

The Village Board meeting was called to order on May 13, 2013 at 6:33 p.m. Trustees Van Den Eng, Lust, and Frandy, were present. Trustee Klahn, McNaughton, and McCallum were absent. Others present were Clerk Strause, PW Director Langer, Chief Barger, Rachel Brickner, and Alison Koelsch. The Pledge of Allegiance was cited by all. There were no public Comments. Walsten reported she received three comments regarding the new squad questioning the decision to spend funds on an SUV type squad car. Walsten explained to the residents why there is a shift from sedans to SUV types for many departments.

A presentation of the **Oregon Area Senior Center services** was given by Rachel Brickner, Nurse Case Manager, and Alison Koelsch, Senior Center Director. My Senior Center, new software, swipe card tracks who is participating and when. More detailed statistical data is now available. The new contract will be based more on use by each municipality's residents rather than by population. Services/programs provided were discussed. A computer lab is also available with computer classes offered. Brickner provides the Village with a monthly article which is published in the newsletter. The Village has not had a liaison resident from Dane County representing the Village for some time but hopes to appoint someone soon.

Trustee Frandy moved, second Lust, carried to approve the minutes of 4-8-13. Trustee Van Den Eng abstained. Frandy moved, second Van Den Eng, carried to approve the minutes of 4-16-13. Trustee Van Den Eng moved, second Frandy, carried to approve the minutes of 4-22-13. Trustee Van Den Eng moved to postpone approval of the 4/30/13 minutes, then amended his motion to approve these minutes, second Frandy, carried.

President Walsten reported on the Economic Development Professional meeting she attended at Larson Acres on May 9th and the Small Business Association and Affordable Care Act meeting on May 1st. Walsten also attended the house blessing for Habitat for Humanity on Second St on April 20th. The Oregon Habitat for Humanity group has built ten units. On April 29th, there was a joint municipal meeting to discuss the Senior Center contract gathering input from representatives that will be in the contract. A local Veteran's Memorial committee meeting was held recently investigating a location in the Village, design, and funds needed to erect a memorial to honor veterans. Municipal Clerks week and Police recognition weeks were the past two weeks with Public Works recognition week next week. Employees were able to enjoy a carry out meal from Country Café last week to celebrate the recognition. Walsten stated she would be leaving for a while to take care of her brother tentatively returning on June 9th. Trustee Van Den Eng is the next person in line as defined in the Village's Emergency Management Plan.

Clerk Strause reviewed the March 2013 financial report with \$70,197 in income, \$209,870 expenses and a month end balance of \$1,527,279 for all investments.

Public Works Report: Trustee Klahn was re-elected Chair. **Well #1** is back on line with the repair work completed. The area has to be reseeded and horseshoe pits rebuilt. Sand removed from the well was placed in the playground areas. There has been no word yet from the insurance company on coverage for the failed equipment. The Fire Dept will be burning the buildings in the **Business Complex** this Thursday with all permits now in place. The buildings were checked for asbestos with negative findings. The permit fee to DNR is \$100. The cost to abandon the farm well will be \$420 in the business park. The **Smithfield shelter roof bid** opening was held on 4-19-13 with three bids being received. Nine companies were sent RFP's. The PW committee recommends hiring Dan Olson. Van Den Eng moved, second Frandy, carried to approve the low bidder, Dan Olson with a heavier gauge steel for \$2676.44. Langer reported the Village will be receiving all of DNR's **2013 Catastrophic forestry grant funds** in an amount up to \$22,368 to clean up Mt Hope Cemetery from the December 2012 storm. The grant will also include stump removal and planting of some trees. The Village was the only applicant for these funds and bidding for the work will be done soon. There are no

celebration being one of them. The fourth grade classes from Brooklyn Elementary and President Walsten attended the tree planting event. Creating a Tree Board is another criteria. Van Den Eng moved, second Frandy, carried to designate the PW Committee as the Village's Tree Board. **Crack seal quotes** were sent to seven companies with four responding. DNS Asphalt had the lowest price for N Rutland Ave and Green County Highway lowest price for items #2-6 on the bid sheet. Langer stated he wants to rotate chip seal and crack seal projects in future years. Trustee Van Den Eng moved, second Lust, carried to approve contracts with DNS Asphalt for item #1, North Rutland for \$4523 and items #2-6 to Green County Highway Dept for \$4514 if the budget allows all items to be done. Langer reported he installed a **"Donated by Oregon Youth Softball" sign** on the **new ball diamond fence at Legion Park**. A **Certificate of Appreciation** will be presented to the organization on June 18th before their league games start. Director Langer reported on the **CMAR (to be discussed later on the agenda) that has a perfect 4.0 rating and recognized Utility Supt. Spilde for a job well done with good record keeping**. **Dumpster days** are over and Langer will report on this next month.

New Business: Setting a date for the **Business Complex public informational meeting** was discussed. Invitations will be sent to the neighboring properties giving them an opportunity to see the project status. This meeting will be from 5-7 pm with the Public Works Committee meeting to follow. Langer & Straka are asked to talk to Dale Arndt about the possible berm or other backyard barrier on the west side of the complex and options for the flow of water to the east for drainage. Quorum of Board members may be present at the informational meeting.

Safety Report: Chief Barger reviewed the call status sheet. The department was without a squad for two weeks during the changeover. The **new squad** is now in service with an unknown cost overrun due to new technology in equipment needing to be installed. More equipment can now be carried in the vehicle. **New World System** is moving ahead with Officer Engelhart catching up on the back log during the squad changeover time. Last week was **Law Enforcement Memorial recognition**. Barger reported the number of officers killed in the line of duty is up 21% already this year. Once a week Barger does a walk through at Brooklyn Elementary School spending more time at the school working on communication and emergency plans. Background checks have not been done yet in regards to the hiring of a **part time officer**.

Unfinished Business: Economic Development Committee is organizing the **contest to name the street entering the Business Complex**. The chair of EDC, Heather Kirkpatrick is working with Brit Springer and Errin Welty on creating the rules for the contest and the publicity. Third and fourth grade kids at the Brooklyn Elementary School will be putting their ideas together for the contest. Deadline is mid June for turning in selections. A street name will be chosen at the July Village Board meeting. The winner will receive a street sign replica. A draft contract for a **joint municipal Court system between Brooklyn and Belleville** will be sent to the police chiefs for review before Village Boards review the draft. It will then go to the District 5 Court Administrator before going to each municipal attorney. **Ordinance recodification** is not moving forward at this time. Walsten will gather those ordinances completed and send to Municipal Code before the June Board meeting. When the Methodist Church appoints a representative, the **Community Building Policy review** committee will meet. The new **Senior Center funding agreement** continues to be worked on with the last meeting April 29th and the next meeting in May where Oregon's attorney and work group will together meet.

Consent Agenda: Van Den Eng moved, second Frandy, carried to approve the consent agenda as follows: **Approve payment of May 2013 invoices** as listed; **Approve Temporary Class "B"/"Class B" permit for Brooklyn Fire & EMS** for Legion Park June 22-23, 2013 for Antique Tractor Pull; Temporary Operator licenses for above: Steven Boettcher, Daniel Dean, Darren Arndt; **Compliance Maintenance Annual Report Resolution #2013-05** setting forth the following actions necessary to maintain effluent requirements: a) The Public Works Committee and Village Board will continue to

Committee reports: Planning & Zoning – no report. **Ordinance**- John McNaughton was elected Chair. A **Policy for Ordinance Adoption** was presented. Who should decide if additional review is needed was discussed. The Policy currently states “the Ordinance Committee shall determine if additional review is needed by consultants, attorney or other committees.” It was questioned if an ordinance is out of their area of expertise, if it should be referred to a consultant for drafting. It was felt if the word “review” in item #2 is changed to “input” would give the committee clearer direction. Van Den Eng moved, second Frandy, carried to approve the Policy with the wording correction from “review” to “input” in item #2. **Fire/EMS**- The Fire District Board Chair, John Marx, will request to bring back to the Board the contract between the Fire District and the Village regarding sharing an employee for administrative work in the Fire Department. All designated employee reference will be removed from the contract. **EDC**-The latest **Economic Development Strategic Plan**, drafted by Errin Welty, Vierbicher, was presented for approval. EDC recommends approval. Trustee Frandy moved, second Lust, carried to approve. Trustee Van Den Eng abstained as his copy had missing pages and he was unable to review the entire copy. Britt Springer is working with Heather Kirkpatrick on the web pages marketing the Business Complex and having the Business zoning code available also on the web. Marketing and community profiles for the Business Complex are now complete. Heather is also working on condensing the community survey for the website. Britt has been designing a logo for the Business Complex. All will come before the Board for final approval. Walsten reported a first meeting was held with a prospective client for the Complex. The need is for two acres with their most preferential lot being the back lot on the east side. Information is being gathered by both parties before a second meeting is held. **Recreation**-No financial report is ready for the **dime a dip** yet but plans are already started for next year’s event. Some **contributions are coming in for the July 4th fireworks**. Much more is needed as no tax dollars are budgeted for this event. Donation cans will be out in businesses this week. The DJ is not confirmed yet. Money that was approved previously (\$600) for a **timing clock** has been found to not be enough for an outdoor timing clock. Frandy moved, second Van Den Eng, carried to allow up to \$1500 for a timing clock, funds of which will come from Recreation’s Special Revenue Fund. Trustee Van Den Eng moved, second Frandy, carried to **hire Summer Recreation help** as follows: Approve hiring Lyra Gullickson, Summer Rec Coordinator at \$12 per hr for up to 30 hours a week from June 17-August 1; Approve hiring Julie Landphier, Summer Rec Coordinator Assistant at \$10.25 per hr for up to 16 hours a week from June 17-August 1; Approve hiring Gabby Proto, Summer Rec Coordinator Assistant; at \$10.50 per hr for up to 16 hours a week from June 17-August 1. **Emergency Management** – Walsten stated she has not heard back from Dane County Emergency Management on the definition of the “rumor control center”, wording included in the **Public Information Officer job description**. Van Den Eng moved, second Frandy, carried to postpone. **Personnel**-Trustee Van Den Eng was re-elected chair. **Procedural guidelines for Village Board meetings** were presented. Trustees wanting to speak will need to be recognized by the chair. Trustees can interject if calling a question. A point of order may be raised at any time if the rules appear to have been broken. Frandy moved, second Van Den Eng, carried to approve these guidelines. **Employee reference request policy**, as part of Section 8.21 of the Employment Manual, was presented. Van Den Eng moved, second Frandy, carried to approve as presented. **Orientation Handbook for Committee Members** was presented. Frandy moved, second Van Den Eng, carried to approve the handbook correcting typo and formatting issues. Because the **Municipal Court system** has a backlog of monthly reports with money due to Dane and Green Counties, Frandy moved, second Lust, carried to approve the Personnel Committee to hire a temporary court clerk to file these reports. **Recycling and Website Committees** had no reports. **Finance**-Trustee Van Den Eng was re-elected chair. Frandy moved, second Van Den Eng, carried to approve Clerk Strause and Deputy Clerk Brewer attending **the Workhorse training** in Dodgeville on May 29th and closing the office. Clerk Strause explained the formula for the expenditure restraint program and funding which is a part of shared revenue received from the State. Even though the 2012 levy was kept the same as 2011, the reduction of debt service from General Fund operational expenses left a larger increase than the allowable amount to qualify for Expenditure Restraint money in 2014. Debt service was reduced because of the loan refinancing in 2012. Strause reported she is going to remove interdepartmental fund transfers in particular, Capital Projects Fund

Van Den Eng moved, second Frandy, carried to adjourn at 9:05 p.m.

Carol Strause, MMC, WCMC, CMTW