

The Village Board meeting was called to order on March 11, 2013 at the Village Hall Conference Room at 6:30 pm by President Walsten. Trustees present were Dean Van Den Eng, Dorothy Frandy, Sue McCallum, Steve Lust, and Todd Klahn. Trustee Jessica Hawkey was absent. Others present were Clerk Strause, Public Works Director Langer, Rae Vogeler, Mark Bruner, Mike Judkins. All stood for the Pledge of Allegiance. There were no public comments offered.

Rae Vogeler, candidate for Oregon School District Board, introduced herself to the Board and talked about her reasons for running for the School board. The election is April 2<sup>nd</sup>.

Trustee Van Den Eng moved, second Frandy, carried to approve the minutes of 2-11-13.

Residents Mark Bruner and Pat Hawkey were invited to the Board meeting to give their qualifications for being the Village's **Public Information Officer** (PIO) when needed during an emergency situation. Pat Hawkey was not present. Mark Bruner stated he was a Village Board member for seven years, serving on the Public Works Committee seven years, five years as chair. He has already taken the ICS 100-200-700 Emergency Management classes. Bruner felt he could represent the village well during an emergency situation having previous knowledge of how the Village operates. President Walsten stated this position is important as this person needs to manage the press, control and coordinate how information is released with the County Emergency Government PIO staff and manage the Rumor Center, etc. A 16 hour PIO training class will be held in Beaver Dam April 8-9th. Bruner indicated he believed he would be available for this class. Klahn moved, second Van Den Eng, carried to approve Mark Bruner as the Village's Public Information Officer. NAY: McCallum, Frandy. Van Den Eng moved, second Klahn, carried to approve Leif Spilde, Emergency Management Director, to attend a six hour PIO class for First Responders on March 22 in Madison.

President Walsten reported on her meeting on 2/13 with Sen. Jon Erpenbach and Rep. Sondy Pope-Roberts regarding upcoming bills, phosphorus limits, and delinquent utility bill law changes being proposed. Other meetings were with DOT for the SW Region Park and Ride Study which was a briefing for local officials; Oregon Area Senior Center meeting on 2/20 to continue work on the joint contract; Oregon Chamber meeting on 2/21 featuring a Federal advocate for small businesses; meeting on 2/21 with Heather Kirkpatrick, EDC chair, Atty Christopher, and a potential business prospect for the Business Complex; DCCVA meeting on 3/6 which did not vote on a fee structure due to Dane County Executive Parisi's proposal to dissolve CARPC., and a meeting on 2/28 with the Dane County CDBG Commission which gave final approval of an award of \$261,000 for business park infrastructure. Walsten also reported she purchased a new laptop for the President's office.

Clerk Strause reported on the Spring Election to be held on April 2, 2013 with poll hours from 7 am to 8 pm at the Community Building, 102 N Rutland Ave. Sample ballots were reviewed with Dane County holding a referendum asking if "Wisconsin should continue to allow people to register to vote at the polls on Election Day". Elections changes again are being considered by the Assembly with a hearing tomorrow where only the GAB is allowed to testify. Monthly financial reports were reviewed with \$1,937,696 in total investments

and 94.41%. Residential base value is 92.5% with Commercial at 6.5%. Landlords continue to seek changes to eliminate delinquent utility bills being placed on the tax roll. If the Legislature passes a law this session which removes this option for municipalities, the loss of revenue and employee time to implement this change would be costly to the Village. The Landlords Association has suggested municipalities increase their utility rates to cover any loss of payments for delinquent utilities.

**PUBLIC WORKS:** With nine bids received and **Frank Brothers, Inc. being the low bidder on the Holt Rd project**, Van Den Eng moved, second Frandy, carried to award a contract to Frank Brothers, Inc. for \$30,596 with the condition they use 58-28 oil which they have agreed to do. After review by the PW committee, Van Den Eng moved, second Klahn, carried to approve the recommended **cemetery fee increases** to \$500 for a resident grave space, \$750 for non-resident, internment fees \$450/\$500, winter cremains burial \$200 and other fees as listed. Mike Judkins, **Water Well Solutions, gave an overview of the catastrophic failure in early February of well #1.** The well, drilled in 1957, is scheduled to run every third day. Water Well Solutions has been working on cleaning out the formation collapse, damage to the bowl assemblies and pump repairs. Judkins stated the well hole is salvageable but has an inherited sand pumping problem. The last eighty-five feet of debris had to be removed and cleaned out. The well was last repaired in 2006 and Aquastream sand control equipment was installed at that time. The pump was scheduled to be pulled every 10 years. Judkins explained installing an air lift apparatus into the well. Performing the Air Development technique throughout the open formation would utilize a sand pump and bail the debris from the well bottom to achieve total depth. The air would be redirected from Air Development pumping to Air Lift pumping to surge which would clean the well until the discharge water remained clear of sand and debris. The cost is estimated at \$29,300 to \$38,600. About \$70,000 has been spent so far including replaced elements. Funding this major repair was discussed. Funds could be taken from the Water Utility Undesignated Fund. Trustee McCallum questioned why funds could not be used in the Impact Fee Fund as these funds are for replacement or construction of infrastructure. Consensus felt it would not make any difference on which fund to use. When the final PSC report is filed, the Finance Committee will review the rate of return and future budget needs to determine if the Village should seek an increase in the rate structure is in order to replace either of these reserve funds. Trustee Klahn moved, second Van Den Eng, carried to use one half the cost of the repair from the Water Utility Undesignated Fund and one half from the Impact Fee Fund and go ahead with the Air Development technique with an estimated cost of \$29,300 to \$38,600. Trustee McCallum abstained and to go on record that she did not have enough information available on funding this technique. Trustee Frandy moved, second Klahn, carried to charge **\$50 to those renting the park shelters requesting that any tables be unchained in order to relocate the tables.** This would not include Village-sponsored activities on July 4<sup>th</sup> or Labor Day weekend. If the tables are returned to correct spots in the shelter, \$25 would be refunded to lessee. Langer updated the Board on the **DNR WPDES (wastewater treatment plant permit)** which is currently at the public hearing stage. Village comments are being submitted to DNR objecting to the sampling location on Allen Creek. This requirement is based on old 1982 data. He reported that future phosphorus limits will be proposed, requiring possible treatment plant upgrades to be effective some time in 2019 as well as examining alternatives for phosphorous limits. Langer also stated the Village needs to begin planning, budgeting, and acquiring data to address these issues. The five year permit will probably be effective April 1<sup>st</sup>. Also being investigated is a

application. A **water main on Railroad St broke** last week and was repaired the same day with approximate cost of \$3,000—\$5,000. Water did run into the basement and garage of one house but it is unclear if any damage was done. Langer will be taking vacation next week to attend building inspection certification credentials (continuing education requirements).

**SAFETY:** In the absence of Chief Barger, Trustee Lust presented Policy # 101, Citizen Complaint Procedure. Van Den Eng moved, second Frandy, carried to approve this policy. The Chief's report was reviewed. The interviewing process for part-time officers will begin soon.

**NEW BUSINESS:** None.

**UNFINISHED BUSINESS: Naming the street in the Business Complex** was again discussed. The last meeting decided to have a contest but no details on how this was to be done were discussed. Van Den Eng moved, second Klahn, carried to designate EDC to create the procedures for the contest. A joint meeting with the Village of Belleville will be held on March 19<sup>th</sup> to continue discussion on a **shared Municipal Court system**. Walsten reported she continues to work on the **Ordinance recodification for the Committee of the Whole** and will forward reading material for next month. Frandy moved, second Klahn, carried to appoint Larry Arndt, John McNaughton, and a Methodist Church representative to an **Ad Hoc Committee to review the Community Building Policy**. **Business Complex CDBG grant** has been awarded in the amount of \$261,000 as discussed earlier. Walsten stated it impressed the Commission that the Village could meet all its contingencies in less than 6 months. She also pointed out that much of the success of obtaining the grant is due to the Village having a representative to network with CDBG, economic development professionals, CARPC representatives and municipal organizations. There was no prior representation from the Village to these networks and organizations. This is how money is brought to a community: advocating, making relationships, knowing what is available and this has to continue if Brooklyn wants to continue to access grants and funding.

**CONSENT AGENDA**-Van Den Eng moved, second Frandy, carried to approve payment of March 2013 invoices as listed; approve temporary operator licenses for **Sno Hornets annual dance March 23-24, 2013** to Tyler Arndt, Bob Zurfluh, Mark Stephens, Larry Arndt, and Perry Jorgensen.

**COMMITTEE REPORTS: Planning and Zoning**-Rob Roth from General Engineering met with the Commission in February to discuss their billing issues on past projects. Roth indicated one reason Village costs are high is because we have three engineering firms with no continuity or communication on projects. One recommendation and consensus of the Commission was to get a fee schedule from Vierbicher. Van Den Eng moved, second Lust, carried to request a **fee structure for building inspection and zoning administrator service from Vierbicher**. **Ordinance**-Trustee McCallum presented an amendment to **Chapter 2. Administration, Article VII. Boards, Commission, and Committees, Division 4. Standing Committees (f) Safety Committee, adding "public events, and liquor licensing"**. Lust moved, second Frandy, carried to approve the amendment as written. **Chapter 19** continues to be worked on after input from Fire Chief Spilde. McCallum stated they are working on a sampling manhole ordinance for public works which will be ready next month. **Fire/EMS**-Oregon Observer's article on the new Fire Chief, Leif Spilde, was copied for all

Budgeted amount is \$15,000. **Recreation**-Van Den Eng moved, second Klahn, carried to approve a contract with Dan Dean for the July 4<sup>th</sup> fireworks for \$2500. Fundraising has begun for this event as money is not budgeted for fireworks. Dean has indicated the cost would be increased for 2014. Frandy moved, second Van Den Eng, carried to appoint Sheri Maass to the committee.

At 8:30 p.m., Frandy moved, second Van Den Eng, unanimously carried on roll call vote to convene to **Closed Session Pursuant to WI Stats 19.85 (1)(c) to review compensation agreement for Fire Chief wages between the Village of Brooklyn and Brooklyn Fire and EMS Protection District.** At 8:47 p.m., Frandy moved, second Klahn, carried to reconvene to open session. Van Den Eng moved, second Klahn, carried to **approve a contract (compensation agreement) for fire chief wages between the Village and Brooklyn Fire and EMS Protection District** pending attorney review adding “automatic renewal” to the language. Van Den Eng moved, second Klahn, carried to **approve the Village Attorney drafting the agreement between the Fire District and the Village and address personnel related questions.**

**Finance Committee**-Van Den Eng moved, second Klahn, carried to authorize the Clerk/Treasurer or Deputy Clerk/Treasurer to **release collateral when appropriate**, so long as sufficient collateral is maintained to cover all Village investments. Van Den Eng stated the next committee meeting will **review Water Utility expenses**, documenting what has been spent and what we need to look at for a five year budget forecast for infrastructure, equipment, and also review the Public Service Commission annual report so that the Village can be proactive on a rate increase ,if warranted, rather than to repeat the mistake made by earlier Boards by not gradually increasing sewer rates, only to find out down the road we are way behind on our rate structure and will need to increase significantly. The Restitution Fund balance will also be reviewed.

**Ad Hoc Committees: Recycling** –Walsten stated there is some citizen interest and she will be contacting them. **Website**- Brit Springer’s resignation was accepted by the committee. Brit resigned because she has been hired by the Village to assist with website design. Van Den Eng moved, second Frandy, carried to appoint Heather Kirkpatrick as the new committee member.

Klahn moved, second Frandy, carried to adjourn at 8:55 p.m.

Carol A Strause,  
MMC, WCMC, CMTW