

BROOKLYN VILLAGE BOARD MEETING MINUTES

FEBRUARY 9, 2015

The February 9, 2015, Village Board meeting of the Village of Brooklyn was called to order at 6:33pm in the Village Hall by President Nadine Walsten. Trustees present were Pat Hawkey, Dorothy Frandy, John McNaughton, and Susan McCallum. Trustees Leavy and Klahn were absent. Others present were Clerk Strause, PW Director Langer, Britt Springer, Heather Kirkpatrick, Marilyn McDole, Mike Johnson and Teresa Pelton. All stood for the Pledge of Allegiance. There were no public comments.

Marilyn McDole, Oregon School District candidate, Area 1, introduced herself. She is a UW retired financial specialist, former UW Dept administrator, and has a B.A. in English and a Master of Arts in teaching, Business Education UW-Whitewater. She has lived in Oregon for almost 12 years and has years of experience in the financial and education areas. McDole wants to move the district forward, support students and keep teachers without forcing people out of our community. She is retired and readily accessible.

Mike Johnson, Executive Director, **Green County Development Corporation**, introduced himself. The Village is now a member of GCDC, a non-profit economic development organization, and President Walsten is the Village's representative on the GCDC Board. Johnson sees his role is to provide economic development services. Some of his services are: To help identify needs within each community; determine marketing strategy; work on local business retention and expansion; assist with developing the new business approval process so there is no duplication of time and dollars; assists by meeting with businesses and identifying trends. Johnson has met with EDC and reviewed the strategic plan; that the village is ahead of most communities in its planning process. He advised the Village consider hiring a commercial broker to market our business park.

Hawkey moved, second McNaughton to approve the minutes of 12-16-14. Motion was withdrawn for lack of majority who attended this meeting. McNaughton moved, second Hawkey carried to postpone until next meeting. Frandy moved, second Hawkey to approve the minutes of 1-12-15. McCallum requested a correction on page 2, 3rd paragraph, correcting the prospect committee should not include the Village attorney as at the April 2013 meeting it was discussed that the attorney would only be involved if there were legal issues, and the Clerk and PW Director should be added to the paragraph. The local business person to be on the committee was Scott Meier because of his expertise in building. The motion carried with the above corrections.

President Walsten attended the Green County Development Corporation's Jan 15, 2015 meeting in Monroe. Walsten also attended the Oregon Area Chamber meeting on Jan 15th in Oregon. Walsten and Clerk Strause met with the MOR Strategy Company's representatives on Jan 29th regarding employee benefits and possible cost savings. This company was referred by League of Municipalities Board for a pilot program and Walsten volunteered Brooklyn. Walsten also attended the League of Municipalities webinar on the Governor's budget on Feb 5, 2015. Walsten is attending the Governor's Conference on Economic Development, sponsored by Wisconsin Economic Development Association, in Madison this week Wed-Friday.

Clerk Strause gave the end of year financials with December revenue of \$1,302,016.80, expenses of \$121,197.91 and end of year balance in all funds of \$2,570,718.92. 2014 payable 2015 tax collection ended with 85% collected in Green County, \$517,848, and 86% collected in Dane County, \$1,183,340. The Dept of Revenue has approved a 2015 Expenditure Restraint payment for November in the amount of \$20,470. This amount is not in the 2015 budget because the amendment was not approved until the end of January. The Governor's proposed budget would eliminate the Local Government Property Insurance Fund. The League of Municipalities and the League's Mutual Insurance will work to remove the provision that would eliminate the Fund from the proposed budget as stated in their recent memo and included in Board packets. Also in the Governor's budget is a proposal for a County wide assessment system vs. local assessments and to maintain assessment levels at 100% market value every year.

Public Works: Director Langer detailed the service **contract extension for the Onan 85.0GGHG generator** that the PW committee recommends to approve costing a total of \$1467 through 2018. Hawkey moved, second Frandy, carried to approve the contract extension through 2018 as stated. The **new generator at well #2 is under warranty** thru most of this year. A three year service contract through 2018 would not exceed \$498 a year and includes a new battery. Hawkey moved, second Frandy carried to approve the PW committee recommendation for a three year contract on Well#2's new generator beginning in 2016. RFP's for **water tower inspection/cleaning** with three options were opened on 1-30-15. Option 1: DNR inspection with no cleaning, Option 2: inspection and cleaning of interior tank, Option 3: pressure wash exterior of tank mainly the bottom section. Langer/Spilde recommends hiring Lane Tank Co for \$6350 Option 2 inspection/cleaning of interior tank at \$2450 + \$3900 for Option 3. Frandy moved, second Hawkey, carried not to exceed \$6350 to hire Lane Tank Co. per above. PW & Utility Reports: Working with Strand on the sewer ordinance and phosphorous requirements. The SCADA computer and software have been ordered. Arizona State requested to do a bio solids research study on our plant. PW year end reports are done. The ice rink is solid and has been in use. Notification from the Local Government Property Ins. Fund came today that the lightening damage at well #1 in 2014 will be reimbursed \$25,514.59.

Safety: Trustee McCallum gave the monthly report in the absence of Chief Barger who is attending a conference at WI Dells. The computer server and squad car data terminal have been installed and now working through some connectivity issues. Grant money will reimburse these purchases. Because the cell-phone has been shutting off intermittently, a new phone was purchased for \$100.00 to avoid missing calls. Dane County Emergency Management is initiating a new program called "PulsePoint" which is a nation-wide app for cell phones designed to help get CPR trained people to a cardiac arrest quickly. On February 2nd, Officer Neubert stopped a vehicle for report of reckless driving. This stop resulted in the arrest of four subjects for possession of marijuana with the intent to deliver, with three being charged with being a party to a crime. Multiple charges are filed, as well as being suspects in several burglaries. A part-time Police Officer will be hired soon. No current problems reported with Dane Com. Barger is still working on purchasing protective equipment should officers potentially come in contact with a person who may have contracted Ebola. The Special Event Permit Policy and application was presented and discussed. McCallum stated this policy is not restrictive and is needed to help our departments know what is going on. There were several concerns raised. Walsten asked what timeline is given to an appeal process if the application is denied; fees are unlisted but should be known more than 60 days ahead of time and McNaughton stated Labor Day and village events would be exempt from any charges. Hawkey moved, second McNaughton, carried to postpone adoption and send back to committee for further discussion. Any trustee or others with suggestions should write these and send to McCallum. **Policy 107, Authorized Uniforms, Accessories & Equipment** was presented. Frandy requested to remove Barger's name from the last page as a new Chief would then have to adopt a new policy. Walsten requested this policy go to the Finance Committee because there is no information regarding what these items would cost and to have the Chief available to answer questions. Frandy moved, second McNaughton to send to the Finance Committee with Chief Barger present. Hawkey stated this is a policy and it is hard to set a figure on what is needed, the Chief needs more direction. McCallum asked Board members who is more qualified than the Chief to put this list together. The uniform list is designated for full time and part time officers. Walsten stated it is the employer who determines what is paid in a uniform policy and without knowing what the items cost, she was unable to vote for it. Walsten called the question with the motion carried. Voting NAY: Hawkey, McCallum. **Policy #120 Evidence & Property** was presented. McCallum moved, second Hawkey, carried to approve. **Capital Area Police Mutual Aid Response Plan (CAPMAR)** was approved for participation upon motion by McCallum, second McNaughton, carried. . Twenty two law enforcement departments are involved in this mutual aid response plan. Walsten stated this plan needs to be discussed at the next Emergency Management meeting because of the overlap.

New Business: Clerk Strause reported there is \$54,242.69 as of 1/31/15 in the **Restitution Fund**. Trustee McCallum requested that these funds be earmarked to pay back the CDBG grant if required. "There needs to be a contingency plan for a way to pay the residents back from the financial burden of years ago." Trustee Frandy requested to leave the funds where they are and if we need to bring holiday decorations up to par to use some of these funds. Walsten stated the CDBG contract is amendable and "there isn't any reason at this

time to believe the Village will need to pay it back.” The commission has given extensions to other entities and Dane County is vested in seeing the Business Park succeed.

Establishing an Electronic Media Committee and statement of purpose was discussed. McCallum wants people appointed to this committee to create the statement of purpose and felt the seven people listed for the committee is too large of a group. McNaughton felt the number is OK if those listed want to serve on the committee. Walsten stated Britt Springer will be the chairperson Pro Tem, the EDC rep is Heather Kirkpatrick, the Trustee rep is Pat Hawkey, recreation is Stacey Hardy, Paige Johnson is the member at large and EMS rep, Kim Brewer, Deputy Clerk, would be Ex Officio, and Walsten would also serve on the committee. McCallum asked if there is money in the budget for seven members to be paid. Frandy moved, second McNaughton to approve the appointment of members as listed to the Electronic Media Committee. Trustee McCallum voted NAY. Walsten reported she would like to investigate **live streaming of Board meetings** and upload to our website. There was consensus for Walsten to do more research on equipment and cost or other options for this.

Unfinished Business: Update on the Brooklyn Business Complex/Marketing. Walsten reported she spoke with the Cottage Grove Village President who recently announced the Stihl Company will be moving one of their operations there. President Wiedenbeck reported that the Village has hired a planner/economic development staff person who works with their commercial broker, which has been a successful team. EDC will be meeting on Thursday at the Village Hall with a recommended broker. Mike Johnson also recommends utilizing a commercial broker, which may a better use of funds than contracting with LoopNet. **Capital Improvement Plan:** Walsten expressed concerns that the capital improvement plan the Board worked on previously is a public works plan because it is focused almost exclusively on infrastructure, buildings, facilities, etc. “To have a true capital improvement plan”, she said, “the Village needs to go through a planning process to identify our values, priorities, ‘where we want to go as a village’ so future budgets and capital spending reflects that plan.” “Unfortunately, that planning process requires several thousand dollars and we do not have that in our budget for this year, but we can’t wait to begin setting aside monies for some projects coming up.” Trustee Frandy recommended this project wait until the new Board is seated in April.

Ordinance Re-Codification: Hawkey moved, second McNaughton, carried to approve **Chapter 6 Elections**. **Chapter 25 Animals** is not done. Hawkey moved, second Frandy, carried to postpone. **Chapter 29 Building Regulations** is not done. Walsten requested to have General Engineering to revise. Hawkey moved, second McNaughton, carried to postpone and get a price for the review from GEC for the next meeting. **Grading Ordinance** does not have a chapter number. This ordinance was adopted several years ago but at the last meeting, Planning and Zoning Commission recommended leaving it as is. Hawkey moved, second Frandy to approve. McCallum had several other questions/comments on this ordinance. Hawkey/Frandy withdrew their motion. McCallum moved to send back to Planning and Zoning, second Hawkey, carried, for further discussion and clarification. Hawkey moved, second Frandy, carried to approve **Chapter 2 Lost & Abandoned Property Amendment**. McNaughton moved, second Hawkey, carried to approve **Chapter 39 Sewer Ordinance**, as created by Strand Engineering. Hawkey moved, second Frandy to approve **Chapter 22 Public Nuisances**. Walsten stated the vegetation amendment offered by Ordinance Committee was not included and Hawkey agreed and approved this amendment be discarded. Discussion on the length of lawn violation was determined to be 6” and under the natural lawn section, 4d wording will remove the 300’ notice requirement to state “all boundaries/adjoining properties”. Section 22-4.11(A) definitions will add Junk: “examples, but not limited to”. Motion was withdrawn. Hawkey moved, second Frandy, carried to approve the revised Chapter 22 with changes as stated. **Chapter 23 Offenses** Drug violatons section is a combination of the City of Madison and Chief Barger’s recommendations, namely added synthetic cannabinoids as prohibited. The firearms, bow and arrow and other weapons was rewritten by Barger and Walsten. Frandy moved, second McNaughton, carried to approve Chapter 23.

Municipal Court Update: Walsten reported Belleville’s attorney had begun drafting a merger document. The plan to have combined court sessions in February, March and April has been changed so only March court session will be combined before merger document need to be finalized at the April Board meeting. (The April court session is 4/6 and the last Village Board meeting of the current Board is 4/13. The deadline to complete the merger is 4/30). Walsten said the Village will have only one combined court session to identify any

location issues that may have or may not have a bearing on the merger document. Conversations with Chief Barger and Officer Engelhart in December and Judge Gehin at the December court session, indicated citations would be written with a Belleville court location starting in February, however that did not happen which is one of the issues which prevented a February combined court session.

Consent Agenda: McNaughton moved, second Frandy, carried to approve payment of February 2015 bills.

Committee Reports: Planning and Zoning-Walsten moved, second Frandy, carried to appoint Marcia Hanson to the Commission. The next meeting will discuss whether General Engineering should continue being our zoning administrator with the absence of Rob Roth. The RFP at the time joined the two services of zoning administrator and building inspector. GEC continues to do our inspections. The duties may need to be split as Rob Roth now is an independent contractor and does not have building inspection services. **Ordinance:** No report. **Fire/EMS:** Hawkey stated she went to the meeting and they will be coming to the Village Board next month because the departments need assistance to create Human Resource policies for the planned hiring of two full-time employees in September of 2015. "They need lots of help" said Hawkey. Walsten questioned why they weren't hiring consultants for formulating their policies. **EDC:** No report. McCallum and Hawkey requested a copy of EDC's Strategic and Marketing Plan. The marketing plan was expanded for CDBG after the original plan was done. **Recreation-**Frandy reported they are having a health fair on Sept 9 and they are working on contributions for July fourth (4th) Dime a dip is coming up, and volunteers are needed. A children's Fun Run will be held before the main Fun Run on June 13th. Summer recreation hiring process will start soon. **EM:** will meet soon to discuss CAPMAR. **Personnel:** No date set for a meeting. **Finance:** Union Bank & Trust will be increasing our interest rate which will be retroactive back to December. **Recycling:** Walsten is planning a meeting. **Website:** McCallum moved, second Frandy, carried to abolish the Ad Hoc Website committee as replaced by Electronic Media Committee.

McCallum moved, second Frandy, carried to adjourn at 9:12 p.m.

Carol A Strause, MMC, WCMC, CMTW
Village Clerk-Treas.