

Village of Brooklyn

October 14, 2013

The Village Board meeting was called to order by President Walsten on October 14, 2013 at 6:30 p.m. Trustees Lust, Frandy, McNaughton, Clark-Hansen, McCallum were present. Trustee Klahn was absent. Others present were Clerk Strause, PW Director Langer, Chief Barger, Heather Kirkpatrick, Brittany Springer, Joe Parisi, Josh Wescott. The Pledge of Allegiance was recited by all.

Joe Parisi, Dane County Executive, introduced himself and his Chief of Staff, Josh Wescott. Parisi stated he presented the County budget to the County Board a few weeks ago for review with the budget to be done in early November. Twenty sirens in the county will be replaced next year. He encouraged the Board to contact his office with questions as many County resources are already available and his staff can help connect the Village to these resources. Jerry Bollig, Dane county supervisor for our district is handling the Anderson County Park and he encouraged contacting him to meet with the Board about this new County Park for this area. The Dept of Economic Development and Workforce Development was created six months ago to assist communities and businesses to take a proactive approach to economic development. The phosphorous issue was brought up by PWs Director Langer and Parisi referred him to County staff which specialize in Adaptive Management techniques which creates barriers that prevent phosphorous from entering Allen Creek. President Walsten asked if there would be funds for the Village to connect to the bike path being planned between Oregon and Madison. Parisi stated there is 50% funding available through a grant application process for like projects. With Lycon moving to Oregon, the railroad is being activated between Oregon and Madison. It is hoped that rail cars will not be stored between Oregon and Brooklyn creating an eyesore. Parisi encouraged Village officials to contact his office for any assistance or contact information.

No public comments were received. A resident contacted President Walsten regarding youth in the park after school and on weekends being disruptive to other youth making it difficult for other youth to enjoy the park. Others have encountered this same situation and the issue needs to be addressed. Skate Board park equipment is being moved around raising questions of safety. The email was passed to Police Chief Barger and Mark Langer, Public Works Director.

Lust moved, second Frandy, carried to approve the Village Board minutes of 9-9-13. Trustees McCallum and Clark-Hansen abstained.

President Walsten reported on attending the Oregon Chamber of Commerce meeting on 9-19 at Deer Park Monastery, Oregon; on 9-25 attended the Dane County Cities and Villages meeting; spoke to two 4th grade classes at Brooklyn Elementary on local government on 9-20; and also attended on 9-30 a Madison Regional Economic Partnership meeting. There will be an EDC open house on Oct 24th at 6:30 pm at the Community Building. Seventy-five invitations have been sent. An SBA speaker will be speaking on the Affordable Health Care Act and small business.

Clerk Strause gave the August financial report with expenses of \$140,158, revenue of \$234,660, and end of month balance of \$1,277,007. Strause reported the **2014 Village revaluation** has begun. All property owners will be receiving a letter about the process and the 2009 WIS Act 68 "Trespassing and Revaluation Notice".

PUBLIC WORKS REPORT: PW Director Langer reported attending a **MSLIT** (road) program meeting last week at the Green County Hwy Dept. The Village has received funds from this program the last two years that were used on Teddy St and Holt Rd. No funds will be allocated to Brooklyn the next two years having applied for Hotel St. An update on the **Business Complex** reported the sewer main is all in the street with no laterals installed yet

be this week. A change order has been issued for a sewer manhole. Detention ponds are done and seeded. The contractor is working on a compaction issue on the west side of the complex. They are planning to rework portions of it to meet 95% compaction average for the property. Per the Public Works Committee meeting in September recommending the Board rescind their motion to purchase a back-up generator for the Community Building because of budget allocations, Trustee Clark-Hansen moved, second Frandy, carried to rescind the previous Board motion in September to purchase a **back-up generator for the Community Building** and add \$1500 to the cost of a portable generator. The Community Bldg will need to be supplied by a portable generator shared with lift stations and wells during an emergency. The **leaking roof at the Community Bldg.** has been repaired by a local contractor. The damage done in the Police Dept from the leak is being paid by the insurance company. More insulation is needed and Langer reported he is getting a quote to spend up to an additional \$1000 for insulation. **New heaters and new exhaust fans for the Community Bldg bathrooms** are ready to be installed; however, the cost to remove and replace the glass block windows will cost \$1500. Trustee Frandy moved, second McNaughton, carried to disregard window closure-tile replacement and go with just heaters and new exhaust fans. The **chemical feed building heater at the WWTP** went bad twice last winter because of roof failure. A new roof would cost \$5500 +shipping+installation. Crane Eng. got price down to \$4-5,000. Warranty on the roof had just expired. A new heater was put in and a rubber roof installed for a total cost of \$1800. **Fall dumpster days** collected 3.72 tons of metal and 16.55 tons of refuse from 212 vehicles. Six vehicles were turned away as they were not residents. Last year 1.71 tons of metal and 8.71 tons of refuse was collected. Noted report items: Spilde has been working with Strand on **DNR's Phosphorus planning requirements** per the new permit. DNR has approved Allen Creek's Phosphorus sampling plan initiated by the Village. Additional DNR requirements are coming on Capacity, Management, Operation and Maintenance (CMOM). Langer said this will add to WWTP work load and budgets. Sprint is upgrading their system on the water tower. Money is being placed in reserve to wash and paint the water tower in a few years. Generators at Wis. Surplus are not getting very high bids yet.

SAFETY REPORT – Chief Barger stated Halloween **Trick or Treat** will be on Oct 31st from 4-7:30. Barger announced DOT has awarded a **\$4,000 traffic grant** that may be used for a larger speed board or possibly used to replace the current data terminal in the new squad with 25% Village cost. Barger reported working on agreements with Dane County putting together a **CAPMAR Plan** (Capital Area Mutual Aid Response). This plan is centered around an emergency “when a shooter is in the Village” and it is essential to get trained staff here quickly for containment of a situation. Agreements may be ready by December.

FIRE/EMS-Village's representative, Roland Arndt, presented fire and EMS budgets. The Fire Dept budget is increased 2.43% at \$79,151 with department reserve funds (\$22,900) used to keep the budget lower. Reorganization of both Fire and EMS departments has created some challenges for volunteers that spend many hours for training and responding when called. Meager salaries for the fire chief, firemen, and regular vehicle repair costs were not included in past budgets. Firemen only receive minimum wage when called out. No one receives on call pay. EMS budget is \$26,673 which is an 11.23% increase. The EMS budget is based on population which is increased from \$19 to \$21 per capita. Reserve funds were also used to lower the EMS budget. Salary changes were a part of the EMS budget. Trustee Lust requested to be on the next Fire/EMS agenda in November to gather input in the draft special event policy being created by the Safety Committee.

NEW BUSINESS: Designating the use for the old squad car was discussed. Walsten asked the Board to make a decision as there is confusion about whether the reason to keep the old squad was only for meeting attendance

decision found in the minutes and because of the costs, it is important for the Board to ask if the Village of this size needs two squads. Currently public works employees use the car to go to meetings. Chief Barger gave his justification for keeping the vehicle and gradually work to outfit it for a backup squad. If the new squad is down for repairs/maintenance, a back-up squad can be used. If the new squad crashed, it could be weeks before the squad is repaired. Walsten questioned the likelihood of needing a backup squad for the reasons stated as a new squad should not be out of service for extensive repairs; she reported the number of patrolling hours is less than in the past making the need for a second squad doubtful and questioned the justification for spending over \$10,000 to outfit a squad that was deemed unfit because of age and frequent repairs a year ago. When other employees use the old squad, it is not available for coverage in the community. Barger feels the most critical piece to be installed is a mobile data terminal at \$5800. The car would be completely unmarked. Barger is working on grant dollars to purchase a mobile data terminal which would then cost the Village \$1275. Trustee McCallum stated she understood the squad car replacement fund is on a seven year plan with long range planning to use this old squad for all departments and as a second squad back up. This will be further discussed as 2014 budget work continues. **Judge Sandra Glasier resigned** effective 9-23-2013. The District 5 Circuit Court Administrator will be providing us with substitute judges until the joint court agreement with the Village of Belleville is finalized. **Pay request #1 to Krause Excavating, Inc** for \$87, 850.02 for Business Complex infrastructure was approved upon motion by Trustee Frandy, second McNaughton, carried. Frandy moved, second McNaughton, carried to approve the **“Conceptual Meeting Process”** is an informational piece that was inadvertently not approved when Site Plan Review application packet was approved previously. This document is a guide for prospective developers when presenting a plan for development to the Planning Commission. Three proposals were received for a Business Complex loan. Frandy moved, second McNaughton, carried to approve the Finance Committee’s recommendation to accept **General Obligation financing from Union Bank & Trust for a 10 year loan at 2.53% for \$550,000**. TID expenses to date were reviewed. The CDBG grant for \$261,000 will be applied to the loan once the CDBG funds are received. This will be a TID #2 loan with the eventual tax increment to pay the principal and interest on the note. A draft land lease for cropping Business Complex land not being used was presented. George Farms, LLC, indicated they probably would not be able to plant a winter crop yet this year. Frandy moved, second McCallum, carried to postpone discussion until the next meeting.

UNFINISHED BUSINESS- McCallum moved, second Frandy, carried to appoint Edie Grossen as the Methodist Church Rep on the Community Building Policy Review Ad hoc Committee. A draft **municipal court agreement with the Village of Belleville** was presented. Belleville’s court does not handle parking citations unless contested. Frandy moved, second McNaughton, carried to clarify item #2 regarding parking citations and send to our attorney for review. Clerk Strause reported the **2012 jail assessments and reports** to the state and both counties is now complete with payments included in this month’s bills. Temporary Court Clerk, Michelle Brewer, is now working on 2013 reports. Walsten and McNaughton met last week and organized ordinances that are complete and those that need work yet during the recodification process. **Senior Center intergovernmental meeting** will be held on Oct 22 at 6:45 p.m. in the Town of Oregon with representatives from Town of Oregon, Town of Rutland, Villages of Oregon and Brooklyn. Budget will be approved and is expected to increase by 7%. Some employees have retired and new personnel at the Senior Center need health insurance.

CONSENT AGENDA-Frandy moved, second Clark-Hansen, carried to approve the consent agenda: payment of October 2013 invoices and an **operator license for Sarah Michaelis**.

GEM grant for e-zine Small Towns Wisconsin marketing plan. Springer will be writing the grant; however, the Village would be the sponsor as this e-zine will feature Brooklyn and 3 other small towns and will be published four times/year. Springer will feature articles on community economic development, historical information and items which showcase the featured communities. No advertising would be in these articles and it would only be available online. Trustee Clark-Hansen moved, second Frandy, carried to approve the Village sponsoring the GEM grant application. President Walsten reported on a **registry of local businesses** that has been created. Seventy five invitations have been sent for an **open house the Village will be having on Oct 24th at the Community Bldg. with a guest speaker talking about the Affordable Care Act and opportunities for small business.** Amanda Shippee is the winner of **the street naming contest, i.e., "Prosperity Place"**. A letter has been sent acknowledging the winning name. She will be presented with an actual street sign with this name and also a photo that will be taken when the signs are done. **Recreation**-Frandy reported Zumba is going well with room for more attendees. Also the **craft show for Nov 9th** could use more crafters. Local ads are being published again. **Emergency Management** will be updating the website with more info. There were no **recycling or website** committee reports.

Personnel meeting last week looked at the cost of health insurance and COLA which is projected at 2% for 2014. The Committee's recommendation is to offer **employees a 1.5% wage increase and continue to pay all health insurance premiums under the 88% rule.** All employees are continuing with Unity Health Ins in 2014. Frandy moved, second Clark-Hansen to approve the committee's recommendation for wage and fringe for 2014 as stated in Resolution #2013-10. Frandy moved, second McNaughton, carried to approve the Personnel Committee minutes of 6-20-13 due to Trustee Klahn not being at that meeting and former Trustee Van Den Eng no longer on the Board.

Finance: Special Village Board budget meetings will be held on Oct 21 and if needed on Oct 23 next week. Frandy moved, second McCallum, carried to set the date for a **public hearing for the 2014 budgets on Nov 11th at 6:30 pm.** Clerk Strause explained the levy limit formula including debt costs. New this year is any increase in fees has to reduce the levy limit. Full debt levy has not been taken the past three years in order to keep the levy lower. Debt payment schedule with balances was presented for review. Expenditure Restraint will be discussed at the next budget meeting. Frandy moved, second Clark-Hansen, carried to approve the finance minutes of 7-3-13 because of a lack of members present and the loss of Van Den Eng to the Board.

Frandy moved, second McCallum, carried to adjourn at 9:40 pm.

Carol Strause, MMC, WCMC, CMTW