

BROOKLYN VILLAGE BOARD MEETING MINUTES

MAY 12, 2014

The Village Board meeting was called to order on May 12, 2014, at 6:33 p.m. by President Walsten with Trustees McCallum, Leavy, McNaughton, Hawkey, Klahn, Frandy present. Others present were Clerk Strause, Public Works Director Langer, Chief Barger, Tara Bast, Lyle and Ann Wanless, Jerry Elmer. All stood for the Pledge of Allegiance.

Tara Bast, Auditor, Johnson Block & Co., Inc., presented the **Village's 2013 audit report**. An overview was given on the Government Wide Financial Statements, Fund Financial Statements, budget to actual schedules, non-major Fund Statements, long term debt schedules, with comparisons to previous year's statements. Bast stated the General Fund financials look good; however, the future needs of the water utility may determine the need for a rate increase. Trend of expenditures was reviewed.

Ann Wanless, President of Brooklyn Chamber of Commerce, presented the planned activities along with several requests for **Green County Dairy Days, June 20-22** that will be held in Brooklyn. It is Brooklyn's turn to host Dairy Days, which happens every 10 years. The weekend will have numerous events: Village wide garage sales, Friday night street dance, car show on Saturday, walking tours, geo caching events, and a Green County Dairy Queen competition. The cattle show will be on Saturday at the Green County Fair Grounds. Sunday will have a pancake breakfast & open house sponsored by Friends of Brooklyn Fire/EMS at the Fire Station; tractor pull, a parade at 11:30 a.m. ending at Legion Park, and the Queen Coronation ceremony. Trustee Klahn moved, second Frandy, carried to approve closing the 100 block of Hotel St. Friday, June 20th from 6-9 pm for a street dance and for the car show on Saturday with overflow if needed on Commercial St. Trustee McCallum abstained. A beer permit for this area will be discussed at the June 9th Board meeting. Frandy moved, second McNaughton, carried to approve use of the Community Building at no charge June 20-22. Trustee McCallum abstained. Klahn moved, second Frandy, carried to approve the use of the Village's vacant lot on Hotel Street as needed for Dairy Day Events. McCallum abstained. Frandy moved, second Hawkey, carried to approve closing streets for the Sunday parade with Chief Barger and PW Director Langer to review the parade and traffic detour routes for barricades location and safety. McCallum abstained. Klahn moved, second Frandy, carried to approve an amplification permit for Friday night's street dance, Sunday during the parade, tractor pull and the coronation program at Legion Park. McCallum abstained.

Lyle Wanless gave a presentation and brought the Board up to date on the **Brooklyn Veterans Memorial Fundraisers and Field of Flags**. For \$5 per flag, a flag will be placed on N. Rutland by the fundraiser thermometer. About forty flags have already been placed at the site and it is hoped many more will be purchased for Memorial Day, showing support for our local veterans. The flags can be purchased at local banks, businesses and the Village Hall and will be returned to the purchaser after Memorial Day. Anyone wanting to support this cause should contact Lyle Wanless at 455-8784. Wanless stated the proposed monument will tell the story about Brooklyn and the families who have given so much to our country along with it being a place of healing. Laser etching of some scenes from each war will be on the monuments. Britt Springer is creating a website, www.BrooklynVeteransMemorial.org for local stories and information. The project will cost \$60,000 and is slated to be located by the Town of Brooklyn Town Hall on land currently owned by the Teeter family. The site is circular in design and will have solar lighting. Three flag poles (one sold), granite benches and engraved paver blocks (all available for purchase at various funding levels) will be on the site. Pavers, one set for residents/businesses and the other for names of veterans, are on sale. Funding the memorial will have ongoing activities until the money is raised. Currently there is a raffle with extensive prizes, and the tickets sell for \$5 each or three for \$10 with the drawing to be held at the October 25th dance at the Community Building. Donation canisters for the flags and raffle tickets will go out soon to businesses. All donations are tax deductible as the Veteran organization is a 501(c)(19).

The proposed monument will honor all Brooklyn area veterans with a zip code of 53521, those that have moved here, and are currently serving in the military.

There were no public comments.

Frandy moved, second McNaughton, carried to approve the **Village Board minutes of 4/14/14**. Trustee Leavy abstained. Hawkey moved, second Leavy, carried to approve the **reorganizational minutes of 4/15/14**. Trustee Frandy abstained. Frandy moved, second Klahn, carried to approve the **minutes of 4/24/14**.

President's report: Walsten reported on the statistical data provided by the Oregon Senior Center. A review for the new trustees, Walsten reported a new contract was created and signed in 2013 with costs to the Village based, in part, on how our residents use the center. The League of Municipalities Board meeting on 5/9 in Madison introduced the new executive director and conducted planning for the upcoming year. A public informational meeting regarding Highway 14 was held on 4/30 in Evansville. There are no four lane developments planned but safety changes will be made in high accident areas. The planned straightening of Highway 14 from Highway 92 to Highway 138 is now slated for 2018. The First Nail celebration for Habitat for Humanity was held on May 10th at 326 Second St. Annual DCCVA meeting was held on May 7th. There is a Capital Area Regional Planning Commission hearing tonight to address the planned charging for approvals for urban service area extensions.

Clerk Strause gave the financials for March with income of \$61,245.81, expenses \$130,790.64 and end of month balance for all funds at \$1,716,700.55. For informational purposes, the letter and map from DOT showing Brooklyn being added to the Oregon-Fitchburg urban area was reviewed. In the next couple of years, DOT will be considering revisions to the functional classification of roadways. The functional classification of the roads does determine funding eligibility. At this time, there are no proposed changes in the street classifications in the Village.

Public Works: Klahn moved, second McNaughton, carried to approve the **committee minutes of 3-25-14**. Trustees Hawkey and Leavy abstained. Sealed bids for various street projects were reviewed. Klahn moved, second Frandy, carried to approve the committee's recommendation to **hire the lowest bidder, Green County Highway, to patch per specs various water repair areas at a cost not to exceed \$3365. An RFP/sealed bid for chip seal of various streets was** discussed. After bids were opened, a contractor suggested the Village may be interested in black coal slag rather than chip seal. Langer stated he was familiar with chip seal (oil down first followed by imbedding of pea gravel) of certain streets that have been crack filled in the past years. Black coal slag uses less oil and black slag for aggregate which heats up quicker in winter months. Black slag is smaller so thickness of the oil is not as much, and is smoother than pea gravel. Pea gravel stone is a little larger, but the disadvantage is it is a little rougher for bikes, skate boards. Trustee Klahn felt pea gravel based seal coating should be done every 5-7 years, is the cheapest and best maintenance for extending the life of blacktop. If black coal slag is a consideration, current bids should be rejected and rebid. Green County Highway is the lowest chip seal bidder for items 5,6,11,12,13 of the RFP with hopefully enough funds for #3 of the RFP. The project budgeted amount is \$45,000 with some needed for post-project street sweeping and street markings. Klahn moved, second Leavy, carried to **accept the low bid from Green County highway for chip seal with pea gravel for items 5,6,11,12,13 and possibly #3 on the RFP**. Langer provided a collection report on **dumpster days**, with brisk turnover of the items brought for reuse to the collection site. Tonnage was about the same as last year at 25 tons of refuse and trash and 3.69 tons of metal. Utility Reports: water-generator is up and running with training next Monday; lift stations were cleaned, Spilde attended Emergency Management training and Red Cross meetings. PW report: Annual fire inspection was completed with no issues. Legion Park pavilion roof will be done for Dairy Days. Next PW meeting is May 22nd not May 15th as previously reported.

Safety: Chief Barger reported the squad video camera was repaired at a cost of \$425 to replace the camera eye. Barger nominated Officer Engelhart to be recognized by the American Legion Post and he has been selected for the award. Radars and squad speedometer have had their annual certification. Bike Safety Day was held May 7th at the school by Officer Neubert. Work continues on the department IT updates in office and squad, trying to work out the connectivity issues. Officer Cornell, who recently completed his law degree, has been hired by the Naval Criminal Investigation Service and will request a leave of absence until further notice. The Safety meeting will be rescheduled as there was no quorum.

New Business: Computer/IT upgrade planning conversations continue. Trustee McNaughton will follow up with another IT company. Public Works is working on specs for their department and equipment purchase will include specs for the Clerk's office. Walsten investigated the purchase of refurbished equipment and felt it wasn't a good option. Chief Barger is still working on what equipment is needed in the Police Dept., saying a new data terminal may be needed for the squad. Trustee Hawkey stated the Village should plan on purchasing all new equipment every two years. Whether a server is needed is still being discussed.

Unfinished Business: June 1st is the deadline for Trustees to **prioritize capital improvement projects** and return to the Clerk's Office. This data along with results of EDC's community survey will be combined for the Board to review. **Ordinance Recodification**--Walsten stated she is waiting for our rep from Municipal Code to get back from vacation. **Municipal Court**--Belleville has not submitted expenses yet for the joint court agreement. Belleville will be setting up a joint meeting to discuss. Atty Christopher reviewed the agreement Belleville proposed and feels the agreement needs to become more Brooklyn friendly.

Consent Agenda: Frandy moved, second Klahn, carried to approve the following: payment of May 2014 invoices as listed; Resolution 2014-03 CMAR Compliance Maintenance Report for 2013; Appointment of Levi Cutler to Board of Review; Class B Temporary license to Sno Hornets for June 7-8th Tractor Pull in Legion Park; temporary operator licenses for above event: Brenda J. Denson and Sheryl A Arndt; approved Community Building Policy Review Ad Hoc Committee: Larry Arndt, Stacey Hardy, Edie Grossen, Amy Brown, Ann Wanless, John McNaughton, and Nadine Walsten.

Committee Reports: Planning & Zoning--No report. Dollar General is in construction. Walsten stated she was pleased with the amount of brick on the frontage. **Ordinance:** Frandy moved, second McCallum, carried to approve the minutes of 10-08-13. Hawkey abstained. Committee goals, Chapter 19 fire code and completing the recodification was discussed. Walsten stated the recodification is under the Committee of the Whole. **Fire/EMS:** The new Articles of Incorporation was presented. All Fire/EMS district entities except the Village have signed the new Articles of Incorporation. Trustee McCallum moved, second Frandy, carried to approve the Articles of Incorporation as presented. **EDC**--Vierbicher has not found a replacement for Erin Welty, our former consultant. Implementing the contract for services will be held off until a replacement is found. **Recreation:** Frandy reported about \$500 was made from Dime a Dip, the same as last year. Fireworks donations so far have been received from Union Bank & Trust Co., Marshall Bros., and Village Attorney Christopher from Dewitt Ross. Distant Cousins Band will play on July 4th in the park but cannot do the rain date of July 5th. Blue Sundays will play on July 5th, if needed.

Finance: Frandy moved, second Klahn, carried to approve the minutes of 4-09-14. Trustee Hawkey abstained. Trustee McNaughton reported the Public Works and Finance Committees both reviewed the 2013 Rate of Return for the water utility which is .11% due to the major repairs to well #1 while the Rate of Return in 2012 was 9.46% because of the refinancing done that year. Both Committees feel the Village should wait until the 2014 Rate of Return is determined (about April 2015) to decide if the Village should request a SRC (Simplified Rate Case) from the PSC would for a possible 3% increase in water rates. No Strand Engineering bill was received this month. No

report for **Recycling, website ad hocs. The Community Building Policy Review committee is being set up** and will be meeting soon.

At 8:38 p.m., Trustee Klahn moved, second Frandy to convene to **closed session pursuant to WI Stats 19.85 (1)(b) to discuss Police personnel issues** with roll call vote as follows: AYE: McNaughton, Frandy, Leavy, McCallum, Hawkey, Klahn, Walsten. NAY: none. Motion carried. President Walsten stated an Aye vote to go into closed session is an agreement to maintain privacy and confidentiality of the matter to be discussed. Trustee McNaughton moved, second Frandy, carried to reconvene to open session at 9:36 p.m. Klahn moved for a verbal warning to Officer Engelhart, second McNaughton, carried regarding inappropriate use of Village credit to purchase casual shoes at the Shoe Box in Baraboo. Trustee Hawkey voted NAY. Trustee McCallum moved, second Leavy, unanimously carried to adopt counseling for Chief Barger for approving the casual shoes purchase, to produce a review of the uniform policy, i.e. what items qualify, and a review of credit purchasing procedures. The Finance Committee will review these items with Chief Barger. The counseling document is not to be put in the employee's file. In response to Hawkey's concern, Walsten stated any employee given discipline always has the opportunity to file a rebuttal.

Klahn moved, second McNaughton to adjourn at 9:41 p.m.

Carol A Strause, Village Clerk-Treas.