

BROOKLYN VILLAGE BOARD MEETING MINUTES

AUGUST 11, 2014

The Village Board meeting was called to order on August 11, 2014, at 6:30 p.m. by Clerk Strause in the absence of President Walsten. Trustees present were Hawkey, McNaughton, McCallum, Frandy. Trustee Klahn arrived at 6:35 p.m. Others present were Chief Barger, PW Director Langer. Motion by Trustee McCallum, second Frandy, carried to appoint Trustee McNaughton as temporary chair. All stood for the Pledge of Allegiance. There were no public Comments.

Trustee Hawkey moved, second Frandy, carried to approve the Board minutes of 6-26-14. Trustee McCallum abstained. Trustee Hawkey moved to approve the Board minutes of 7-14-14. Chief Barger requested a statement be added to his report indicating he filed with the Board "after-action reports" for the Fun Run, 4th of July Celebration, Dairy Days, and tractor pull detailing issues and concerns with each event, and recommendations. Hawkey amended her motion to add this verbiage, second Frandy, carried. Trustee Hawkey moved, second Frandy, carried to approve the Board minutes of 7-31-14. Trustees McCallum and McNaughton abstained.

Clerk Strause gave the June financials as follows: Revenue \$65,044.78 and expenses \$97,353.27 for an end of month balance for all funds at \$1,296,677.72. The Partisan Primary is tomorrow, Aug 12th with poll hours from 7 a.m. to 8 p.m. at the Community Building.

Public Works: McNaughton moved, second Klahn, carried to approve the 6-26-14 committee minutes. There was no July meeting for lack of quorum. Director Langer presented an extended **proposal from McCann's Underground** to add three additional years to the cleaning lift stations contract. Lift stations are cleaned four times a year. Current contract ends in 2015 costing \$1500 each cleaning. The proposal would keep 2016 at the same rate of \$1500, 2017 at \$1700 each cleaning, and 2018 at \$1900 each cleaning. Klahn moved, second Hawkey, carried to approve a three year extension to the present contract thru 2018 at the indicated prices. **Purchasing a mower and declaring the existing mower, Cub Cadet Tank** purchased in 2009, as surplus was discussed. The Tank mower traded in on a Skag-Cheetah w/72" deck would bring \$1700 with a net cost of \$8595 from Middleton Power Center. There is \$5000 in the mower equipment reserve fund and \$5060 in park and street expense accounts from 2013 that could be used for a new mower purchase. Taking the Tank to Wisconsin Surplus would maybe bring more money. Klahn moved, second Hawkey, carried to purchase a Skag Cheetah w/72" deck after getting one more price on it and putting the Tank mower on Wisconsin Surplus with a reserve of \$1700, otherwise trade in on new mower. At the request of Langer, Frandy moved, second Klahn, carried to declare the old Public Works computers and ice rink as surplus and take to Wisconsin Surplus to sell, or dispose of them (monitor). **RFP's to replace two fire hydrants** resulted in one bid being received from G Fox & Sons, Janesville at a total cost of \$10,965. Budgeted amount is \$8,000. Rebidding this year or waiting until next year was discussed. Klahn moved, second Frandy, carried to wait until next year to rebid. Klahn moved, second Hawkey, carried to reject the one bid from G Fox & Sons. Utilities Director Spilde noticed on SCADA reports that well #1 was running longer to get daily volume needed. A call in to Water **Well Solutions directed the well to be shut down** and not used, and that something may need to be tightened due to the major work done on the well last year. The pump is being pulled today hoping the repair is a minor one at no expense to the Village. Hawkey moved, second Frandy, carried to approve Utilities Director Spilde to attend the **WVOA Conference in Green Bay**, Oct 7-10 at a cost of \$110 + hotel room. **Monthly reports:** 2014 Lead and copper required testing is done; required wet testing passed the first test but has failed second tests because of untimely delays in delivery services; second street sweeping of the year will be the week before Labor Day; recently seal coated streets look good; AED battery at the Community Building has been replaced.

Safety: Chief Barger's report: WIDOT has completed the second phase of the traffic speed study on Church St (St Hwy 92) and added an elongated pavement marking indicating a 25 mph speed limit for westbound traffic entering the Village. The third phase of the project will be a follow up speed count. Dane County EMS provided a presentation on transporting

handcuffed patients and patient lift assists by law enforcement. Barger stated he had already met with Brooklyn EMS Director, Evelyn Hall, to discuss these matters. Barger was quoted in the July 2014 issue of "The Police Chief" magazine by the International Chiefs of Police Association regarding a traffic study survey of law enforcement asking "What is the biggest highway safety threat today?" Barger quoted "Too many drivers believe their driving skill is better than it is and don't appreciate the negative outcomes of their complacency." Brooklyn PD was recognized by WIDOT for its participation in the June 2014 "Click it or Ticket" mobilization. Dane County Executive, Joe Parisi, reappointed Chief Barger to the Dane County Local Emergency Planning Committee. Part time officer interviews will begin soon. DaneCom has again been pushed back for start up with a request to the FCC for the final quarter of 2014 for final install. There was no committee meeting this month for lack of quorum. However, a representative of the Sno-Hornets was present to discuss **Labor Day activities** with Chief Barger and Trustee McCallum. The formal **application for a special event** that is being worked on by the Committee was also discussed with the representative and the need for a timeline to go with the application. Barger presented his department **computer replacement cost estimates**. After presentation to the Finance Committee, their recommendation approved spending not to exceed \$9300. New Baycom quote today removed the \$500 docking station. Lease options would be more costly. Chief Barger listed a new cost estimate for the squad car Panasonic Toughbook CF-31, Dell Server, and installation for both, with a possible 75% match from WIDOT at \$6491 but would have to wait for funds in the new budget cycle beginning Oct 1st. The balance for the Village would then be \$2163.72. Outlay reserve for computer equipment is \$4450 less the Village's share of \$2163.72 leaves a balance of \$2286.28 from the outlay reserve. Barger also requested to purchase a new laptop for his office and one for Officer Engelhart from the balance of funds. The request for two laptops was not presented to the Finance Committee. Barger was directed to bring the request for two laptops back to Finance after Oct 1st when DOT will know what their funding will be. Klahn moved, second Hawkey, carried to purchase the Panasonic Toughbook for the squad and server with installation not to exceed \$9300 using the \$4450 budgeted funds and wait for possible DOT grant of \$6491. Trustee McCallum stated the Committee is now going forward **reviewing all liquor license/operator applications** as passed in 2012 while the committee continues to work on the special events policy and timeline for filing.

New Business: Clerk Strause explained the urgent need to conduct a public hearing to **correct Village Ordinance 48-552(4) and 48-553(3)** to bring into compliance with State Code wording related to existing nonconforming uses and structures allowing a rebuild of like footprint or larger if necessary to comply with State or Federal requirements if the property is destroyed. Village ordinance as it exists does not allow a rebuild. A nonconforming property is in the process of being sold with the mortgage lender not approving a loan until the wording is corrected. Hawkey moved, second Klahn, carried to set Sept 8th for a hearing date per above. Rob Roth, Zoning Administrator from General Engineering, will correct the wording hopefully at no charge as Chapter 48 was last updated in 2012 with changes in the State Code prior to that. Clerk Strause explained the need for a public hearing to **amend Chapter 45 Section 1.5(2)(a) and 9.0 Floodplain** to incorporate new Flood Insurance Rate Maps (FIRM) for Dane County and to amend the enforcement and penalty section. Klahn moved, second Hawkey, carried to set the hearing date for Sept 8th for Chapter 45 per above.

Unfinished Business: **Capital Improvement Plan**-McNaughton reported he is still matching up EDC survey results with rating sheets done by Trustees and department heads. **Ordinance Recodification**-no update. **Proposed Intergovernmental cost sharing agreement Brooklyn/Belleville – Municipal Court System Update**-Clerk Strause reported the referendum question has to be completed by August 26th for August 27 submittal to both counties. Timing is critical for the Board to create the question(s), attorney review of same, and perhaps yet another Board meeting after the review all by August 26th. Keeping the question(s) simple is desired. Consensus was to have a special Board meeting Thurs night, Aug 14th at 6 pm to work on the question. **Community Building Policy Review** - Final version is close to completion for submittal to the Board. **Computer/IT upgrade**-all departments have now been approved for upgrades. **RFP for Village Attorney** was presented with due date to be changed to Oct 3, 2014. Frandy moved, second Hawkey, carried to approve the draft changing the due date to Oct 3, 2014.

Consent Agenda: Frandy moved, second Hawkey, carried to approve all items as follows: Trustee McNaughton abstained. Approve payment of August 2014 invoices as listed; Approve **Sno Hornets operator Licenses for Aug 29, - Sept 1, 2014 for Labor Day weekend Tractor/Truck Pull at Legion Park:** Connie McNaughton, John McNaughton, Traci Schultz, Lisa Nolte, Jerry Nolte, Perry Jorgenson, Trenton Diehle, Mark Stephens, Melissa Francois, Steven Clark, Brenda Klitzman, Robert Clark, Carol Clark, Shelley Barry, and Sherri Clark; Approve **Resolution #2014-04 Green County Matching Road Fund.**

Committee Reports: **Planning and Zoning**-no report. **Ordinance**-Per the committee's recommendation, Frandy moved, second McCallum, carried to prepare and upload all ordinances whether updated or not to the Village's website so that they are available to the public. **Fire/EMS**-no report. **EDC**-no report. **Recreation** will meet this Thurs at 7:30. **Emergency Management**-Hawkey moved, second Klahn, carried to approve the updated Cooling/Warming Center Operations Policy. **Personnel**- Work continues on employee reviews. **Finance- 2015 budget timetable** was reviewed with the possible need for two special Board meetings. Notice from the insurance company reported as of 10-1-14 **workers compensation rates will increase** on average 6.9% for Villages. Village policy expires 1-1-2015. **Review of open charge accounts** was done on a list provided by the Clerk. The committee recommends the list of accounts be left as is making it easier to track spending by vendor. Dollar General purchases, however, will utilize a charge card. Hawkey moved, second Frandy, carried to approve Deputy Clerk Brewer attending the annual WMCA Conference in Rothschild Aug 20-22. Our auditors recommend we have a Fund Balance of at least 25% of operational costs. The 2013 Fund Balance is \$525,210. 2013 operational costs were \$1,740,575 x 25% = \$435,144. The 2013 Fund Balance increased \$304,585 from 2012 mostly due to refinancing in 2013. There were no recycling or website reports.

Hawkey moved, second Frandy, carried to adjourn at 7:55 pm.

Carol A Strause, MMC, WCMC, CMTW