewer will be on the planning committee. A budget session will be held after the open house on the 15th.

Unfinished Business: The Oregon Area Senior Center calculations were presented. The formula will be based on population with the Village's share being \$10,218 in 2013. This is a decrease of \$6,323 in 2012. **"My Senior Center" software program** was approved by the Senior Center Board and will help create statistical data on program participation. This usage data will be averaged over three years to be used as part of the new formula deciding municipal apportionments.

Frandy moved, second Van Den Eng, carried to postpone until Sept 18th discussion on a **zoning violation and compliance for Lot 15, Brooklyn Sunrise Estates owned by Klahn Revocable Trust, Kerch St.** Deadline for replying on compliance was Sept 10th, 2012. Trustee Klahn abstained.

completely separate from the police department. McCallum moved, second Frandy, carried to postpone discussion on updating the Community Building Rental Policy.

Consent Agenda: Van Den Eng moved, second Frandy, carried to approve the consent agenda: Payment of September 2012 invoices as listed; Resolution 2012-10 Green County Matching Road Funds.

Committee Reports: Planning and Zoning-Chapter 48 is complete with a hearing date scheduled for 10-22-12.

Approved splitting lot for Habitat for Humanity to build two single family houses. **Ordinance**-Frandy moved, second McCallum, carried to approve **Chapter 2 Administration**. Van Den Eng abstained. Van Den Eng moved, second Frandy, carried to postpone to the next Board meeting **Chapter 22** as copies were not available for review. Committee was directed to consult with economic development committee to design criteria which meets the economic development objective for "Class B" reserve liquor licenses. The revision would be incorporated into the existing ordinance in **Chapter 27.03 \$10,000 fee for "Class B" reserve liquor license**. A survey of communities finds different concepts for refunding these dollars for economic development whether it be a full refund or a partial refund, when it is refunded, and the application process for the refund. **Fire/EMS**-budget meeting is the first part of October. **EDC**-There will be no meeting this week because of the CARPC meeting. There is no update on exterior lighting. **Recreation**-Frandy reported there was no bounce-y house for Labor Day weekend because the company it was rented from went out of business that week. Appointment of a new committee member and website discussion will be placed on the 9-18 Board agenda. Zumba classes will begin October 4th. Registration forms are available in the Clerk's Office. **Emergency Management** committee will meet soon to address equipment for the EOC (Emergency Operations Center).

Personnel-Klahn moved, second Lust, carried to approve removing Police Officer Engelhart from probationary status.

Finance-A failed back up system provided by US Internet now offers to refund the Village \$89.55, amount of which has been paid to them this year. The service has been used since 2006 without ever having a backup created. It was discovered when a computer crashed in the Clerk's office that the backup system did not exist. Van Den Eng moved, second Lust, carried to accept the refund and secure another off site backup provider. Recycling and Website committees did not meet.

Frandy moved, second McCallum, carried to adjourn at 9:18 pm.

Carol A. Strause, MMC, WCMC, CMTW