

Village of Brooklyn

June 10, 2013

The Village Board meeting was called to order on June 10, 2013 at 6:31 p.m. Trustees Van Den Eng, Lust, and Frandy, Klahn, McCallum, McNaughton were present. Others present were Clerk Strause, PW Director Langer, Chief Barger, Tara Bast, Lori Bastean, Heather Kirkpatrick, Wm Brockman, Keith Arndt, and James Hynes. The Pledge of Allegiance was cited by all.

Public Comments came from Wm Brockman, 4593 St Hwy 92, who also owns 102 Church St. He reported he has land adjoining the business park and just found out about the Village's intentions to build a Business Complex. Brockman stated he did not receive a notice on the rezoning of the 50 acres that was annexed and has concerns on water runoff as his field was flooded again this year. His farm buildings are next to future stages of the proposed park. President Walsten will check on the mailing of the hearing notices and requested Brockman to call her for a meeting to review the business park plan.

Van Den Eng moved, second Frandy, carried to approve minutes of 5-13-13. Trustees McNaughton, McCallum, and Klahn abstained.

Tara Bast, Johnson Block & Company, Inc, presented the **2012 audit** that is now complete. An overview audit report was presented and reviewed showing the financial statements to be fairly stated. The General Fund's fund balance increased \$12,836 in 2012 for a total of \$430,147. The Village's General Obligation debt is \$907,052. The Special Revenue Fund, Debt Service Fund, Capital Projects Fund, and Tax Incremental District Fund #1 remain stable comparing 2011 to 2012. Water Utility debt at year end is \$651,286 after refinancing a revenue bond. Sewer Utility debt is \$3,746,794 after refinancing a BAN for WWTP construction. The financial report can be viewed in the Clerk's Office during regular business hours.

President Walsten had no report having just returned to the area from caring for a family member.

Clerk Strause presented the financial reports with total April deposits of \$101,225; withdrawals of \$92,323, leaving a balance on hand at the end of the month of \$1,536,182 for all funds. Several DOR notification date changes are being proposed in the Legislative's Joint Finance Budget proposal, i.e., moving from Dec 1st to Nov 20th the school levy tax credits and calculations estimated for fair market value used for lottery credit and first dollar credits, and from Oct 16th to Oct 1st the estimated dollars in the lottery fund that will be calculated for distribution. All these changes, if approved, will help speed up the process for calculating and printing tax bills so that they are out by Dec 1st.

Public Works: Sealed bids were opened on 5-28-13 at 1 p.m. for **bio-solids removal from the WWTP**. Madison Metropolitan Sewerage District currently removes the Village's bio-solids and disposes at their certified locations. The contractor would need to have an approved land application site to inject bio-solids. Three bids were received of the five that were sent out. The committee recommends a one year trial year as this process may take more employee time. Bytec was the lowest bidder at \$.0256 per gallon for 2013. Van Den Eng moved, second Lust, carried to approve Bytec on a one year trial at \$.0256 per gallon. Funds for this process are already in the budget; however, bidding this out may save some of those funds. At the **public informational meeting held on 5/30 at the Community Bldg**, landscaping and the presence of the berm was discussed. The question of lowering the speed limit by Business Park on St Hwy 92 from 55 mph to 25 mph (current) rather than 55/35/25 was discussed. Langer contacted DOT and they will do a speed study this summer. Well #1 is done and working with landscaping spots seeded around the well. Bids are out and due next week for the 2013 Catastrophic Urban Forestry Grant work to be done.

created a problem for department staff to operate. **Policy 114** is on hold pending review by the Dane County Public Safety Communications Dept. The Safety committee was updated on current case review with follow up investigations. Officer Engelhart has entered the Village's **squad car in an international competition for best squad**. The website will be put in the newsletter and on our website for residents to vote. Expenses for the new squad have not been totaled. Safety meetings are now the first Tuesday of each month at 6 p.m. Steve Lust is chair. Ordinance will follow at 7 p.m.

Unfinished Business-Lori Bastean, **Dane County Community Development Block Grant** Director, explained the scope of services and CDBG contract that is in the review stages for the Business Complex. Twenty-seven (one job for every \$10,000 of grant funds) jobs are required to be created with 51% of jobs hired from low to moderate income bracket. Indexing the funds based on the criteria could also be done. The job quota timeline is required within two years from date of completion of the infrastructure. Job creation has to be newly created jobs not the jobs that come with the company. Final approval has been received with the release of HUD funds so that the full \$261,000 will be paid to the Village. Trustee Van Den Eng reported on the one hour informational meeting held on 5/30 at the Community Bldg with Josh Straka, Strand Eng., Mark Langer, Public Works Committee and other Trustees present. All neighbors with abutting property were sent invitations. Six of the eight property owners that adjoin the business park were present. The discussion revolved around options for the West property line that abuts residential property. Option 1 was trees and a swale for storm water; Option 2-doubles the number of trees, and has a swale; and Option 3 adds a 5' berm with trees planted on top and a swale on both sides of berm. Abutting property owners unanimously agreed they wanted a 5' berm in their rear yard for a sound and aesthetic barrier. All residents want the barb wire fence removed from the property line. Bids need to be sent to contractors very soon. Board needs to decide which Option should be sent for bids. Neighbor concerns also included possible night shift noise and intrusive lighting from businesses locating in the park as well as speed limits. The lowest area is on the West side which would be raised approximately two feet after grading the entire ten acres. Storm water will naturally flow north toward St Hwy 92. Option 2 is an additional \$5,000 and Option 3 adds \$15,000 to the cost. The swale, trees, berm would all be on the Business Complex side of the property line taking up 40' of space for Option 3. Maintenance would be up to the owner of the Business Complex lot. Low grow, no mow grasses were discussed at the information meeting. Langer stated he would like a two year guarantee as part of the contract to make sure trees are OK and low mow grasses are growing. No trees will be removed from residential property but overhanging branches would be trimmed to allow for earth moving equipment. Plantings would be a mixture of pine and leaf trees and bushes. A possible urban forestry or Arbor Day grant may help pay for the trees. Option 1 trees would be planted approximately 18' from the property line. The benefit of Option 3 is esthetics, with increased visual and noise barrier for residential abutting property and the approval of the South Kerch residents. The cons are the cost which is \$15,000 more, removing 40' from buildable, saleable property and requiring business park owner to be responsible for maintenance. The additional cost would add to the existing cost/acre of business park development and would either be passed on to the prospective business park owner, along with requiring maintenance, making it more difficult to sell (along with the CDBG requirements) or passed on to all of the village taxpayers. However, the berm and swale meet setbacks, and some of the green space required. There was also the question of would creating a berm at this location set a precedent to continue the berm as the business park and residential lots were developed south of the current business park and South Kerch homes. Van Den Eng moved to choose Option #2 that has a double tree line due to the additional cost of Option 3, second Frandy, carried. Trustee McNaughton voted NAY. Village requests local nurseries, i.e., Winterland Nursery and Messner Landscaping, be included in the bid document to be contacted. **Financing of the infrastructure** was discussed. A temporary loan from the Board of Commissioners of Public Lands could be utilized at 2% for up to two years. Once Bids are in, local banks will be contacted for loan rates. Kirkpatrick talked about the **Business Complex webpage** which is currently on hold pending her computer system being cleaned of virus infections. This includes the street naming contact with all data

discussed. Kirkpatrick, Walsten, Strause, and Atty Christopher have already met once with a prospect. Including PW Director Langer and someone with building expertise may be a benefit. It was questioned having our attorney present because of the cost. Walsten stated Christopher does a great deal of networking, writes developer agreements, and understands the nature of different agreements. Walsten also emphasized that these discussions involve major municipal funds and contract law which Board members do not know about. Having Christopher only attend when negotiations begin was discussed, however, Walsten stated that when a prospect is ready to meet with the Development Team, the initial negotiations start. Membership was discussed and having a developer or builder was considered however, neither member of EDC or Planning Commission is available for daytime meetings. The process is the Team would do the negotiating with arrangement then taken to the Village Board. Van Den Eng moved, second Klahn, carried to appoint President, Clerk, attorney, PW Director, and Kirkpatrick to the prospect team. Trustee McCallum voted Nay. Another meeting with a prospect will be this week. A special Board meeting may be needed after that. Planning and Zoning will meet soon to reconsider changes to the covenants for the business park.

US Post Office proposal was discussed. The proposal would eliminate first-class mail processing in the Madison Processing and Distribution Center and move the operation to Milwaukee slowing first-class delivery for South Central Wisconsin and the elimination of 54 middle-class local jobs. Resolution 2013-06 was read by Walsten going on record in opposition to this proposal which would have serious impact on cash flow management. Trustee Frandy moved, second Van Den Eng, carried to approve the Resolution 2013-06. Trustees McNaughton, Klahn voted NAY; Lust abstained.

Michelle Brewer was hired and has started working as a temporary, part-time **Municipal Court Clerk** to get through the back log of cases that need to be filed and reports that need to be completed and filed with both counties. She will no longer be needed once the report filing is caught up. **Ordinance recodification** continues. Walsten and McNaughton will be getting together to check on ordinances that still need Village Board approval before being sent to Municipal Code. **Community Building policy review committee** has not met. **Oregon Area Senior Center Board** met to further work on an agreement but no copy of the revisions has been received. The previous **compensation agreement for Fire Chief wages** to have Fire Chief Leif Spilde work four hours a week during Village work hours and have the Village receive reimbursement from the Fire District was going to be brought up for a vote, however, the decision was that Spilde will continue to volunteer his own time with no need for an agreement between the Fire District and the Village.

Consent Agenda – Van Den Eng moved, second Klahn, carried to approve the consent agenda as follows: Approve payment of June 2013 invoices as listed; Approve **Temporary Class “B”/”Class B” permit for Brooklyn Fire & EMS for Legion Park August 30-Sept 2, 2013 for Labor Day Festival**; a. Temporary Operator licenses for above: Steven Boettcher, Daniel Dean, Darren Arndt, John Beranek, David Peth, Jason Lewis; b. Amplification Permit and Extension of park hours for Aug 30-Sept 2; **Approval of annual 2013-2014 licenses** as follows: COMBINATION CLASS B: FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS: Stanley R. Slater, dba Kounty Korner, 108 Hotel Street; Arlene Elmer, dba Anchor Club, 112 Hotel Street; COMBINATION CLASS B RESERVE: FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS- Scout Enterprise, LLC, dba: Country Place Café, agent Scott Zeitler, 233 Douglas Dr; COMBINATION CLASS A: FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS: Brooklyn Mini Mart, LLC, Nissin Rodriguez, agent, 355 N Rutland Ave ; OPERATOR LICENSE RENEWALS: Cheyenne Jones, Linda Dybala, Dani Maher, Julie Bruner, Josephine Kuha, Gerald Elmer, Cynthia Jazdzewski, Terri Johnson, Brandie Ziegler; NON-INTOXICATING BEVERAGE LICENSE (soda): Country Place Café, Kounty Korner, Anchor Club, The Market Place, Brooklyn Mini Mart, Steiny Jo’s Bakery; CIGARETTE LICENSE: Anchor Club, Brooklyn Mini Mart; COIN OPERATED MACHINE LICENSE: Brooklyn Mini Mart -5, The Market Place -1, Kounty Korner -5, Anchor Club -9. Trustee McCallum Abstained.

hired yet for July 4th. **Summer Recreation's lead co-coordinator** has taken another job. There was no second to Van Den Eng's motion to hire Gabby Proto (who was previously hired as assistant co-coordinator) as she is only 16 and unable to be hired for this lead position. McCallum suggested contacting the Oregon School for information on who may be available for this position. Van Den Eng moved, second Klahn, carried to delegate the decision as to whether to hire someone new or cancel the program to President Walsten after consultation with Trustees Frandy & McCallum or any other Trustee by the end of this week. Van Den Eng moved, second Klahn, carried to appoint Kayte Goglio as a new committee member. There were no reports from **Emergency Management, Recycling, or website.**

Van Den Eng moved, second Klahn, carried to adjourn at 8:54 pm.

Carol Strause, MMC