



•210 Commercial St., •P.O. Box 189 Brooklyn, Wisconsin 53521-0189
(608) 455-1842 • Fax: (608) 455-1501 [E-mail: publicworks@brooklynwi.gov](mailto:publicworks@brooklynwi.gov)

PUBLIC WORKS COMMITTEE MINUTES 9-24-13

Call to order

Chairperson Klahn called meeting to order at 6:00 pm.

Present: Chairperson / Trustee Todd Klahn, Trustee Laura Clark Hansen, and Trustee Steve Lust.

Also Present: President Nadine Walsten, Director of Public Works Director Mark A. Langer.

Approve committee minutes of 8-27-13

Hansen moved to approve 8-27-13 minutes, second by Klahn. Motion carried with Lust abstaining. Lust asked to have July minutes on next agenda for approval.

MSILT Biennial Program

Village Board asked this committee to pick a project to submit to MSILT committee for the 2014/2015 program, which is due 10-4-13. Langer explained that the Village received half of the funds in the 2012/2013 program which was used on Teddy St. and Holt Rd. Two possible projects discussed were Hotel St and the alley between N. Rutland and Commercial St. Klahn said he thought Hotel St would be a good project to apply for. It would consist of spot curb repairs, spot sidewalk repairs, removing existing concrete pavement, replace with additional base as needed, compact, put in 2 - 2 inch lifts of asphalt, paint lines and parking stalls. Langer stated that it would be preferred to update underground utilities during this project also since some of them are running through private properties now on both sides of the road, as the map presented showed. There was additional discussion on funds and Klahn moved to have the Village apply for these funds to do the Hotel St. project, second by Hansen and carried.

Business Complex update

Langer informed the committee that he met with Chela from CDBG on 9-6-13, and went over some of the posting/reporting/recording requirements that have to be done during the BBC development. Chela also stated that the official completion date of the project is when the 2 year clock starts for the Village to have the 27 employees in the new development.

The committee discussed the Friday 9-27-13 ground breaking ceremony at 9:00 a.m. Langer said that PWs will put up the tent, and bring out two tables. If there is anything else anyone needs let him know. Walsten said Strand will be bringing hardhats and shovels. Walsten said there are lots of people/media informed and invited.

Langer said the Engineers will start being on site soon because the contractor is planning on beginning the utilities next week.

Emergency Mgmt/PD/Comm. Bldg generator

The Committee discussed the feasibility of continuing with the purchase of this generator. Klahn said that with the BBC project and other budget issues it may be best to postpone this until a future date. Langer said if the decision is made to postpone would the Village like to add the \$1500.00 back in on the portable one so it could be used on this building if needed? Klahn thought that would be a good thing to do and moved to recommend to Board to not purchase this generator and add \$1500.00 in to the portable to make it work on the Community Building. Second by Hansen and carried.

Community Building/PD repairs

Langer reported that the roof/flashing repairs were completed and Clerk Strause is going to receive the insurance monies of about \$1200.00 directly to the Village. Langer is looking for direction on how

the extra money to be used for more ceiling insulation and possible electric issues (if found), second by Klahn and carried.

Community Building Policy

The committee received a copy of the policy and Walsten said she is trying to get a committee formed to review this and use of the building. Walsten thought this would be good to do because since the fees were raised and security requirements were added (liquor use), the building isn't getting used as much. Klahn said the PWs committee members should review the policy and when the committee Walsten is getting together completes their recommendations it should come back to PWs for review and possible follow up.

Public Nuisance Letter Policy

This was discussed some at Board level and was sent to PWs for review/recommendation. The question is about habitual violations, were the same properties are in violation every year. Klahn said he was not comfortable with just attaching a bill with each letter of non-compliance because sometimes people have a situation that may be out of their control. Discussion followed, Langer stated that the letters go out once per season and that it is wrote in them that's the only one they will be receiving during that season. Klahn suggested adding the statement in the letter that if the Village has to mow, shovel etc than there will be an additional fee (for sending the letter, handling, notice etc) on top of what the letter already has in it for costs of abating nuisance. More discussion followed and it was suggested to also add in the letter if the Village has to send the same person the same letter for the same nuisance the next season then the additional fee (for sending the letter, handling, notice etc) will automatically be billed with that second letter. The committee asked Langer to get with Clerk Strause and add this wording with costs (suggested amount was \$25.00), and send to Board for approval.

WWTP Chemical Feed Building roof/heater status

Langer said that salesman that was working on this issue from Crane Engineering is no longer employed with them so someone else is looking into and will be getting back to us. With winter approaching PWs will probably just proceed with putting a rubber roof on the building (a local contractor is pricing now) and buying a less expensive heater to get the building back into shape. Discussion followed and it was agreed that we can't wait to much longer so PWs should proceed as they see the need and weather allows.

WWTP Solar Power

Walsten said that this item began with the Veterans memorial when she met Ryan Harkins from Synergy Renewable Systems. Walsten showed him the WWTP and lift stations as possible future prospects for PV installations. Walsten talked about some of Marshall Wi. PV success, and would like to see if it's viable for the Village of Brooklyn. Langer was asked to touch base with Ryan when he gets a chance and discuss options/ideas including grants that may be available.

Emerald Ash Borer update

Langer reported that the 2013 budgeted EAB work is pretty much complete. He stated that 4 ash trees were treated with a two year injection at a cost of just a little under \$200.00 each, several ash pruned and 5 ash trees removed (along with 10 other types deemed hazardous removed on Village properties). Trees replanted this year are: 2- Black Hills Spruce, 2-Hackberry, 1-cedar, 1-Junniper, 1-buckeye, 1-Prince Edward Oak, 1- Royal Raindrops Crabapple, and 1-Purple Prince Crabapple. The cemetery trees were also pruned up. The majority of this work was completed with Urban Forestry Grant Funds, in the amount of just under\$28,000.00. There will be some continued tree work this fall/winter by Village personnel as time and weather allows. Walsten asked about public informational meetings on EAB. The discussion by committee thought that not many people come to those meetings and we should continue to pursue putting the info on the Village website. Langer wasn't sure of where kim was at with what Leif was working with her to put on there. Walsten suggested info by the window at Village Hall and something at the Mobile mini mart.

Ice Rink Update

The committee decided that PWs should flood ice rink the same way they did last year, if it works as good as last year than bring the request to committee next year to surplus the old rink being stored in the water tower.

Fall Dumpster Days

2014 Budget Recommendations

Committee looked over the budget sheets provided by the Village Hall. Some discussed items were: PWs employee raises/increase dumpster employee wages, WWTP/PWs computers \$12-18,000.00 (with some coming from sewer equipment replacement fund), sewer main lining \$6-8000.00, loader radial tires, legion park pavilion, street maintenance, and WWTP sampling/engineer work.

Utility Report:

Noted items were: hydrant flushing, tower being worked on by sprint, wash exterior of well #2, continuing phosphorous plan work, sludge disposal, painting of lift stations, and web site status.

Public Works Report:

Noted items: BBC has begun, welcome signs have been painted, painting Community Building exterior, sold waste oil, Employee evaluations are done, 2013 UFG is wrapping up, washed layers of paint off Legion pk bathroom floors, and website status.

Next Meeting-Tuesday 10-22-13

Adjourn

Hansen moved to adjourn at 8:31 pm. Second by Lust and carried.

Respectfully submitted – Mark A. Langer, Public Works Director – 608-455-1842