

The Village Board meeting was called to order on Aug 12, 2013 at 6:33 p.m. Trustees Lust, and Frandy, McCallum, McNaughton, Clark-Hansen, Klahn were present. Others present were Clerk Strause, PW Director Langer, Chief Barger, Randy Burns, Todd Platt. The Pledge of Allegiance was cited by all.

There were no public comments. Walsten received a note from a resident in Brooklyn Commons noticing that Brooklyn has an extraordinary # of houses for sale. Trustee Frandy, a realtor, felt the numbers of houses up for sale is on par. McNaughton felt there is the usual number in his neighborhood and they are selling fast so is not worried. Chief Barger introduced his newly hired part time officer, Randy Burns. President Walsten gave the **Oath of Office to Officer Randy Burns.**

Trustee Frandy moved, second Lust, carried to approve minutes of 7-8-13.

DOLLAR GENERAL PRESENTATION – Todd Platt, DGI-Brooklyn, LLC, Appleton, is the new owner of Lots 24 & 25 of Brooklyn Sunrise Estates and the new proposed building which will be leased to Dollar General. The Planning and Zoning Commission met on July 22, 2013, and reviewed the site plan and proposal. Zoning Administrator, Rob Roth, also reviewed the documents and replied with an email to the Commission approving the site plan with an update on the status of the conditions. The sign ordinance requires a sign to not be higher than 18' above street grade, however, the sign will be 4' lower in the setback than the street grade so the 21' sign would have an end result of being at 17' height at street grade. Planning and Zoning approved a 21' sign. The CSM needs to be recorded at Dane County after Board approval before a building permit can be issued. Platt gave an overview of his company that has built close to fifty stores in WI. The store will create 8-10 jobs in the community, providing a convenience factor for residents, and have an impact on the tax base. This store will be a little different from other 9100 square foot stores with an angled entrance to the building, and a masonry façade on two sides (corner lot) facing N. Rutland and Douglas Drive. Overall the building height is 18'. Landscaping will have in ground irrigation with Dollar General responsible to maintain after construction. At the Planning Commission the question "What happens if Dollar General is not successful" was raised. Platt replied their success rate is very good with only one closing of all the stores built, which was probably due to being located in less than ideal location. This building has an open floorplan and could easily be adapted for another business if needed. Trustee McCallum asked about the privacy fence that will restrict the building from the next door residences.

The Board approved moving the Dollar General New Business item on the agenda up to follow the discussion. There being no other questions, Trustee Frandy moved, second Klahn, carried to amend the agenda to discuss **New Business item #1(a)(b)Dollar General site plan approval, Planning & Zoning Commission recommendation, and CSM approval.** Planning & Zoning Commission recommends approval of the site plan with the following conditions met: 1)CSM is recorded with Dane County after Board approval with the building permit to follow; 2) DNR approval of the Storm Water Management Plan, which was modestly adjusted to accommodate the DNR and Village Ordinance per Zoning Administrator, Rob Roth's statement (after his meeting with Jim Lundberg, Dollar General Engineer); 3) exterior lighting plan was received and approved; 4) clarification that the front entrance is angled, not square; 4) sewer connection fees and other fees must be paid at the time of the building permit; and 5) approval of a 21' sign with end result being 17' at street grade. McNaughton moved, second Frandy, carried to **approve the site plan with conditions met as stated.** Clerk Strause read and requested the Board approve appointing the Planning & Zoning Commission to replace the **non-existent**

exterior elevations and grades and type and color of all exterior materials), specifications and site plan have been submitted to and approved in writing by the Architectural Control Committee. 2) The Architectural Control Committee approves in writing the mail box and support columns of the building, as well as any exterior antennas, TV satellite, dishes and exterior solar panels, to the extent part of the development. 3) The Architectural Control Committee approves in writing the signage for the development. 4) The Architectural Control Committee approves the fence to be constructed on the property. Klahn moved, second McNaughton, carried to **appoint the Planning & Zoning Commission as the oversight commission to replace the no longer existing Architectural Control Committee**. The Planning & Zoning Commission's review and approval has satisfied the requirements of the former Architectural Control Committee. Trustee Frandy moved, second Klahn, carried to **approve the CSM which combines Lots 24 and 25 of Brooklyn Sunrise Estates**. Clerk Strause signed the CSM which was given to Todd Platt and will be recorded at the Dane County Register of Deeds by the owner.

President Walsten reported on the League of Municipalities Board meeting on July 10-12 at Green Lake, WI which was the annual retreat planning session. Some items discussed were levy limits, budget cuts, and hiring a public relations firm. The Dane County Cities and Villages meeting was on 7-24 at Waunakee talked about the pros and cons of Capital Area Regional Planning Commission which is being challenged by the County Executive and other representatives on the County Board. CARPC's services will be evaluated as there is some movement to dissolve the association. DaneCom could cost the Village \$1700-1800 next year. On 7/29/13, a joint meeting was held with the Towns of Oregon, Rutland and the Villages of Oregon and Brooklyn regarding the final draft of the Senior Center Contract with discussion later in the agenda. Dane County Clean Sweep has moved to a new location at 7102 US Hwy 12/18, Madison, located across from the Yahara Hills Golf Course. The Chief Executives Conf is Aug 21-23 in Wausau which Walsten will attend. Also the Annual League of Municipalities Conference is Oct 16-18 in Green Bay. Walsten encouraged trustees to attend as the emphasis this year is on small, local government. Walsten also attended a THRIVE focus group session on 8/7 and delivered the Village/CDBG contract to the CDBG offices on the same day.

Clerk Strause gave the monthly financial report with total June expenses of \$83,421, revenue \$62,377, and end of June balance of \$1,148,040 for all funds. Shared revenue arrived in July and tax settlement monies will arrive in August. Preliminary Village equalized values as reported by the Dept of Revenue were explained with a drop in Dane County real estate of \$2,829,200 and Green County \$1,221,000. The Net New Construction calculations show an increase of .11% in Green County and .35% growth in Dane County. The National League of Cities (NLC) is encouraging all municipalities to take action calling on the federal government not to limit in any way the income tax exemption for municipal bonds so that infrastructure projects and job creation can continue, and residents' taxes are kept lower. Some WI municipalities have already adopted a resolution to support the NLC. Trustee McCallum moved, second Frandy, carried to place a resolution on the September agenda supporting tax exempt bonds.

Public Works report: Director Langer reported on the **Urban Forest Application** which is complete with the exception of the Resolution that is on the consent agenda. The previously approved **crack seal contract** was split with Green County Highway awarded part of the contract and DNS awarded the N Rutland project which saved the Village \$825. Because of rainy weather conditions this spring/summer, DNS is having difficulty getting all of their projects completed. DNS requests the Village to allow Green County Highway to do the N Rutland project. In order to keep a good working relationship with the Village, DNS has offered to pay the \$825 cost difference. Langer checked with Green County and they are able to complete the project. Frandy moved, second

designation. Langer reported on problems with trying to remove the windows and add extra heating equipment for the **Community Building bathrooms.** Budgeted for this project was \$3250 with one contractor asking \$15,000. TNL Electric & Meyer Construction gave a price of \$3200 to \$4,000 with Trustee Klahn moving, second McCallum, carried to approve. The **leaking roof and damage in the Police Dept from heavy rains** this spring was discussed. Dan Olson will fix the shingles on the roof and repair flashing to stop the leaking for \$675. An insurance claim has been filed. The previous roof contractor has refused to return to the Village to do any work. Washa gave an approximate cost of \$80,000-90,000 to redo all upstairs electrical, insulation and new ceiling including heating zone changes between the former Clerk's Office and the Police Dept. Chief Barger stated some places have no insulation in his department and other places are undetermined if there is any insulation. Dan Olson would be able to just repair the water damaged items. Separating the heat/air zones between departments would be ideal as the thermostat in the former Clerk's office controls the heat/air in the Police Dept., causing the thermostat to be set at 63 degrees to provide cooling or 75 degrees to provide heat to the PD. Generator(s) purchase was discussed. PW Committee recommends **purchasing two generators** to cover 1) well #2, 2) portable unit for the Community Bldg, Emergency Management, and lift stations would cost \$58,500 which includes \$1500 to set up at the Community Bldg. Emergency Management committee met this a.m. Everything is set up to handle an emergency in the Village; but without an emergency generator permanently in place, the generator would have to be shared with the lift stations. Budgeted amount in 2013 is \$22,500 each in water and sewer and \$10,000 for emergency management for a total of \$65,000. Selling two old generators is estimated to bring revenue of \$11-13,000. A third generator permanently installed at the Community Bldg would cost \$23,200. Purchasing all three generators would be over budget by \$16,700 less the estimated revenue from sale of two old generators would still require \$3700-6700. Klahn moved to purchase two generators, sell surplus, and budget 2014 for third generator. Langer stated \$1500 would be wasted in this proposal if a third generator is purchased because of the wiring configuration for the Community Bldg. Klahn withdrew his motion. Klahn moved, second Clark-Hansen, carried to **purchase three generators**, less the surplus value to offset the cost, with two payments made, one this year and one in January 2014 when the difference can be budgeted. Trustee Lust voted Nay. Langer reported on the charted **flow problems at the WWTP** during heavy rains. Two manholes have been fixed which has decreased the inflow/infiltration rate back to more manageable levels so the treatment process is working adequately. However, there is still an I/I problem between the lift station and Fourth St that is allowing excessive stormwater to enter the treatment plant. This problem is being worked on. Monthly Director's and Utilities Superintendent reports were reviewed. **Emerald Ash Borer** has been found in Sauk County. Dane County is now surrounded by infected/quarantined EAB counties.

Safety Committee: Chief Barger reported he is gearing up for the Fire/EMS **Labor Day celebration.** The Fire Department is adding private security for the beer tent; however, Barger stated his department still is not able to handle the event due to the large crowds but they will do the best they can. Safety committee addressed the **request for a stop sign at Hotel and N.Kerch St.** after a complaint the North-South bound traffic is driving too fast. The speed board has been used in the area which slows the traffic but once removed, traffic again speeds up. Stop signs are not recommended by the committee because this is one block off Highway 92. The concern is that this area does not have sidewalks. Safety Committee recommended looking into a painted bicycle lane at the edges of N. Kerch. Dane County hired a consultant to do **criminal mapping** which will chart what happens to citations from beginning to disposition to evaluate the process. Aug 16-Sept 2 the department will be included in the **WISDOT traffic safety initiative "Drive Sober, Get Pulled Over"**. An appreciation plaque was given the department for participation in the **"2013 Click It or Ticket Mobilization"**. Committee discussed **2014 budget**

office computers. McCallum moved, second Frandy, carried to approve Policy #114 **TIME Access Policy and Procedure Manual**.

Unfinished Business: Trustee Frandy moved, second Clark-Hansen to move up on the agenda discussion of the **Business Complex. Bid opening for infrastructure** was done on August 8, 2013, with four bids received. The lowest bidder was Krause Excavating, Inc, Markesan, WI with a computed total bid of \$365,427.20. The highest bidder was E&N Hughes at \$543,466.30. Josh Straka, Strand Engineering, recommended to accept Krause Excavating, Inc bid. Line items on the bid docket were questioned. Frandy moved, second Klahn, carried to **accept the low bid from Krause Excavating, Inc. for \$365,427.20. Marketing plan** has been updated on the website and facebook. Thurs. night EDC will meet to look at all submittals for **street naming for the Business Park Complex**. A recommendation will be presented at the September Board meeting.

New Business: A **reassessment contract from Jacobson Appraisals, Inc.** was presented in the amount of \$19,400 which includes the maintenance contract now costing \$5,000. The Village's market ratio is expected around 104% which is difficult for the assessor to defend his values that were derived in the last re-eval of 2005. Trustee McCallum moved, second Clark-Hansen, carried to approve a reassessment and maintenance contract for 2014 with Jacobson Appraisals \$19,400. 2013 budget includes \$9500 reserve for reassessment. President Walsten stated an **appointment of a landowner and Trustee is needed to serve on the Rutland-Brooklyn Storm Water Commission** that was formed in 2012 in a joint agreement with the Town of Rutland to maintain the new DOT constructed storm water system along Hwy 92 to Harvey's Marsh (east of Hwy 14). This commission needs to meet at least once a year. Land owner, Dale Arndt, and Trustee Lust have agreed to serve in this capacity. McCallum moved, second Frandy, carried to appoint Dale Arndt and Steve Lust to this Commission. President Walsten reported on the need to **create a Capital Improvement Plan**. An article on creating such a plan was put in Board packets. PW Director Langer last year submitted a five year improvement plan. Finance committee will start to create such a plan. The last five year plan was done in 2006 resulted in the 2007 BAN which was just refinanced this year. Most of that BAN included purchasing water meters which should have been a utility cost. The 2006 plan will be copied for Trustees to review. **Anderson vs Village of Brooklyn lawsuit** may require contact with our village attorney as he had given advice on what to do during the reference request mailing. Minimal fees will be involved. All other litigation cost is paid by our liability insurance company. Depositions have been scheduled.

Unfinished Business: Municipal Court monthly report update-Michelle Brewer was previously appointed to catch up on monthly reports because the Village has not had a Court Clerk for some time. Brewer reports that the backlog is now complete along with 2013 reporting. Walsten asked the Board for approval to have Michelle Brewer continue reporting until the joint contract with the Village of Belleville is approved by both municipalities. Frandy moved to temporarily appoint Brewer to continue reporting. Motion was withdrawn with Frandy's motion amended to hire Michelle Brewer as Pro tem Court Clerk until such time her services are no longer needed. McNaughton seconded the motion, carried. There was no report for **Ordinance Recodification or Community Bldg Policy review. Oregon Area Senior Center Service Agreement**, in final draft form, was presented. This agreement was presented at the last joint meeting with the Village of Oregon, Village of Brooklyn, and Towns of Oregon and Rutland. Fixed costs are split between fixed expenses and usage. Both Towns attended the joint meeting and approved the agreement. Atty Christopher reviewed the agreement and approved. McCallum moved to approve the Funding Agreement, withdrawing her motion. McCallum moved, second Frandy, carried to approve the Senior Center Service Agreement jointly with the Villages of Oregon, Brooklyn and Towns of Oregon and Rutland. Frandy moved, second Klahn, carried to appoint **Trustee Clark-**

Consent Agenda: McCallum asked to have item #3 removed from the consent agenda. Klahn moved, second McNaughton, carried to approve items # 1-2-4-5 as follows: Approve payment of August 2013 invoices as listed; Approve Operator License for Cindy Hall; Approve Resolution #2013-08 **Green County Matching Road Fund Application**; Approve Authorizing Resolution #2013-07 **Urban Forestry Grant for 2014**. McCallum asked about item #3-**temporary operator licenses for Labor Day weekend**. With three being submitted, McCallum felt this was not enough to cover the entire celebration. Clerk Strause explained that several temporary licenses were approved for this event previously and the three requested now were in addition to those. Frandy moved, second Klahn, carried to approve Temporary Operator Licenses to Kyle Mortensen, Mason Barber, and Erik Nielson for Labor Day weekend for Fire/EMS celebration. Chief Barger called attention to one operator who falsified his application by not reporting an OWI from 1999. Barger was directed to call the applicant to discuss this but given the length of time since the occurrence, the temporary license was not withdrawn.

Committee Reports: Planning & Zoning-reported under Dollar General. **Ordinance**-Trustee McNaughton is getting caught up after vacation and will schedule a meeting. **Fire/EMS**-no report, Committee is looking at funding issues and organizational structure. **EDC**—will be meeting this Thursday. **Recreation**-Frandy reported that the committee approved a \$250 bonus for Dan Dean for **fireworks** as the cost for fireworks has gone up and Dean stated his cost to the Village would not increase until 2014. Dean was told this bonus would not be done every year. Frandy also reported the **summer youth program** went very well with Brit Springer and Jill Van Den Eng helping with the end of the year party that was well attended. Summer employees Lauren and Gabby were a great team for the program and it is hoped they return next year. A bouncy house will again be rented by Rec Co for Labor Day weekend activities. **Emergency Management committee** met this morning and will present at the September Board meeting the revised **PIO job description and checklist** for approval.

Personnel-President Walsten was appointed temporary Chair. Because of the change in committee members, minutes from 5-22 and 6-20 could not be approved in committee. Frandy moved, second Klahn, carried to **approve the minutes of 5-22-13 and 6-20-13**. Walsten stated with changes prompted by the **Affordable Care Act effective in 2014**, and program options that be offered through the Dept of Employee Trust Funds (ETF), it is hoped to continue with Unity as the lowest cost provider. Clerk Strause reported this is the preferred provider by the employees. Rates will not be available until mid to late September. When rates are available and county averages are calculated to determine the 88% rule (the maximum that the Village is allowed to pay toward the premium for each employee), the actual costs and options will be calculated. Currently the Village is paying 100% of the cost of health insurance. Employees have requested to stay in **Tier 1 of the Wisconsin Public Employee (WPE) Group Health Insurance Program Option 2: traditional or full pay uniform benefits option**. The committee would review the rates when available and what amount the Village would pay on the premium and what amount may be required of the employees to contribute toward their plan. Klahn moved, second McNaughton, carried to have the Village continue with Tier 1, program option 2, traditional or full pay uniform benefits option. A Resolution for this option will be on the September agenda.

Finance-Trustee **McNaughton was appointed chair**. **2014 budget timeline** was presented. Committees are to turn in their worksheets to the Clerk and Finance Committee by Sept 4th. Walsten stated the committees should evaluate their progress on the current 2013 goals and create 2014 goals to guide their budget requests. Budget hearing would be Nov 11, 2013. Clerk Strause reported on **Act 25, Municipal Utility Customer Privacy Law, which became effective on July 7, 2013**. Under this law, municipalities will no longer be able to mail post card utility bills. Special assessment letter requests from title companies and realtors will need to provide a release from the property owner to release special assessment data or delinquent utility notices before

on the **2013-2014 rate for Worker's Compensation**. The Village's experience modification factor has decreased from .91 to .88; however, classification percentages have significantly increased for municipal operations and police officers. The City rate decrease overall is 1.4% and the Village rate increase overall is 5.6% for Wisconsin. These rates will be reflected in our renewal policy for Jan. 2014. There was no report for Recycling or Website Ad Hoc committees.

Klahn moved, second Frandy, carried to adjourn at 9:26 p.m.

Carol Strause, MMC, WCMC, CMTW