

VILLAGE OF BROOKLYN

March 14, 2011

The Village Board meeting was called to order on March 14, 2011 at 6:30 pm by President Walsten. Trustees present were Todd Klahn, Steve Lust, Mark Bruner, David Natzke, Dorothy Frandy. Trustee Van Den Eng was absent. Others present were Clerk Strause, Police Chief Barger, PW Assistant Director, Leif Spilde, Kevin Mullen, Sue McCallum.

Public Comments: Sue McCallum spoke on her concern of a business on Hotel St. parking trucks in the building where there are other businesses located which she states is against state regulations for vehicles with gas engines. McCallum stated she called land owners in the Village to see if the business could be a fit with other businesses in the Village that are properly zoned. McCallum also stated she talked to the building and zoning administrator about this violation. Trustee Bruner stated the business is not in violation because it has a four hour firewall between businesses. McCallum stated as this business does not have a conditional use for this General Business zoning district, it looks like the Village approved it. President Walsten stated the zoning code is being revised and the issue of zoning violation needs to be resolved and will put it on the Planning and Zoning agenda. This business has relocated to the Hotel St. location as a temporary move as he is looking for land in the Village to build. McCallum stated she wants the trucks to be removed right away as this is a known violation.

Trustee Bruner moved, second Lust, carried to approve the minutes of Feb 14th, 2011. Trustee Klahn moved, second Frandy, carried to approve the Committee of the Whole minutes of March 1, 2011. Trustee Natzke abstained.

President Walsten reported on the New Officials' Workshop, sponsored by the League of Municipalities to be held on May 13th. Trustee should contact the Clerk if attending. This workshop deals with local issues and is a great opportunity to talk to other officials. Annual League regional meeting will be held in Lake Delton on May 26th and Walsten will be attending.

Clerk Strause reported on the April 5th election with the polls open from 7 a.m. to 8 p.m. Many issues are on the ballot including a Dane County referendum. Ballots arrived today so absentee voting can begin.

Public Works- Assistant Director Spilde gave his monthly report. New uniforms arrived today. The new hand held meter reader was installed with the arrival of a new FCC license (previous one expired and meter reader could not be installed last month). The hand held is now in service, new meters are here (existing ones were recalled), and now waiting for transmitter boxes to arrive in order to begin the installation of new meters. DNR engineer, Tom Stunkard, is now officially retired after 20 years. Water System Emergency Response Plan was presented and is a federal requirement. Spilde stated he got the template from WI Rural Water and added the Village's information. Trustee Klahn moved, second Bruner, carried to approve the Village's Water System Emergency Response Plan. The DNR sanitary survey was conducted on 1-27-2011 to evaluate the water system. A report was sent dated 2-14-11 regarding the inspection on both wells and the water tower. A forty-five day response from the Village was required with Assistant Director Spilde explaining the report and presenting his response letter to DNR. Ordinances for a cross connection program and private well abandonment will be discussed at Public Works Committee. Geographic sampling at different locations has started, Emergency Operations Plan was just adopted, sampling faucets will be installed in each well, screen on the air vacuum relief valve at well #2 has been replaced, eye wash stations will be replaced at both wells soon, and backflow/back siphonage protection for loading station will be purchased.

Safety-Chief Barger's monthly reports were reviewed. Policy #201 was presented for an update on Vehicle Operations and Pursuit implementing the Dept of Justice changes in training criteria. Trustee Klahn moved, second Bruner, carried to approve the amended policy. Photo emergency identification tags with an expiration date would cost \$5.50 each with the one time set up fee of \$45 probably waived if we use the same type tags now carried by the Police Department. Public Works and Clerk's Office staff could be done at any time. Trustee tags could be done at the

reorganizational meeting on April 19th. Klahn moved, second Frandy, carried to implement the I.D. tags at a cost not to exceed \$100. Grant dollars (estimated at \$2900) for the new radios will be discussed at the next committee meeting. The two radios, portable and car radio, are waiting to be picked up. The new radios costing \$7,000 will be compliant to the new DaneCom system. Chief Barger and Assist. PW Director Spilde left the meeting at 7:05 p.m.

Kevin Mullen, financial consultant with Hutchinson Shockey Erley & Co, Milwaukee, gave a presentation on **restructuring the Village's debt** including the 2012 refinancing of the 2007 General Fund BAN and 2008 Sewer BAN. The restructuring objectives would be to minimize rate increases to the sewer utility and provide flexibility for future Village capital needs. The total General Obligation (G.O.) debt at 12/31/11 will be \$764,444 with the Village's debt capacity at \$3,879,636. The outstanding revenue bond debt for the sewer utility is \$4,642,099 which includes a Bond Anticipation Note (BAN) that needs to be refinanced in 2012 in the amount of \$2,015,000. The estimated annual sewer debt service is \$357,500 with the current sewer rate structure (2011) estimated to produce \$324,000 of net revenue. Mullen suggested we should also look at possibly refinancing a 2002 water revenue bond with a lower interest rate from the St Trust Fund Loan program. Bond is callable in 2012. Water bond could use G.O. refinancing saving \$10,000-\$15,000 annually. Having the Water Utility pay the Sewer Utility for leasing space at the WWTP for equipment storage was discussed. The money saved on the water refinancing could be used to pay the lease to the sewer dept. The sewer debt coverage requirement by DOA would be 5% of debt service if backed by G.O. refinancing rather than 10% required if backed by a revenue bond and could save \$16,250 annually. The State Trust Fund Loan program is an easy loan program with a low interest rate and few fees involved. A combined CWF loan should also be investigated with G.O. backing to reduce costs.

Mullen stated the Village needs to identify what the long term needs are. G.O. debt is worth exploring unless the Village will have substantial needs over the next 5-10 years. Parameters for charging rent to the Water Utility for storage of vehicles and equipment needs to be investigated. How much of the 2007 BAN will be spent needs to be determined so that the debt can be lowered before refinancing in 2012. Mullen stated his services for calling the 2002 water bond and refinancing the 2007 BAN would be \$5,000 and \$5,000 to refinance the 2008 Sewer BAN which would include the investigation on a possible lease between the Water and Sewer Utilities. The State Trust Fund Loan and CWF program will probably both be used in the refinancing process. The refinancing issue will go back to the April finance meeting to approve a contract with Hutchinson Shockey Erley & Co. and further discuss the funding possibilities.

New Business – American Legion Post 160 requests to install a **20' flag pole in Mt. Hope Cemetery** at no cost to the Village. The flag would be illuminated with a solar light system. Flags would be provided by the Legion Post. Trustee Bruner moved, second Klahn, carried to approve this request with Public Works to determine the location in the cemetery.

An update on the **State's Budget Repair Bill** with preliminary cost cuts was given by Clerk Strause and President Walsten. The State proposes an 8.8% cut in Shared Revenue and 10% cut in Transportation Aids which would total \$20,946 for the Village along with an additional \$4893 loss in recycling revenue if that program is closed. State mandates for employees to pay 12% of health insurance premiums and 5.8% on their WRS pension plan would cost the employees approximately \$19,000. Personnel committee will further discuss this at their next meeting.

Deleting Chapter 21, Assemblage of Large Number of People, with some sections becoming a part of Chapter 20 Parks and Other Public Places was presented. Trustee Bruner moved, second Klahn, carried to approve deleting Chapter 21 with the rewritten sections back to Ordinance committee to merge with the rest of Chapter 20.

Update for Committee of the Whole hiring process for Public Works Director -The ads have been posted on the League of Municipalities, American Public Works Association, WI Rural Water Association and the Village websites. The deadline to accept applications was revised from April 8th to April 15th because the printed version of the ad for

the League magazine will not come out until early April. President Walsten stated she is waiting for information from the President of the State Public Works Association to help with the creation of an expert panel to interview applicants. Walsten also informed the Trustees that when they meet as "Committee of the Whole", they will be paid at committee rates.

A statement was read from Trustee Van Den Eng regarding the **2007 BAN**. "Due to time constraints and a shortage of manpower at Public Works, we are still waiting for quotes on the projects that were identified at the Jan 10th, 2011 Board meeting. The committee understands that this is not the top priority right now for the Public Works department and it can wait a while longer. Walsten has expressed EDC's desire that expenses pertaining to expanding the Village's Urban Service Area be paid for using BAN funds. EDC would also like to replace signs in Smithfield Park, Community building, and an entrance sign on Hwy 104, totaling approximately \$3,000." Bruner moved, second Klahn, carried to postpone further discussion until the April meeting.

President Walsten reported Judge Beth Cox, Oregon, is willing to be a **substitute judge for the Village**. Reorganization of the court system will need to be in place by the May court session. Court Clerk, Shirley Hardy, has not done these duties since Oct-Nov as Judge Glasier has been taking care of this. However, Glasier indicated she is having problems getting on line to file reports. Walsten is waiting for a reply from Chief Judge Foust, Dane County, for clarification regarding a substitute judge but requested permission to contact Atty Christopher if needed to get a legal opinion on our court system. Trustee Frandy moved, second Klahn, carried to approve an amount not to exceed \$500 to contact our attorney if Judge Foust does not give clear clarification. NAY: Trustee Natzke.

Update on **UBT lease offer** - No new information has been received on the construction costs for remodeling of the Bank for a Clerk's office. This information should be available for the April meeting.

Trustee Bruner moved, second Natzke, carried to approve the **Consent agenda** as follows: payment of March 2011 invoices; Temporary Operator licenses for SnoHornets Snowmobile Club for March 19-20 annual dance: Jason Cleasby, Robert Zurfluh, Perry Jorgensen; Operator License for Kristi Schmidt.

Committee Reports: Planning and Zoning-Trustee Bruner moved, second Klahn, carried to approve hiring General Engineering to revise Chapter 48 Zoning for \$3500. **Ordinance**-Trustee Lust stated the next meeting is 3-21 and will discuss Chapter 49 trees with Chapter 32 approved by Safety committee. Recodification is getting closer to completion. Chapter 23 corrections will also be discussed. **Personnel**-Trustee Van Den Eng's report was read: "Due to time constraints and the fact that we have months worth of data, Public Works employees were informed that the Personnel committee no longer needs the 30 minute increment worksheets filled out. The committee will start work on a job description at the 3/17 meeting for a Water/Wastewater Supervisor. The description will be given to the Public Works Committee. The exact title of the position will be debated." Overtime hours were reported. **EDC** will be meeting within the next 2 weeks. **Recreation**- July 4th fireworks probably will happen with donations so far from the Brooklyn Community Bank \$1,000 and \$500 from an anonymous donor. Dime a Dip to be held on May 5th may have a silent auction. Committee is recruiting members. **Emergency Management Plan** needed some reorganizing with Barger and Spilde finalizing these changes. Next meeting on March 29th will offer a final draft that will then be emailed to all Trustees for review. **Bluegrass**-no report. **Recycling** met with a recommendation for the Board to approve continuing the recycling program. Walsten moved, second Klahn, carried to continue the recycling program. Walsten moved, second Klahn, carried to approve Spring Clean Up Days April 22-May 1st. Walsten moved, second Frandy, carried to have the Electronics RoundUp this spring, date to be determined.

Website-Read from Van Den Eng's report - "Town Web Design, municipal software, has begun to put together our new website. Our goal is to have everything up and running by March 31st, so that we can thoroughly test it before going live. The committee feels that many residents could take advantage of paying utility bills, property taxes, fines, and permits by credit card through our website if this option was available. Using Official Payments would allow the Village

to accept credit card payments without a fee to the Village. A transaction fee would instead be paid by the user to Official Payments.” Bruner moved, second Frandy, carried to approve Official Payments to process credit card transactions via our website. This feature will be incorporated into the rollout of our new site.

Finance-Bruner moved, second Natzke, carried to approve the Clerk attending the League of WI Municipalities Mutual Insurance Policyholder Conference in Wisconsin Dells on April 14-15.

Trustee Bruner moved, second Lust, carried to adjourn at 9:45 p.m.

Carol A. Strause, Clerk-Treas.