

## BROOKLYN VILLAGE BOARD MEETING MINUTES

September 14, 2015

The Sept 14, 2015, Village Board meeting of the Village of Brooklyn was called to order at 6:30 pm at the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Sue McCallum, Russell Cazier. Trustees Heather Kirkpatrick, Zach Leavy, and Todd Klahn were absent. Others present were Clerk Strause, Chief Barger, PW Director Langer. All stood for the Pledge of Allegiance.

AT 6:35 P.M., a PUBLIC HEARING WAS HELD FOR THE ADOPTION OF CODE OF ORDINANCES: AN ORDINANCE ADOPTING AND ENACTING THE VILLAGE OF BROOKLYN CODE OF ORDINANCES; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE. There were no comments or written statements offered. The hearing was closed per motion by McCallum, second Smith, carried.

There were no public comments.

Trustee Smith moved, second Cazier, carried to approve the minutes of 8-10-15 correcting the first paragraph under Safety report asking to have two security guards rather than officers. Hawkey stated she misspoke about the fire district increase that is not just the village cost but the entire district's proposed expense which will be discussed later.

President Hawkey stated Brit Springer has resigned from the Recreation Committee. She has served on this committee from Dec 2011 – Sept 2015, and was thanked for her service to the community with a Certificate of Appreciation. St Hwy 14 alignment is at this time on hold and appears nothing will happen in the foreseeable future because of lack of DOT funding. A meeting on Sept 22 at the Dunn Town Hall, 5-7 p.m. will give an update on the draft Master Plan-Sugar River, by the planning group. GCDC-Green County Greenovation publication was presented detailing funding and how it is spent. McCallum stated she would take this to the Chamber meeting this week.

Clerk Strause gave the financial report for the month of July with \$97,281.75 income, \$117,381.17 expenses and end of month balance in all funds of \$1,365,854.41.

**PUBLIC WORKS:** Pres. Hawkey moved, second Smith, carried to **accept the mailbox policy**. Upon PW committee recommendation, Smith moved, second Cazier, carried to take **additional various items** located in the building on the recently purchase land **to surplus and sell**. PW Director Langer reported a contractor found both the **Community Bldg gym furnaces** were bad and shut them off. They are over 20 years old. Prices from several companies found some have energy rebates and some do not. RA Heating in Evansville offers 96.7% efficiency and a not to exceed \$6600 quote for two furnaces not including a \$550 rebate. Air conditioning would add \$8,000 to the quote. Smith moved, second Hawkey, carried to purchase two Carrier furnaces from RA Heating with 96.7% efficiency not to exceed \$6600 taken from Restitution funds and maybe end of year could put the funds back. Cost to **sandblast, prime, and paint fire hydrants** was discussed with \$2,000 in the 2015 budget. Davies will paint 20 at \$105.00 each or 40 at \$ 98.00 each if they can do it while in the area doing Fitchburg's work. They also said \$1920.00 could be paid in January; however, this would mean, the Board has to commit to having this amount in the 2016 budget. A second quote was 20 hydrants @ \$150.00 or 40 @ \$ \$125.00. Smith moved, second Cazier, carried to approve Davies to sandblast, prime, paint 40 hydrants at \$98@, with balance of funds taken from the 2016 water utility budget to be paid in January. **Hydrant replacement** was discussed. Funds have been budgeted the last two years to do replacements. Four hydrants are close to seventy years old. Langer asked to piece meal the expense with the Village buying the parts and a contractor working on time/material to replace as many as possible with the budgeted bunds. McCallum moved, second Smith, carried, to do as many hydrants as possible with the budgeted amount without rebidding as this was done last year. There were no questions on the monthly utility/PW reports.

**SAFETY-**Per the committee's recommendation, Chief Barger requested to **join MOCIC (Mid-States Organized Crime Information Center)** at a cost of \$100 per year which would allow data sharing. Smith moved to approve,

second Cazier, carried. Smith moved, second McCallum, carried to approve the **August 6th Safety Committee minutes**. **Switching to another online payment service to include court fines** was discussed. Clerk Strause stated she intended to switch this fall but does not have time right now to deal with this. McCallum reported **department phone voice mail problems**. Three new phones will be switched soon to alleviate many problems with the current phone system. T.I.M.E. Audit received July 31 and returned by the due date of Sept. 1, 2015. Barger said he is working on parking issues at the school and will take to the next Committee meeting. Current parking signs have different verbiage. Temporary signs are needed during construction. Barger has been in contact with DOT regarding the on-going **complaint about traffic not stopping at the intersection of STH 92 when approaching CTH MM/STH 104**. The informational signs attached to the stop signs need to be updated and the wording will change from listing STH 92 to "Cross Traffic Does Not Stop" hoping for more attention by motorists. Dane County Hwy Dept will change the signs. A community meeting on **Sept 22 at the Community Bldg at 6 pm will invite people to have an open discussion regarding alcohol and drug abuse**. Family Services Madison/PICADA will assist with the forum.

**New Business** – none.

**UNFINISHED BUSINESS**- Cazier gave an update on **archiving all employee/Trustee emails** with more research to be done which will be referred back to the Finance committee. Clerk Strause reported the **storm water maintenance agreement and land transfer with the school district** is ready to be signed after lot pins are placed and inspected by the engineer. McCallum moved, second Hawkey, carried to approve **the Adoption of Code of Ordinances Enacting the Village of Brooklyn Code of Ordinances; Providing for the Repeal of Certain Ordinances not Included Therein; Providing a Penalty for the Violation thereof; Providing for the Manner of Amending Such Code; and Providing when Such Code and This Ordinance Shall Become Effective**. A fee structure is still being worked on. **Survey results indicated support for a monthly newsletter**. The previous motion was to send until the end of the year with the matter to be reviewed at budget time for continuing in 2016. Hawkey moved, second Cazier, carried to **continue with the 6 pm siren** as the survey results indicated.

**CONSENT AGENDA:** McCallum moved, second Smith, carried to approve the consent agenda as follows: Payment of September 2015 invoices as listed; Resolution # 2015-08 Green County Matching Road Fund; Resolution #2015-09 Urban Forestry Authorization and DNR Application.

**COMMITTEE REPORTS:** **Electronic Media:** No meeting. **Planning & Zoning:** Met this evening to discuss and give recommendation for approval of Ordinance 117-90(2)(a) Fences & Hedges. Ordinance has been codified and is in the code book. **Ordinance: Campfire permit** was presented. Three copies will be on file with the Clerk, Fire Dept, and applicant. Multiple permits have been issued over the years; however, copies of those permits are not on file. If a violation occurs, a new application/permit will be kept on file. Form will be put on the Village's website and in the newsletter. Those who have a copy of their permit, should bring to Clerk's office for a copy to be made and put on file. McCallum moved, second Cazier, carried to approve the application as presented.

**Fire/EMS** will meet Wed at 6:30pm with budgets, hiring of asst. sec-treas, and lots of other items on the agenda including talking about an amendment to the district contract. The EMS budget is proposed to increase about \$53,000 for the entire district. The current contract does not allow an increase greater than \$15 per capita. The per capita proposed budget may be higher than the contract states. EMS/Fire open house is Oct 3<sup>rd</sup>. The refinancing is done and is not a bonded loan anymore. Any contract change needs approval by all district entities.

**Recreation:** Hawkey moved, second Smith, carried to approve the resignation of Brit Springer from the committee. Chair Hardy will take care of Recreation's website. Springer has not decided if she will stay on EDC and Electronic Media committees. McCallum stated there needs to be a policy of moving forward regarding succession of the website. **Emergency Management:** Board members that have not taken the ICS 100b need to do so which will then allow the Village to seek federal funding if a disaster strikes. EOC Staff need to take ICS 200b, 300, 400, 700A, 800b. **Personnel :** McCallum stated the **4-9-15 minutes** as presented are not correct and advised listening to the audio tape to redo the minutes. Hawkey moved, second Smith, carried to table until the minutes can be redone. **Policies from all departments** need to be filed in their respective departments but also are to be kept in the Clerk's office. Hawkey moved, second Smith, carried to approve Trustee Smith, Officer Engelhart, and Assist. PW Director Spilde to participate in **reviewing applications for the Deputy Clerk-Treas position** to rate applicants using a scoring system. Those with the highest scoring will be interviewed by an

independent committee next week. Sept 11<sup>th</sup> was the deadline for applications to be filed. Smith, Spilde, Engelhart will meet Tues night at 6:30 to review and score. **Finance:** The monthly meeting will be moved to the Monday before the Board meeting at 5:30 p.m. Hawkey moved, second McCallum, carried to approve a **Policy to comply with Act 274 utility billing. 2016 budgets** that have been presented to date were reviewed. **Village Code book will be on Municipal Code's website** free for the first year, \$400 the second year, and \$550 thereafter. There will be a link on our website to Municipal Code for public use. Cost will be further discussed during budget sessions. **Clerk's temporary office hours** until someone is hired for the Deputy Clerk-Treas position will be at Strause's discretion closing the office for meetings and time off. **EDC:** Planning and Zoning Commission reviewed the **Business Park Developer's Agreement** earlier this evening and recommended approval with changes as discussed. McCallum moved, second Cazier, carried to approve with changes as presented. **Marketing** continues with weekly updates from Lighthouse. Brooklyn Chamber of Commerce has contacted Lighthouse to give a presentation during a business forum. Kirkpatrick also offered to give a presentation. **CDBG Commission** will meet on Sept 24<sup>th</sup> in Verona. Hawkey, Strause, and Kirkpatrick will be requesting an amendment to our CDBG contract reducing the number of Business Park employee hiring from 28 to 5-8 and extending the contract timeframe for another three years. Pedro Ruiz, CDBG Program Specialist with Dane County, will send an amended proposed contract that will be presented to the Commission. **Amending the list of the prospect management team** approved 3-9-15 was discussed. Hawkey stated there needs to be a first response team that can meet with a client very quickly. Hawkey moved, second McCallum, that the first response team will be the Clerk, President, broker, EDC chair or their designee. Hawkey moved, second McCallum, carried to include a PW staff person if available. Voting on the original motion carried.

At 7:42 p.m., Cazier moved, second McCallum, unanimously carried to convene to **Closed Session Pursuant to WI Stats 19.85 (1)(e) to discuss client negotiations for the Business Complex, TID #2.** At 8:26 p.m., Cazier moved, second McCallum, carried to reconvene to open session.

Hawkey moved, second Cazier, unanimously carried to have Alliant install 3-Phase electrical to the Business Complex at an estimated cost of \$23,000 dependent on a signed developers agreement and to further explore the cost of 3-Phase to the Kerch St lift station. A special Board meeting may be needed on Sept 28<sup>th</sup> for various timely items.

Smith moved, second McCallum to adjourn at 8:40 p.m.

Carol A Strause  
MMC, WCMC, CMTW