

## BROOKLYN VILLAGE BOARD MEETING MINUTES

APRIL 14, 2014

The Village Board meeting was called to order on April 14, 2014, at 6:35 p.m. by President Walsten with Trustees McCallum, Lust, McNaughton, Cutler, Klahn, Frandy present. Others present were Clerk Strause, Public Works Director Langer, Chief Barger, Elizabeth Dierickx, Britt Springer, Pat Hawkey, Teresa Pelton, Heather Kirkpatrick. All stood for the Pledge of Allegiance.

Elizabeth Dierickx, DNR, Urban Forestry Specialist, presented the Village with a plaque and flag for being **designated Tree City USA** for forestry work done in 2013. Dierickx reviewed the Village's forestry work done and the two forestry grants received from DNR in 2013. Tree inventory of the Village's trees has been done and Public Works Director, Mark Langer, graduated from the Tree Management Training course in 2012. President Walsten read the 2014 Arbor Day Proclamation declaring April 25, 2014 as Arbor Day in the village. Dierickx commended the Village for the amount of work done and money spent in 2013 for a community of our size.

There were no public comments.

Frandy moved, second Klahn, carried to approve the Board minutes of 3-10-14.

President Walsten's report: League of WI Municipalities had a board meeting 3-28-14 and selected Jerry Duschane as their new executive director with the League to have more emphasis on the lobbying process. Duschane replaces Dan Thompson, who retired. National Municipal Clerk's week is May 4-10th, National Public Works week is May 18-24th, and National Law Enforcement Week is May 12-16 and will be celebrated by recognizing our Village employees. A Public works citizen acknowledgment from Tom Dehlinger was read commending the Public Works Department during the frozen lateral crisis and the day to day work done for the Village. A thank you letter from the 4<sup>th</sup> grade was read, thanking the Village to hold Pioneer Days at the Community Bldg. The Newly Elected Officials Workshop in Madison will be held on May 9<sup>th</sup> sponsored by the League. Klahn moved, second McNaughton, carried, to approve the \$60 fee per person for any officials attending this training meeting.

Clerk's report: February financial report was given with revenue of \$120,563.48, expenses of \$531,167.45 and end of month balance of \$1,786,245.38. Strause stated the 2014 Recycling grant award notification came today in the amount of \$3535.70 approved. This is in line with previous years and is based on income/expenses and amount of pounds collected from residents that meet or exceed the state's average per person quota in order to qualify for a grant.

Frandy moved, second Klahn, carried to suspend the agenda and move the **intergovernmental cost sharing agreement for Brooklyn/Belleville joint court system forward** as Teresa Pelton, Belleville's Court Clerk, was present to discuss the proposed joint court system. As the Village had already adopted an Ordinance and intergovernmental agreement as reviewed by our attorney, Belleville's attorney did not become involved until after Jan 1, 2014. A new draft intergovernmental agreement is now offered by Belleville's attorney. All cost sharing costs in the agreement have not been calculated and Pelton stated she would work on that. Consensus was to have our attorney look at the draft and get exact costs to be shared per the agreement from Belleville. Our current budget is \$7,000+. Expenses need to be anticipated for 2015 and 2016. Belleville's current Judge Gehin and Albany's certified Court Clerk, Michelle Brewer, have been holding court here for the past few months. The majority of ticket money stays within the municipality with the exception of an OWI citation. Frandy moved, second Klahn, carried to postpone this agreement until more financial data is entered, our attorney has reviewed, finance committee has reviewed and brought back to the Board with a recommendation next month.

**PUBLIC WORKS** Director Langer reported Krause Excavating continues to complete some of the punch list items left on his contract for the Business Complex infrastructure. **Alliant E-grant has been awarded to the Village and received in the amount of \$4,000 for trees in the Business Complex.** The Village greatly appreciates and Thanks Alliant Energy E-Grants for this contribution. A grant for \$500 was received previously from ATC also for trees in the Business Complex. Six RFP's were sent to lease the land in the Business Complex, TID #2 with two received back. Marshall Bros offered \$137 per acre and **Klondike Farms offered \$160 per acre for designated cropping as stated in the lease.** McNaughton moved, second Frandy, carried with Trustee Klahn abstaining to approve Klondike Farms at \$160 per acre to lease 7.5 acres in the Business Complex. Langer asked for direction for **computer upgrades for all departments including the SCADA system at the WWTP** which has to be a standalone system with upgraded software approximately \$15,000. Brit Springer suggested looking at refurbished equipment which would be less costly to upgrade. This will be discussed later in the agenda. PW committee reviewed two proposals to replace the **Legion Park shelter roof with the recommendation to hire Olson Exteriors, LLC at a cost of \$7942.09.** Klahn moved, second McCallum, carried to award the contract to Olson Exteriors, LLC at the offered price. Trustee Klahn moved, second Frandy, carried to approve the committee's recommendation to **approve a five year contract with Bytec Resource Management for land application of sludge on Village approved sites with the per gallon rate as stated in the contract.** The **Phosphorous Operational evaluation report done by Strand is complete** and will be on file at the Clerk's office and WWTP for review. The **next phase as determined by DNR is due March 31, 2015.** Two task orders from Strand Engineering were presented to assist with the next phase. Klahn moved , second McNaughton, carried to approve **Strand contract #14-01 for \$11,800 for phase two compliance-WWTF compliance alternatives, source reduction, and improvements and modifications status report; and Strand contract 14-02 for \$5,500 for a sewer surcharge rate, sewer use ordinance and connection fee study.** Langer requested to trade the **Bobcat skid steer on the annual trade in government program.** Village keeps the bucket and tires (new ones removed), with Bobcat of Janesville wanting \$2,000 to trade and Carter & Gruenewald \$1680, because of required upgrades. McNaughton moved second Frandy, carried to approve C&G at \$1680. Langer also requested to start an annual Toolcat replacement using the government program. C&G referred Langer to Bobcat of Janesville for a price of \$3800 the first year and no charge for following years to upgrade; however, they want the Toolcat to have no more than 175 hours, or some fees would kick in. Frandy moved, second Klahn, carried to start **the Toolcat replacement program at a cost of \$3800 the first year with no fee for future years as per the above agreement.** Money for the Toolcat would come from the equipment replacement reserve fund. Langer reported the **WWTP Royce suspended solids meter has a bad probe with a new probe costing \$1350 or \$2010 to buy a new unit.** Frandy moved, second Klahn, carried to purchase a probe not to exceed \$1350 + shipping. At the Feb Public Works committee meeting, **solar energy** was again discussed. Consensus was to wait until prices are more cost effective. Maybe look at a bigger unit to sell back energy but need more information. Langer will investigate more info on grants and support from other sources. Focus on Energy's grant application is due May 4<sup>th</sup>, 2014. **Dumpster days are April 18-27<sup>th</sup>.** Monthly reports were reviewed: monthly water samples were taken and safe, Second Street water main repaired, Spilde filed \$20,000 plus through Dane County FEMA for emergency funds for frozen water laterals; however unknown if the County will qualify for the program, Britt Springer helped with website input, the new thawing machine, Magikist, has arrived, patching pot holes, and Arbor Day celebration will be on April 25<sup>th</sup>, with the Brooklyn/Oregon Elementary students participating.

**SAFETY**-Chief Barger has started submitting a weekly call-log to the Oregon Observer, info of which they will use when there is room. Squad car video is not working with a technician working on it. Chief has given two presentations to 5<sup>th</sup> graders at Brooklyn Elementary on how to properly call 911. Department radios are being phased into the new DaneCom. Dairy Day events for June 20-21 in Brooklyn were listed. Barger talked about the need for computer upgrades with Microsoft no longer servicing Windows XP. Various department software programs are experiencing difficulties to operate. Barger also working with Brooklyn Fire & EMS on radio upgrades with WISCOM.

**NEW BUSINESS: Village IT system assessment**-As of April 1, 2014, Windows XP is longer being upgraded or supported by Microsoft. Walsten called CKH and was told not to spend money on security as there is no support and computers could be infected at any time. Police, Deputy Clerk and PW all need upgrades. Clerk Strause is operating with Windows 8 due to a prior computer crash. Walsten has scheduled CDWG to meet with department heads on April 22 to get a better understanding of our overall needs. They will look at our government systems and make a recommendation and may recommend cloud technology reconfiguring whatever we need with security in mind. Department heads are to make a list of software we have and what we want to have. Confirmation date of **4/15 for the annual reorganizational meeting** will seat the new Board and approve committee assignments for the 2014-2015 year. Meeting will start at 6:30 pm. Trustee Frandy is unable to attend. **Policy on Restricted Records** was presented. "To comply with UB&T Bank policy and to protect the integrity of Village records, access to the Clerk's office, supply room, and lower level storage area is limited to the Clerk, Deputy Clerk, and Village President, unless accompanied or in attendance by same." Trustee Frandy moved, second McNaughton, carried to approve this Policy on Restricted Records. **Village wide garage sales will continue as in past years to be held April 25-26** as the Clerk's Office has been answering calls since January on the date for this event. Garage sales have always precluded dumpster days that begin April 18th. A Brooklyn Chamber letter arrived in the middle of March stating they would be having community garage sales with Dairy Days June 20-21. At this point there was no alternative except to go forward with the April 25-26 garage sales. Oregon Observer had an ad in the paper last week advertising the April dates. They will also advertise the June dates. Trustee Klahn moved, second Frandy, carried to **appoint Sandy Mortensen to the Oregon Area Senior Center Board.**

**UNFINISHED BUSINESS:** Update on **Petition for Removal of Trustee Susan McCallum:** Trustee McNaughton stated "Because of wording issues in the petition, I formally have withdrawn the petition as of April 6<sup>th</sup>, without prejudice." The issue is closed. Planning for the **five year Capital Improvement Plan** continues with categories from the March meeting discussed. Langer reported the Public Works priority needs are for S Kerch to have infrastructure reconstructed, with sidewalks installed; repaint water tower (\$110,000 for 2018), new storage building at WWTP or replace the fiberglass building (\$58-62,000), large garage estimated at \$75,000. Other suggestions include rebuilding Hwy 104 (railroad intersection) should rail line be activated in Brooklyn, Bring up to standards particularly the kitchen area, and rehabilitate the building with new exterior entrance doors and replace interior wiring problems and insulation; Police Department planning includes a new office building, computers, and updated communications system; Clerk's Office planning is long term office location. Legion Park needs a second exit, expansion for more sports activities space. A "green" plan to include green space planning, alternative energy, and incorporate replacement of existing sidewalks needing repair into application to the Safe Routes to School Planning grant were again discussed. Board members are to fill out a previous form and bring back for the next meeting. **Recodification** update-Walsten reported she has sent emails to Municipal Code to set up a conference call with McNaughton, Walsten and Clerk Strause. A meeting will be held soon as the **Community Building Policy Review Committee** now has a full slate of members.

**CONSENT AGENDA:** Trustee Frandy moved, second Klahn, carried to approve the consent agenda as follows: April invoices as listed totaling \$168,578.32; Village employee appreciation luncheon at \$10 per employee.

**COMMITTEE REPORTS: Planning and Zoning** will be working on rezoning the industrial district zone to general business, however, current occupants of the industrial district need to meet with the Planning Commission. **Ordinance**- no meeting. **Fire/Ems** continue to work on reorganization creating a non-profit status (copy in packet). A "Friends of Brooklyn Fire/EMS" has been recently formed. Recent card party was a success. **EDC**-Until Vierbicher replaces the former consultant, the committee will suspend the contract and implement it when a consultant is hired. Frandy moved, second McNaughton, carried to appoint Toni Breitweiser to EDC. A photo shoot at the Business Complex will be done soon for the street naming contest "Prosperity Place". **Recreation:** Fireworks contract has been signed with removal of the "hold harmless" clause in one paragraph. Band contract is under

review by the committee. Frandy requested everyone to start cooking as Dime a Dip is May 1<sup>st</sup>. **Emergency Management** met today (4/14) with Spilde giving updates on the back-up generator, Emergency Preparedness Manual, Warming/Cooling shelter policy, and set up of the EOC at the Community Building. If huge crisis, the county will bring in a large RV Emergency Operations Center (EOC). Getting the word out about **NIXEL messaging** system has been slow. Information on how to sign up was included in each tax bill. NIXEL is similar to the "reverse 911" system in that those that are signed on will get emergency messages through the system. Residents are urged to sign up at either the Emergency Government websites or the Green County Sheriff's Dept.

**PERSONNEL:** Committee met prior to this meeting to finalize the **revised directives to improve documentation of the Police Department** activities and communication. Most of the directives are already implemented. Frandy moved, second Klahn to accept the revised directives as presented. Walsten stated the reporting to the Clerk's Office is only when that office is open. Regular department head meetings will allow for better communication and these will start up again. Lust suggested the village go to an electronic time card system. Trustee Hawkey asked why Public Works doesn't have to follow the same reporting in and out when leaving the Village during the day. Walsten stated the flexibility of the Police Dept schedule is different from Public Works who work regular 6 a.m. to 2:30 p.m. every day M-F. The Village Board needs to provide oversight for all departments and the directives will give the committee actual documentation of hours worked for payroll purposes as well as improved communications. Motion was carried with Trustees Lust and McCallum voting NAY.

**FINANCE:** Trustee McNaughton explained the Dept of Revenue's rule for an audit when **TID #2 reached 30% of its planned expenditures** which was last November with costs at \$713,912.22. Our auditors, Johnson Block & Co. want to do the audit this year; however, no money was budgeted for a special TID #2 audit. DOR requires an audit be done within one year from the date when the project reached 30% expenditures. However, Clerk Strause contacted DOR and asked if we could hold off on the audit until 2015. Their response indicated they do not issue any penalty or hold increment based on the 30% audit timeliness. The committee recommends to the Board that the Village budget an amount not to exceed \$2500 for the required audit to be completed in January 2015. Trustee Klahn moved, second Frandy, carried to approve the committee's recommendation. The Village's option for a **Simplified Rate Case (SRC)** will be on the May agenda. This relates to the Villages Water Utility Service rates. Due to the repairs and major expenses related to the well repair in 2013, the Rate of Return at .11% appears skewed as the rate of return in 2012 was 9.46% due to refinancing of our bond issue. The Village could apply for a Simplified Rate Case (SRC) because we are below 6.6%. The Committee recommended leaving the rates as is with no increase. Further review will be done when the 2014 PSC report is completed expecting a more stable Rate of Return. Clerk and Deputy Clerk will be attending the International Institute of Municipal Clerks (IIMC) May 19-22<sup>nd</sup>. The office will be closed with the phone recording to call Public Works or the Village President. Clerk Strause will be out of Office May 27-June 6<sup>th</sup>. Recycling/Website – no meetings.

Klahn moved, second Frandy, carried to adjourn at 9:32 p.m.

Carol A Strause  
MMC, WCMC, CMTW