

## BROOKLYN VILLAGE BOARD MEETING MINUTES

DECEMBER 10, 2012

The Village Board meeting was called to order by President Walsten on Dec 10, 2012 at 6:30 p.m. Trustees Lust, Frandy, Van Den Eng, Klahn, and Hawkey were present. Trustee McCallum arrived at 6:36 p.m. Others present were Clerk Strause, Chief Barger, Josh Straka, and Mark Degner. All stood for the Pledge of allegiance. There were no public comments.

Walsten moved, second Van Den Eng, carried to approve the Minutes of 11-5-12. Frandy moved, second Klahn, carried to approve the minutes of 11-12-12. Van Den Eng moved, second Frandy, carried to approve the minutes of 11-19-12. Trustee Hawkey abstained.

President Walsten reported on the Economic Development Professionals Meeting in Waunakee on Nov 29<sup>th</sup>. Paul Jaden is the new president of Thrive and conducted the meeting. The Senior Center Holiday party is on Dec 31<sup>st</sup> from 5-9 p.m. at the Center. Habitat for Humanity is looking for volunteers. Contact them at Habitat@dane.org or call 255-1549 if you are interested in this worthwhile project of building a home here in Brooklyn. General Engineering has provided the Village a zoning map at no cost, valued at \$1168. Mark Degner, General Engineering, was thanked for this service. A map was handed out of the proposed layout for the Lyman Anderson Dane County Park with a long range plan of 500 acres that will include a dog park, community gardens, sledding, many types of trails, camping area, ball field, shelter, playground, and various other amenities. The second article on economic development "B" is for Business" was handed out discussing economic development from a business standpoint.

Clerk Strause reported on the same day voter registration issue that may go to the April election as a referendum question in Dane County. Eliminating same day registration would allow for fewer election workers. It is not clear if Federal funding is tied to this registration day rule. It is estimated that 10% of voters register on election day.

**Public Works:** Trustee Klahn reported on the **annual wastewater treatment plant inspection** done on 11-20-12. The plant was found in compliance with effluent limits and all terms and conditions of the permit with no recommendations or follow up required. The new permit will contain **phosphorus levels**, however. The level set by DNR is based on their sampling of creek water downstream, closer to Evansville. The Village can do their own study with sampling closer to our area. We also can work with local farmers to create buffer strips next to the stream to prevent run off. Wastewater tips will be put in the monthly newsletter and on the website regarding products that may contain phosphorus. A three year contract with **McCann's Sewer & Drain Cleaning Service to clean the Village's lift stations** was presented. We currently pay \$1230 for each lift station. In 2013 and 2014 the rate would be \$1330 for each lift station and in 2015 the cost would be \$1500. McCann's has provided good service to the Village over the years and has assisted at no charge in some cases. Klahn moved, second Van Den Eng, carried to approve the three year contract. Requested by PW Director Langer, Van Den Eng moved, second Frandy, carried to **carry over funds from 2012 to 2013 in street maintenance (current balance \$3336), PW-tree removal (balance after grant \$4239), Cemetery tree**

**New Business: General Engineering's building permit fee schedule** showing increases for 2013 was reviewed. Some fees are unchanged while others are substantially increased. The rates have not been changed since 2007. Frandy moved, second Van Den Eng, carried to approve the new rate beginning Jan 2013. **Strand's work order #12-03 for design, bidding and construction related services for the Business Complex infrastructure** was presented in the amount of \$54,000. Straka stated most of the costs in this task order were in the CDBG submittal except for an estimated \$15,000. The work order is on an hourly rate basis and could be less dependent on the time PW employees may have to assist with the project. Included in this cost, however, is plan detail for repaving Holt Road. Clerk Strause asked that because Holt Road is not part of TID#2, this be pulled from this work order to have clear submittals for TID expense items. Straka stated other costs not included in the work order are soil borings and an archaeological survey if requested by the CDBG Commission. Also CDBG reporting will need to be done internally with a final audit required all of which can be done by the Clerk if time allows. Lust raised the question of possibly getting engineering proposals for this project.. Van den Eng questioned the number of hours required for different aspects of the proposed work order, what was covered by the previous contract for CARPC/CDBG applications, etc. The decision was to discuss this at the next Public Works Committee meeting and bring it back to the Board in January. Van Den Eng moved, second Klahn, carried to postpone this subject to the January meeting.

**Unfinished Business:** Walsten gave an update on the **Municipal Court agreement** that is being reviewed by the District 5 Court Administrator. When it is returned, a meeting with Belleville's representatives will be held in January.

**Resolution 2012-19 Petition for Annexation of 50 acres of Territory by Unanimous Approval from the Town of Rutland filed by George Bros. Farms, Inc.** was presented. Van Den Eng moved, second Frandy, and unanimously carried to approve this Resolution as recommended by the Planning and Zoning Commission. Van Den Eng moved, second Frandy, unanimously carried to approve **Annexation Ordinance Chapter 50.02** describing the 50 acres being annexed, effect of annexation, temporary zoning, severability, and payment that will be made by the Village to the Town of Rutland for 5 years equal to the amount of property taxes that the Town levied on the annexed territory as shown by the 2012 tax roll. Copies of DOT's road access approval and DOA's review approval were given to Board members.

Klahn moved, second Frandy, carried to postpone **Community Building Policy review**. **Oregon Senior Center Committee** did not have their meeting on Dec 7<sup>th</sup> as the contract was referred to the Oregon attorney to write and was not completed. Trustee McCallum handed out a written **Brooklyn Chamber of Commerce** response in a request by the Board for a presentation. Membership for the Village would be \$35. McCallum stated she has a conflict of interest in her position as Trustee and does not defend or disagree with the written statement as she is just presenting it. McCallum states the statement shows how the Chamber promotes business growth and they are not a public entity with no information to share publicly. McCallum stated that no one from the Chamber would come to the Board to answer questions which she felt she couldn't. President Walsten stated she has not seen anyone from the Chamber come to Planning and Zoning meetings in support of a business entity. Village membership in the Chamber will be put on the January agenda. An agreement signed by **Eric & Martha Grover regarding ag use assessment/zoning violation** has been received and the case is now closed.

**Chapter 48 Zoning** was presented for approval of revisions and updating. President Walsten stated the Special Regulations 48-18 that was approved in November 2010 needs to be inserted on page 81 in section 48-577 with insert "B" on page 83 replacing 577-2. Other changes are as follows: Page 27 48-360 (1) delete comma between "Village" and "personnel"; page 37 (48-405 (1) insert "Zoning Administrator," in first sentence before "Plan Commission or the Village Board;" Page 38 48-405 (A) changes 500' to 300' for notification to property owners; page 39 48-421 (6) should insert "report" after "written staff " and page 42 48-441(4) "or" instead of "of" between "village" and "zoning administrator" . Frandy moved, second Klahn, carried to approve Chapter 48 with the previous corrections and excluding the Business Park section of this Chapter. Trustee Van Den Eng and Hawkey abstained with not enough time to read the entire Chapter.

**Chapter 48-537 B-P Business Park District** had its hearing tonight at 6 pm before the Planning and Zoning Commission with their recommendation for approval. Van Den Eng moved, second Frandy, unanimously carried to approve 48.537 B-P Business Park including Appendix "A" Business Park Covenants.

**Consent Agenda:** Van Den Eng moved, second Frandy, unanimously carried to approve as follows: approve December 2012 invoices; approve **Reserve Class B Liquor License application for Scout Enterprise, LLC, dba Country Place Café, Scott Zeitler, Agent.**

**Committee reports: Safety:** Chief Barger reported he is finalizing the OJA grant and a security camera has been installed. The change over to the new records management system should be up and running next week. Barger has informed the Fire Department that the Safety Committee is working on policy changes if they would like to offer input. New computers will be purchased if there are funds left from this year's budget. Department head expenditure limits were discussed.

**Planning and Zoning** met at 6 pm tonight and approved the Village Board to set a hearing date to rezone 50 acres of the newly annexed area. Frandy moved, second Klahn, carried to set **Jan 10<sup>th</sup> for a hearing by Planning & Zoning Commission to rezone 50 acres from Ag Exclusive 1 to Business Park. Ordinance committee** asked for input on Chapter 19.03-23 Key Lock Boxes and if they should be mandated or optional for businesses. The committee is working on goals with one being to complete the re-codification in the first quarter of 2013. There was no Fire/EMS report. **EDC** discussed purchasing Adobe software to be used for marketing of the Business Park but may be more cost effective to pay a monthly fee for use of special software. The railroad may be reconstructed so Lycon of Oregon will be able to use this service. It is questionable whether it will be reconstructed from Oregon north or include the line going through Brooklyn to Janesville. **Emergency Management** will be meeting in January. **Recreation committee** did not meet as there was no quorum. Judging the holiday lights will take place next week. **Personnel committee** presented **Chapter 2.14 Compensation Time** from the Personnel Manual which would allow  $\frac{3}{4}$  time employees to bank up to thirty hours at straight time. Van Den Eng moved, second Klahn, carried to approve this amendment to Chapter 2.14. A new **policy 2.16 for snow days** was presented to have employees use personal time, comp time, or vacation time if they cannot get to work because of the weather. This practice is currently being used but no policy directed the procedure. Employees can also make up the work time if they wish. Klahn moved, Frandy second, carried to adopt 2.16 as written.

**\$4,000.** The lower interest rate did not include the underwriting. As **Sprint will be upgrading their system** which is located on the Village's water tower, they have offered a onetime fee of \$2,000 plus paying all Strand Engineering review and General Engineering inspections costs and permit fees. Van Den Eng moved, second Klahn, carried to accept this offer. Klahn moved, second Hawkey, carried to release \$200,000 of collateral – held by Union Bank & Trust Co. as we are currently over collateralized. **Ad hoc committees: Recycling**-no report. **Website**-Hawkey moved, second McCallum, carried to approve purchasing Town Web Design's upgrade in January 2013 for \$300.

Klahn moved, second Frandy, carried to adjourn 8:12 p.m.

Carol Strause, Clerk-Treas.