

The Village Board meeting was called to order on April 8, 2013 at the Village Hall Conference Room at 6:33 pm by President Walsten. Trustees present were Dorothy Frandy, Sue McCallum, Steve Lust, and Todd Klahn. Trustees Dean Van Den Eng and Jessica Hawkey were absent. Others present were Clerk Strause, Chief Barger, Public Works Director Langer, John Strehmel, Roland Arndt. All stood for the Pledge of Allegiance. There were no public comments offered.

John Strehmel, Village's assessor with **Jacobsen Appraisal**, recommended the Village do a complete revaluation in either 2014 or 2015. The Village's last complete reval was in 2005. Because of the market decline in the past few years, it is difficult to defend their assessed values using the 2004 sales for the 2005 assessment year. Inequities between properties are occurring especially the duplex/condo market. Stehmel referred to the Dept of Revenue Assessment Manual's uniformity clause where assessors shall maintain equity and uniformity for similar types of properties. Not all building types are going to physically depreciate at the same rate. Jacobsen Appraisal is assessing in 19 municipalities. Contract renewals will be for three years. The cost for a full reval is unknown dependent on new software costs mandated by the Dept of Revenue. The Village's aggregate ratio remains within 10% of the market and is in compliance with Dept of Revenue.

President Walsten reported on her meetings the past month which included a meeting with Dave Fahey, Brooklyn Community Bank on 3/14. Fahey is stepping down from EDC but is interested in economic development and creating a public-private partnership to raise money to be used to enhance and advance various projects that would be a benefit to the Village, i.e., improving public facilities. The League of Municipalities Board meeting was on 3/15. The Oregon Chamber of Commerce's annual meeting was on 3/16 with special emphasis given to the Village stating they are dedicated to support Brooklyn with our economic development. The Oregon Area Senior Center intergovernmental contract revision meeting was held on 3/18, and Economic Development Professionals meeting held on 3/27. A meeting with representatives of Belleville on a joint municipal court system was on 3/19 and will be reported on later in the meeting.

Clerk Strause reported on the Spring election with 22% (66) voting in Green County and 19% (115) voting in Dane. President Walsten was re-elected, along with Trustee Dorothy Frandy. Newcomer is John McNaughton as Trustee and Todd Klahn returning with majority of write-in votes. February income was \$382,918 with expenses of \$653,661 leaving a balance on hand 2/28/13 of \$1,666,952. The League of Municipalities Regional dinner meeting is May 2<sup>nd</sup> in Darlington and New Officials Workshop May 10 in Madison. Anyone wanting to attend should notify the Clerk as soon as possible to pay for registrations.

Frandy moved, second Lust, carried to approve the minutes of March 11, 2013.

**Public Works:** Frandy moved, second Lust, carried to approve the 2013 **Arbor Day Proclamation** with a tree planting celebration scheduled for April 26<sup>th</sup>. Brooklyn Elementary will participate in the planting. The public is invited to attend also. **Well #1** update: The redevelopment portion of the project is complete and meets the contractor's testing specifications. The pumping equipment will be re-installed soon and the area will be cleaned up in the park. **Business Complex: The WDNR Endangered Resource Review**, required by CDBG before funds are released, was sent on 4/3. A reply from DNR on 4/5 reported that they received the packet. The DNR review cost could be \$75 to \$200. Josh Straka, Strand Engineering, donated his time to help Langer with the packet. Klahn moved, second Frandy, carried to pay for the DNR review. McCallum moved, second Klahn, carried to approve **the Fire Dept burning the structures in the Business Complex**. McCallum moved, second Klahn, carried to approve bidding for **soil borings in the Business Complex** with the Public Works Committee to review and accept the lowest bid. This will keep the project moving. The cost is estimated at \$2-4,000. Design work started on 4/3 and bid advertising should be ready by 4/19 with bid opening to be about 7/11, construction to start on 8/16 with

11/1 construction completed. The final **WPDES permit** has been returned and runs through March 31, 2018. Extra testing is required this year for phosphorus. The Village will have until 2018 to do comply with the new phosphorus limits, may need to do some type of adaptive management. **Catastrophic Forestry Grant** update : All DNR funds for this program have been appropriated for this fiscal year which ends June 30<sup>th</sup>. If some funds are not spent by fiscal year end, the Village may be able to get these funds. Public Works will start cleanup in the cemetery and keep track of expenses in case there is money available. An **Emerald Ash Borer** informational meeting will be held Thurs, April 11, in Monroe. Anyone wanting to attend should let Langer know as registration needs to be sent right away. Monthly reports were reviewed. An Emergency Management meeting will be held on May 7<sup>th</sup>; dumpster days start April 19<sup>th</sup> until April 28<sup>th</sup>; brush pick up starts tomorrow; ball park fence quotes have been received.

**Fire-EMS report:** Roland Arndt reported on the Fire District Board meeting held on March 27<sup>th</sup> to discuss an **intergovernmental agreement between the District and the Village sharing labor costs** for the new Fire Chief, Leif Spilde. The contract language in draft form was reviewed to have the Fire District pay for administrative duties performed by Spilde. Many locals do not realize how many hours the previous chief spent at the station after work hours, every night of the week and weekends. Roland thanked the Village for stepping up and offering an arrangement to assist the Fire Dept with administrative duties. Roland stated the Dept is now in need of leadership. The person that can give this based on education and experience is Leif Spilde who has the support of the other firemen. Roland looked at the Fire District agreement as amended in 2005 at the request of USDA due to financing the new fire station. By agreement this is an intergovernmental cooperative agreement which binds all participating municipalities until all revenue bonds are paid. There was no vote on the agreement at this meeting as the Town of Brooklyn requested the vote be postponed until their new Town Board is seated. Town of Rutland had no representative at the meeting. The agreement could cost the District \$11,000, but a part time fire chief could cost \$36,000. At 7:31 p.m., Klahn moved, second Frandy, unanimously carried by voice vote to convene to Closed Session pursuant to 19.85 (1)(c) to discuss salary negotiations for Leif Spilde. At 7:52 pm, Klahn moved, second Walsten, unanimously carried to reconvene to open session. Trustee Klahn moved, second Frandy, carried to remove the insurance cost in the per hour rate for Spilde in the agreement and offer the Fire District a one year contract. President Walsten voted Nay. This agreement will again be discussed at the next Fire District meeting.

**Safety Committee:** Trustee Lust presented the **Special Event/Licensing Policy and Application forms** stating the Village did not have a policy before to review license applications and also there was no application for special events. The committee has not approved this draft form yet. McCallum stated they were meeting with local organizations to get input before adoption. Chief Barger stated the Labor Day celebration is too large for his department to handle without special policing which would require more finances. He felt the Village would be better protected by creating a policy. Fees could be waived by the Board or additional expenses passed on for security or any other special needs. The policy would give the Village knowledge of what is needed for an event and what extra costs might be incurred. The Village Board can then decide to waive any fees to help sponsor the event. All special events would be required to fill out this application for review by the Chief and Committee with recommendation to the Board. Fees and exemptions should be clearly identified. Concerns over the policy verbiage were discussed. The policy will continue to be worked on. Chief Barger met with the Brooklyn Elementary officials on March 8<sup>th</sup> to continue with our emergency response plan preparation. Barger and Fire Chief Spilde monitored a "test" lock-down drill on April 3<sup>rd</sup>. Changeover to NewWorld RMS is still in progress. A meeting on March 14<sup>th</sup> in Cross Plains looked at another records management system as current New World users are looking to change to a different system. New World is not going well and is very cumbersome. A second Laser unit was swapped with WISDOT for a new hand held radar. Barger stated he would be meeting with the Fire Dept committee tomorrow night to plan this year's Labor Day fest. Equipment is being switched to the new squad car this week. Some equipment will not switch to the new vehicle. **Policy #106 Unbiased Policing** was presented.

Trustee Frandy moved, second Klahn, carried to approve this policy. The hiring process continues with background checks being done on two people out of the three interviewed.

**New Business:** Frandy moved, second Klahn, carried to have **open book with the assessor on April 29<sup>th</sup> from 4-6 pm and Board of Review on May 14<sup>th</sup> from 6 until adjourned.** Frandy moved, second McCallum, carried to appoint Mike Gehrman to Board of Review. **CDBG:** Before **CDBG funds** are released, the Village needs to adopt policies to be in compliance with Section 3 of the US Department of Housing and Urban Development. Frandy moved, second Klahn, carried to approve policies as written for 1) Selection Procedures for Procurement Transactions, 2) Protest Procedures/Dispute Resolution relating to procurement, 3) Standards of Conduct, 4) Designate Labor Standards Officer to be Mark Langer, PW Director. The Finance Committee recommended **recognition of Municipal Clerk's week May 5-11, National Police week May 12-18 and Public Works week May 19-25.** Klahn moved, second Frandy, carried to authorize \$10 per employee for a joint luncheon. **Robert Anderson filed a lawsuit** against the Village, Walsten and Strause for preventing him from getting a job as PW director in Darlington claiming defamation of his character for comments made and articles in the Oregon Observer. The lawsuit has been turned over to liability insurance's attorney. The need for **portable toilets for Depot Days** was discussed having had complaints from last year for the lack of facilities. There was no motion to require portable toilets. Klahn moved, second Frandy, carried to approve the school prairie burn by the Fire Dept. **Habitat for Humanity** will have an open house at 330 Second St, on 4/20/13 at 11 a.m. This is Habitat's 25<sup>th</sup> year with their first house being built in Brooklyn.

**Unfinished Business:** – Discussion will continue Thursday night at an EDC meeting to **name the new street in the Business Complex.** A meeting was held with Belleville representatives on 3/19 to work on details for **a joint municipal court system.** Another meeting will be held on April 23<sup>rd</sup> to continue working on details. The draft will be sent to our attorney for review. When the new Board is seated, **the Committee of the Whole will meet to review ordinances for recodification.** When a representative is appointed from the Methodist Church, the **Ad Hoc committee will meet to review the Community Building Policy.** A **joint meeting with the Planning & Zoning Commission, EDC, and Village Board to discuss pricing/marketing of the Business Complex lots** will be held soon. A draft **Oregon Area Senior Center funding agreement** was presented. The new contract is rewritten without the Town of Dunn's membership. My Senior Center swipe software will identify usage of all using the programs and will be able to identify from what municipality they live. The data collected now will be reflected in the budget apportionment. The next joint meeting will be on 4/29 at the Oregon Town Hall at 6:30 p.m. Because each municipality in the joint agreement was asked to have their own attorney review the draft contract, Klahn moved, second Frandy, carried to have our attorney review. No vote will be taken on the contract until all legal reviews are complete.

**Consent Agenda:** Frandy moved, second Klahn, carried to approve payment of April 2013 invoices as listed and set the date of April 16<sup>th</sup> for the Village's reorganizational meeting.

**Committee Reports: Planning & Zoning** will be discussing a proposal from Vierbicher at the next meeting.

**Ordinance-** Frandy moved, second Klahn, carried to approve an amendment to Chapter 39.07 Wastewater Measurement, Sampling and Reporting. **EDC-**Copies of the draft Strategic Economic Development Plan were handed out to those members that did not have one. Walsten asked for all to review and make recommendations. Walsten also requested feedback on the **"A,B,C's" of Economic Development articles "Putting it Together"** if it was helpful with this set of articles. "Locate in Wisconsin" is replacing the current LOIS program. Economic development is community development. There currently is no emphasis on creating a Brooklyn focused support group that would use funds raised to provide enhancements to this community. Recreation-McCallum moved, second Frandy, carried to move \$600 from the Special Revenue Fund to be used for timing equipment for the Fun Run and Get Fit Programs. Emergency Management will be meeting May 7<sup>th</sup>. Recycling committee members will be appointed at the April 16<sup>th</sup> special Board meeting. McCallum moved, second Klahn, carried to adjourn at 9:15 p.m.

Carol Strause, Village Clerk-Treas.