

## BROOKLYN VILLAGE BOARD MEETING MINUTES

February 14, 2011

The Village Board meeting was called to order on February 14, 2011 at 6:32 pm by President Walsten. Trustees Todd Klahn, Steve Lust, Mark Bruner, David Natzke, Dorothy Frandy, and Dean Van Den Eng were present. Others present were Clerk Strause, Police Chief Barger, Mike O'Connor, Galen Rosseter, Tim Madigan, Traci Schaefer, Susan Gallmeier.

**Public Comments:** Galen Rosseter questioned former employee Bob Anderson's unemployment along with various questions on the Village's 2010 budget figures. President Walsten invited Rosseter to attend a Finance Committee meeting to answer his questions. Gosseter also commented he agreed with statements made from the public at the January meeting that the Village should reinstate the July 4th fireworks.

Tim Madigan spoke on the pay for the recently hired temporary part time snow plow driver; the lack of economic development in the past; budget for attorney fees but no money set aside for the July 4th fireworks; Oregon Observer's open records request, release of Anderson's records and review of those records; and when the neighborhood listening session will be for his street. President Walsten stated the Board is elected to respond to the needs of the Village as they occur with the most efficient decision. The Village had an immediate need for somebody to plow snow with a CDL to operate expensive equipment. Mike O'Connor stated he wanted to get more involved with the Village but was troubled by what seems to be a targeted attack to terminate a 24 year employee with a new trustee voting on the termination. Trustee Frandy stated she had read all the documents leading to the termination. Walsten encouraged residents to read the Oregon Observer article (February 10<sup>th</sup> edition) which is based on all the Board correspondence and documents underlying the Board's decision. She added that it is difficult for people to accept the serious charges of falsifying records but the Board has clear evidence this occurred as well as insubordination, and unprofessional conduct. President Walsten further stated she has office hours every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at the Community Building for anyone interested in discussing any issues. Trustee Van Den Eng stated the Oregon Observer requested this information; that none of the Personnel Committee was interviewed and the Village did not ask them to print anything on the Village's behalf.

Trustee Bruner moved, second Van Den Eng, carried to approve the January 10, 2011 minutes.

**President Walsten reported** she is now on the League of Municipality's Board of Directors and attended her first meeting where Governor Walker's budget proposals were discussed and shared revenues could be severely cut, which could mean an increase in local taxes. The good news is the phosphorus limit rules may be put on hold which would mean the Village would be less likely to have to install additional, expensive equipment at the Wastewater Treatment Plant. Bruner stated the Village is within current limits and would not need to make changes even if the new DNR rules were implemented. Walsten stated a DNR letter found at the WWTP that was received in Oct reported the Safe Routes to School grant application was denied. If the Village had applied for a planning grant as recommended by engineer Straka, the Village probably would have been awarded a grant as all twenty-five of the planning applications were awarded.

**Clerk Strause** encouraged all to vote at the spring primary Feb 15th with poll hours from 7 a.m. to 8 p.m. Senate Bill 6 is the Voter ID Bill again being brought back and expected to pass the legislature in some form. Strause stated she had contacted Sen Erpenbach and Rep Ringhand to vote No on this bill as it will be very costly, make more work for poll workers and will discourage elderly and minority from voting. Voter fraud is not a problem in small communities.

**Public Works report** was given by Trustee Bruner in the absence of Assistant PW Director, Leif Spilde. Spilde's monthly report was presented and reviewed. HD Supply was here but could not program the new hand held meter reader as the Village FCC license had expired. That license has since been applied for and the hand held reader will be programmed next week. Replacement meters should be here within a month. A water main break on Railroad St was

repaired last week. DNR sampling site plan reports not filed previously have been filed. The five year DNR discharge permit which was to have been filed last August has been filed. On Jan 27th, the DNR sanitary survey was completed by Tom Stunkard who will file a report with the Village. Eight years of missing DNR municipal biosolids reports have been filed. The WWTP performed well in January in spite of the cold weather. The influent fine screen had an electric motor go bad and other electric issues with the control panel and screen which is in an unheated bldg. The motor does not run constantly so can freeze up when not running during the winter months. Heating the building may be needed.

Trustee Bruner reported the DNR conducted an inspection last week and identified several safety issues. He and Spilde also did a safety review last week and he presented the safety recommendations on the immediate needs for safety equipment. DNR's inspection last week stated we need to install eye wash stations at both wells. Proposals received today for permanent eye wash stations at well #1 would cost \$910 installed and well #2 \$783 installed. Access panels in some buildings were initially included in the WWTP bids and included safety nets to prevent falls when opening the hatches. But to access underground parts of the plant, the Village opted to install doors and removed the safety nets from the specs for a savings of \$3200. A contractor working on the screen last week almost slipped and fell without a safety net in place. This incident identified there was no safety plan on file and a safety plan needed to be developed. Spilde will get a generic plan from Rural Water to cover the WWTP plant and any others buildings in the Village and the Public Works Committee will work on this. Incident reports need to be reported immediately when they occur. The Clerk's office has the incident reports that need to be filed, forms of which should be also kept on file at the WWTP. Bruner identified that there are no harnesses for fall protection, confined space equipment as well as first aid stations and the eye wash stations. He indicated there is no money scheduled in the budget for the estimated \$7500 of safety equipment that is needed, however, the Village needs to find the funds to support this. Given the Village is now aware of the safety equipment needed, if not purchased and should an injury occur, the Village will be liable in addition to knowingly putting a worker at risk for injury. Trustee Van Den Eng asked why none of this had been reported in the past. Bruner stated none of the staff had Department of Commerce certification to be able to make decisions on every safety aspect although safety and training classes are available. A confined space policy is listed in the Employment Manual, however, this policy has not been available to PW employees. Spilde is now reviewing the policy. Van Den Eng questioned the eight years of missing biosolids reports. Bruner stated the DNR has not been enforcing this but the reports are now all filed as it is an important report. Walsten stated the Village is now on DNR's watch list because of the many deficiencies discovered in the recent weeks. In order to expedite the process, Bruner moved, second Van Dan Eng, carried to purchase safety equipment as listed once the funds can be identified before the next meeting.

Bruner reported three bids were received for the Public Works uniform contract. Aramark's proposal was rejected as it did not meet the RFP terms. Two remaining proposals were from Cintas (current provider) and G&K. Both were compared for quality of uniforms and service. Cintas would cost \$30.32 per week and G&K \$26.39 per week. Bruner moved, second Klahn, carried to approve the committee's recommendation to award a uniform contract to G&K for the three Public Works employees for 5 years. In 2010, Cintas' average weekly rate was \$45.50.

Every two years, Carter and Gruenwald offers to trade out the Village's Bobcat at no cost to the Village. Bruner moved, second Klahn, carried to approve this exchange.

**Safety report** was given by Chief Barger. The Legislature is in the process of preparing legislation to abolish the collection of Traffic Stop Data. The department will be preparing a scaled down version of data collection for internal use. Some minor additions need to be made to the pursuit policy based on changes by the WI Dept of Justice. Annual 2010 use of force report shows three people listed and was discussed in committee. Klahn moved, second Van Den Eng, carried to approve Directive #204 Law Enforcement Domestic Abuse Policy which addresses domestic abuse by law enforcement officers, not the general public.

Trustee Van Den Eng moved, second Frandy, carried to postpone until March **completely deleting Village Ordinance Chapter 21 Assemblage of Large Number of People**. This was discussed at the Safety Committee meeting and is recommended to be deleted as it pertains primarily to private property and requirements for alcohol license, amplification, etc. permits all ready exist. Any additional requirements should be located in the Community Building and Shelter rental/use policies. Walsten will review these rental agreements and our ordinances to see if the requirements in Chapter 21 are present.

Trustee Van Den Eng moved, second Klahn, carried to form a **Committee of the Whole to hire a new Public Works Director**. A special meeting will be on March 1st at 6:30p.m. Van Den Eng presented an updated draft job description and requested Board members to think about desired training and skills needed for this position. Position will require administration and hands on work. The Personnel committee has reviewed job descriptions from McFarland, Deforest, Cottage Grove, Belleville, and Evansville. The Public Works Committee will review the job description at their 2/22 meeting. A 3-4 week lead time will be needed for publication in the League of Municipalities monthly magazine. Walsten will bring copies of recruitment ads to the 3/1 meeting.

There are no costs available yet for projects discussed previously for possible funding from **the balance of the 2007 BAN**. Trustee Bruner stated the PW committee will talk about it at their next meeting. Bruner moved, second Van Den Eng, carried to postpone. EDC has put together their list. Walsten will be contacting CARPC to obtain what studies are required to initiate an application for extending the urban service area.

President Walsten stated she had an email on 2/8 from Mike Gracz, Oregon Administrator, regarding possibly **combining the municipal court system**. During Oregon's Board meeting, their Judge and Board discussed the issue and request the Village to send a formal proposal for a joint court arrangement. Any legal costs associated with this matter would be paid by Brooklyn. The Village will need to collect information on what other communities with similar arrangements have and draft a proposal of what we want. Belleville's court system will be contacted because they also deal with the same two counties. Having someone familiar with the new law (Dept of Justice? County Judge?) speak to the Board on options was discussed and Walsten will contact the appropriate resource.

President Walsten presented a job description for the volunteer (unpaid) **Village Historian position**. Previously the Board questioned who this person would report to, how long the term would be if appointed, who would fund any expenses, if the position should be public or private, and who owns the material in terms of archiving village records. Sharon George has collected local memorabilia all her life, has been writing historical articles and is the "go to" person for anyone doing genealogy research in the community. Sharon has already gone through many Mt. Hope Cemetery records and will be archiving Village records, such as minutes, agendas, etc. The job description includes duties which she is currently doing, i.e., taking pictures of events, recording events, archiving, assisting new residents learn about their property and helping individuals and organizations find genealogical and historical information. Trustee Van Den Eng moved, second Bruner to approve the amended Village Historian job description dated 2-14-2011 making changes in the second paragraph to include "his/her." Sharon retains control and ownership of her personal collection.

After a discussion between Clerk Strause and Steve Eager, President of UBT, President Walsten, Clerk Strause, and Deputy Clerk Brewer toured the Bank again to determine a plan if the **Clerk's office were to relocate to the Bank of Brooklyn**. President Walsten contacted Mr. Eager to discuss possibilities on moving some walls for larger office space. Eager will contact us when he has prices on the remodeling.

Trustee Bruner moved, second Lust, carried to approve **consent agenda** items as follows: Approve payment of February 2011 invoices; Application for Temporary Class "B" license for Sno Hornets Snowmobile Club; March 19-20 for annual dance; Training (Finance committee recommendation to approve) as follows: March 2-4 Governor's Conf Emergency Management, Madison - Leif March 3 - WRWA Utility Clerk Training in Watertown - Kim May 5-6 - WI Municipal Treas. Conference in Elkhart Lake - Carol July 10-15 - UWGB in Green Bay - Kim Aug 24-26 - UWGB Class and

WMCA Annual Conference in Wisconsin Dells - Kim & Carol (Office would be closed Wednesday 8/24 through Friday 8/26).

**Committee Reports: Planning and Zoning Commission**-Rob Roth from General Engineering is revising the Village's Comprehensive Plan but was not able to be at the last meeting but will be at the 2/28 meeting. Someone will speak to the Commission about wind turbines and make recommendations on an ordinance.

**Ordinance Committee** met and completed reviews for a few more chapters. Special Assessment Ordinance was sent to Planning and Zoning and was approved. Chapter 32, street safety was referred to the Safety Committee for approval. Chapter 49 has been sent to Public Works for review with recommendations back to ordinance. Several ordinances were sent to Municipal Code for recodification.

**Fire/EMS**-No report. **Personnel** - Trustee Van Den Eng reported the review of overtime hours for Public Works which was managed very well, considering the blizzard two weeks ago. **Public Works job responsibilities and job titles** were discussed. Spilde has outlined daily, monthly, yearly activity of the plant which defines the need for a full time person to manage water and wastewater utilities. Van Den Eng stated there is a need to have a water/wastewater utility supervisor to manage the utilities in coordination with the Public Works Director. Qualifications for the new Director were discussed and experience and education, possibly having someone with an engineering degree, was discussed to deal with future commercial and residential development, infrastructure, technology, etc. but will also need to be "hands on", not just administrative. One of the primary responsibilities of the new Public Works Director will be to work with the Board on organizing the department and formalizing job descriptions for the PW employees. Walsten pointed out that the work duties, outside water/wastewater operation, need to be clarified before manpower needs can be assessed.

**EDC** met to review and prepare for an urban service amendment. Walsten has been in contact with a CARPC representative for what the Village will need, i.e., a storm water plan, comp plan, and planned land use map updated and approved and in concert with the county land use plan. In addition, a water capacity study for fire flows, analysis on police service and wastewater treatment plant capacity to handle any growth is taken into consideration. A community survey is being created for Survey Monkey, a software program specific for surveys, and will be used for obtaining information from residents on buying habits, desired services, and other data which helps identify what businesses are likely to succeed.

**Recreation** committee met. Trustee Bruner moved, second Natzke, carried to accept the resignation of Janeen Podgorski. Committee might completely eliminate the summer music series and use some of these funds for the July 4th fireworks. A band may be hired for this event if other committees can contribute toward the project. Cost of the fireworks is \$2500. Trustee Frandy suggested passing the hat at the event as had been done in past years for donations. Clerk will contact Bartolotta as no contract has been signed.

**Emergency Management committee** continues to meet. Spilde is working on a NIMS training schedule for Board members. All Board members should email Spilde what evenings they have available in March for NIMS training. The plan will be emailed to Board members by Feb 28<sup>th</sup> for review before the March 14 Board meeting.

**Bluegrass**-No report. **Recycling** committee will be meeting soon.

**Website**-Trustee Van Den Eng reported on options to go with a different host for our website. Our current website is hard to manage, time consuming to update, and very limited on expansion. The committee wants to expand use of the website to communicate with residents better through notification via an email list. Quotes were solicited for hosting. Two vendors were \$3500 to \$10,000 range. Town Web Design deals exclusively with municipalities. Current data would be transferred to the new hosting service. Our current contract expires in April. The Village budgeted \$1,000 for web design expense. The committee is asking the Board to spend \$1,000 to update the website. The

annual fee would be \$400-500 a year to host which is the same as is currently being paid and a one time \$1,000 set up charge. Trustee Bruner moved, second Klahn, carried to authorize \$1,000 to Town Web Design to redo the Village website.

**Finance**-The balance in **LGIP #10 Recreation Fund** was analyzed. In 2006, \$11,967 was transferred to this account to purchase movie projection equipment and playground equipment for the Water Tower Park. These expenditures were made but the money was not removed from this fund. In 2007, \$9744 was deposited from unspent 2006 recreation funds to pay for 2007 recreation expenses. No money was budgeted in 2007 for recreation because of this transfer from 2006. The 2007 expenses were incurred but the money was not removed from LGIP#10 fund. Analyzing the **Recreation Special Revenue Fund** over the past five years, shows there should be a surplus of funds from fundraisers in the amount of \$3216. Finance committee recommended the LGIP#10 fund balance be \$3216 withdrawing the balance of the account \$20,600 plus interest paying back the general fund. Upon annual review, Trustee Van Den Eng moved, second Bruner, carried to approve the amended **Cash Management Policy** adding the words of Deputy Treasurer to the duties shared with the Treasurer.

**Genesis Housing** pays the Village an "In Lieu of Tax" fee annually based on the Village's mill rate multiplied by the value placed on the property by the assessor. The last reval was done in 2005 when all other property was done. Genesis has requested the Village to re-eval the property which would be at the Village's expense per the contract. Because other property owners have requested the same due to the economic climate, the committee feels it would be unfair to approve this request and recommends the property value be recalculated when all other property is done. Trustee Van Den Eng moved, second Klahn, carried to deny the request by Genesis Housing for a re-evaluation at this time. Van Den Eng reported the monthly Treasurer's report and Cash and Investments report have been redone compiling twelve months of information in one spreadsheet. Sewer debt restructuring will be discussed in March when Kevin Mullen will present a plan to the Board.

Trustee Bruner moved, second Klahn, carried to adjourn at 9:20 p.m.

Carol A. Strause, MMC