

VILLAGE OF BROOKLYN

April 11, 2011

The Village Board meeting was called to order on April 11, 2011 at 6:32 pm by President Walsten. Trustees present were Todd Klahn, Steve Lust, Mark Bruner, David Natzke, Dorothy Frandy, Dean Van Den Eng. Others present were Clerk Strause, Police Chief Barger, PW Assistant Director, Leif Spilde, and Josh Straka.

Public Comments-Copies of a letter from Mark Ambrosius, former Board member in 2007-2008, was handed out by President Walsten. Walsten stated there were some excellent points in the letter with some of the items, also being heard from residents lately, to be on the agenda next month.

Trustee Bruner moved, second Klahn, carried to approve the minutes of 3-14-11 with corrections to include the Recreation Committee "may" have a silent auction at the dime-a-dip and a typo on page two from "tax" to "tag" referring to the i.d. tag program. Trustee Van Den Eng abstained as he was absent from the meeting.

President Walsten stated she was grateful to be re-elected with a chance to follow through with several projects. The next two years will focus on goals handed out during the campaign. On 3/24, THRIVE had a presentation by Wisconsin Business Development which links local funding with other sources of funding for entrepreneurs. With their creative financing, we can benefit from this program. Walsten attended a Financing webinar explaining what the Public Financing Authority is, how it can match municipalities with sources of funding and also concentrated on private activity bonds and Midwestern Disaster Bonds. The criteria for the latter has expanded and there is still over \$3 billion available for financing in the 30 county 2008 disaster area (flooding).

Clerk Strause reported on the April 5, 2011 election results. There were a total of 523 Green and Dane County voters which equals a 66% turnout as there are 789 registered voters in the Village. In 2010 there were 95 voters or 12% turnout and in 2009, 155 voters or 19% turnout.

Public Works-Assistant PW director, Leif Spilde, stated Josh Straka, Strand Engineering, is donating his time tonight and has helped Spilde with the transition process over the last few months. Monthly reports were reviewed. Spilde is working on items on the DNR sanitary survey list and working on the Mass Unit Manager software. New meters have arrived and the installation process will continue as time allows. The annual Consumer Confidence Report will be published and also will be on the Village's website. Dane County has been approved for Federal funding for the last major blizzard. Spilde will be attending a meeting Thursday regarding FEMA forms that need to be filled out. Clerk Strause and Spilde will make an application for 75% Federal 12.5% State funds for overtime and contractor expenses used for clean up from the storm. Phosphorus testing is being done two times a month. New numbers on limits are expected from DNR. The Village currently does not have a phosphorus limit. The worst case scenario would require \$300,000 to upgrade the WWTP if the law is enacted. Testing of the HVAC system at the WWTP has not been able to balance the system greater than 85% for the operations building furnace. The subcontractor is responsible for balancing the system to 90%. C.D.Smith, the general contractor, has offered \$1,000 credit if the Village accepts the balancing report. Trustee Bruner moved, second Frandy, carried to forgive the requirement of an approved balancing report at 85% and accept the \$1,000 credit. Clerk Strause reported the 2010 rate of return filed on the PSC Water Utility report is at 6.79%. The 2009 rate of return was 6.47%. Auditors, Johnson Block, stated anything above 6% is a good rate.

New Business: EDC needs to have a **water system analysis/modeling** in order for developers to know calculations for fire flows, water capacity, and pressure zones. The cost would come out of the water utility. Straka stated the report would determine what water tower capacity would be needed, if there is sufficient supply of wells pumping to the towers, pressure zones, anticipated growth based on the updated comprehensive plan, current infrastructure, and a plan to maintain the current system. A model would be built looking at the existing distribution to determine water

main size, run fire flow tests, and calibrate a model to represent the entire system. The model would determine the size of mains needed and fire flow pressure based on where the growth will be, etc. Straka stated it would take about one month to gather data for the capacity and modeling study. The Village already has GIS implemented. President Walsten reported on the need for the modeling portion of the study to permit the Village to project the impact of either residential or commercial development on the system in the short and long term. Currently, this information is needed to understand the impact of short term commercial development. Straka estimated a cost of \$15,000. The original budgeted amount was \$10,000 in 2007 but probably could not be done for that now to include modeling. Cost could be based on an hourly rate with a not to exceed limit. An RFP could also be put together. Straka stated once the modeling is done, and if there would be another need for expansion, they would again run the model to get updated data. Their standard hourly rate is estimated at \$96 per hr; however, there would be three or four others working on this study with some being paid over that rate and some under that rate. This item will be placed on the 4-18 agenda with a proposal for a per hr/not to exceed rate for a full capacity and modeling study.

Spilde reported the proposed **Emergency Management Plan (EMP)** is completed and was given to each Trustee tonight for review as approval will be on the 4/18 agenda along with the EMP ordinance. There will be NIMS 100 training at the fire station on April 27th at 6 p.m. for Board members. Area Town board members were also invited. There will need to be a commitment of a minimum of six attending. Trustee Van Den Eng, Frandy and President Walsten will take the training, Klahn may be able to attend, new Trustee Hawkey will be informed of the class along with Deputy Clerk Brewer. Trustee Lust and Bruner have taken some of the NIMS classes, Clerk Strause also has several completed. Spilde and Straka left the meeting at 7:35 p.m.

Resident communication issues were discussed. There is a need to do a better job either through the newsletter being mailed or through our website. The LED could be used to promote the website address. A postcard may be sent to all residents to inform them of the new Village website and how to get the newsletter. Residents were informed in 2009 that they needed to let the Clerk's Office know how they wished to continue getting the newsletter, i.e., mailed, website, or a direct email with newsletter attachment. Many did make the contact, but several did not and currently do not receive the newsletter.

As a token of appreciation, President Walsten presented a **Certificate of Appreciation to Trustee David Natzke** for his service to the community during his time as Trustee. Natzke is unable to attend the 4/18 reorganizational meeting.

A letter received from **Charter Cable** states the **complimentary cable service** at the Community Building will no longer be free as of 4/11/11 and the Village would be charged \$39.99 per month for the basic service. The service was used to broadcast Board meetings on the public access PEG channel. The equipment to do this broadcasting is obsolete and needs to be updated, however, the cost of the equipment is prohibitive and many residents no longer have cable but satellite. Consensus is the cable service will be dropped. The website may be used for live streaming of the Board meeting in the future for this service.

Unfinished Business: Update on **Budget Repair Bill –proposed 2011-2013 State biennial budget** bill will have the final two hearings this week. Act 10 included the initial cuts proposed for shared revenue, transportation aids, and recycling grant funds. A survey of large municipalities found only 61% of the savings in health insurance and pension benefits is realized when compared to the cuts in shared revenue, recycling, etc. Stormwater and phosphorus changes are also included in the 2011-2013 budget bill. Judge Sumi's orders would currently put sanctions on any municipality withholding benefits from employees as stated in the budget repair non-fiscal part of the bill. It is not clear when these various cuts are going to take place for employees. As levies would be frozen, services may need to be cut. Trustee Van Den Eng sent an email to all employees to budget appropriately knowing they may have to pay back pension costs dependent on when the ruling is effective. Calculations for employees' net take home pay were reviewed. The average is a 10% reduction in take home pay when pension and health insurance mandates are paid by the employee. Options will be looked at when the state budget is finalized.

Committee of the Whole: Trustee Van Den Eng updated the Board on the **application process for the PW director**. The first month there were no applications received. The job description was changed removing the requirement of a bachelor's or engineering degree. The job description on the website was also changed. It was also felt the Village needed to widen the viewing area and advertise in the Milwaukee Journal Sentinel which cost \$1292 for Sunday, Monday, & Wednesday, an online publication, and also includes posting on Monster.com. Van Den Eng stated it was important to hire within the original timeline as the summer work load for Public Works is greater. Currently there are six applications. The application deadline is Friday, 4/15, and it is hoped to have ten applications by then. There may be a need to extend the deadline and advertise one more weekend in the Milwaukee Journal. Trustee Van Den Eng moved, second Bruner, carried to approve the revised PW director job description removing the Bachelor's/engineering requirement. Having an engineering background would help to use our village engineer less, however. Klahn moved, second Van Den Eng, carried to authorize Walsten, Van Den Eng, Bruner to review the applications on Wednesday and make a decision on extending the deadline and whether to again advertise in the Milwaukee Journal next weekend. Three people with public works background have been invited to participate in the interview process. Two have agreed to meet without cost. One has not committed yet.

The **unemployment appeal hearing for Robert Anderson** is scheduled for Wednesday morning. President Walsten and Trustee Van Den Eng will attend and testify.

Municipal Judge/court clerk- Sandra Glasier won the election with twenty-six write in votes. Glasier who indicated she is not interested in another term reported she would be willing to continue until July 1st as court dates are already scheduled for June. The Village will need to hire a court clerk for two hours a week. Personnel Committee will work with Judge Glasier to draft a job description. Training will be needed to make the transition to a substitute judge smoother. The District V Court Administrator would appoint a substitute judge. The Village will investigate court options, i.e., merge with municipality, have a special election or wait until the end of the four year term. Trustee Bruner moved, second Klahn, carried refer the court clerk recruitment and job description to the Personnel Committee. Judge Glasier will need to file a Statement of Economic Interest with the State.

The **Union Bank & Trust proposal** was received and after their remodeling, the lease proposed to the Village would be \$2500 per month. Bruner moved, second Van den Eng, carried to table indefinitely.

2007 BAN- EDC's proposal was submitted for business park development funds. Clerk Strause stated a resolution with intent to form a Tax Incremental Financing District is required first in order to reimburse any expenses that would be TID eligible. A discussion of amending existing TID or creating a new TID for the east side with position a new TID is more desirable. EDC is also working on replacing the Smithfield Park sign (missing for at least a month); entrance to Village on Hwy 104 and new sign for Community Building. Tuck pointing of the Community Building will begin as soon as weather permits. Contract was awarded last fall.

Trustee Klahn moved, second Van Den Eng, carried to hire **Hutchinson Shockey Erley & Co at a cost of \$10,000 to restructure debt** including the 2002 water bond and 2008 and 2007 BAN. Final numbers to be used in the 2007 BAN will be needed before it can be refinanced.

Trustee Bruner moved, second Lust, carried to approve the **Consent Agenda** as follows: payment of April 2011 invoices; approve Clerk/Treas. Strause and Deputy Clerk/Treas. Brewer's attendance at the Dane County Clerk's appreciation luncheon on May 4th; approve Leif Spilde attending Wis. Rural Water's Water Supply Regulatory Affairs Seminar May 4th in Madison for \$80.

Committee reports: Safety - Chief Barger's monthly report and activity log were reviewed. Employee ID cards are started with continued work on the card design. Staff evaluations, renewal of the FCC license, background check on a part-time officer candidate, emergency detention policy, and cancelling entry of a stolen truck from some time ago into the CIB and NCIC due to lack of required documentation, were all discussed. Request by Chief Barger to finalize

funds for the purchase of a portable and mobile radio (\$7765.60) through the Homeland Security Mutual Aid Radio Replacement Grant authorization program (\$4800) will require funds to be used from LGIP #7 account that has a balance of \$2300 established for police department equipment and \$1300 from the balance of the 2010 Police Department funds. The radio counsel and changeover will cost about \$700. Trustee Klahn moved, second Lust, carried to approve purchasing the portable and mobile radio at a cost of \$7765.60 with reimbursement from OJA in the amount of \$4800 with \$2300 to be transferred from LGIP #7 and \$1300 to be used from the balance of the 2010 Police budget with the remaining costs in the amount of \$665.60 to be paid from the 2011 Police budget.

Planning and Zoning- Work continues on revising the Comprehensive Plan with work also beginning on revising the zoning code for the village. Questions will be added to EDC's survey regarding a need for retirement housing.

Ordinance- Trustee Lust reported Chapter 23 and 49 were approved with changes and sent to Municipal Code for recodification. Chapters 2 and 20 are being worked on. All ordinances will be on the Village website once completed.

Fire/EMS-The April meeting has been moved to May.

Personnel-The **Water/Wastewater Utility Superintendent job description** that was reviewed by both the Personnel and Public Works Committees was presented with changes. Trustee Bruner moved, second Lust, carried to approve the revised job description. Trustee Van Den Eng moved, second Bruner, carried to **appoint Leif Spilde as the Water/Wastewater Utility Superintendent**. Procedure to **hire a seasonal employee** was discussed. Spilde and Van Den Eng will meet Tues morning to review the applications with interviews Wednesday evening at the Personnel Committee meeting. Trustee Bruner moved, second Klahn, carried to approve the Personnel Committee hiring the seasonal employee.

Economic Development Committee is finalizing their survey looking at where people work, shop, how likely are they to shop for different kinds of services, demographics, recreational activities they are likely to participate in, and questions about retirement housing, etc. Next Board meeting will request approval to add Tim Belter to EDC.

Recreation will be meeting tomorrow night. **Bluegrass** meeting is April 19th.

Recycling meeting will be tomorrow night, 4/12, to finalize details for the **Easter Seals collection of clothing and household goods 9 am to noon, and the Electronics/Appliance Round Up, to be held on Saturday, April 23 from 8 am to noon in the Church and Community Building parking lots**. The Round Up and Easter Seals collection services are available to the public; surrounding area residents included. **Spring Clean Up Days, with dumpsters at the Wastewater Treatment Plant, starts 4/22 through 5/1, is only available to Village residents. Resident ID will be required for Spring Clean Up Days.**

Website-Trustee Van Den Eng reported the new website is online. The plan was to review the site before going live but that did not happen. Van Den Eng reviewed the site and found several items that need to be changed. The committee will put together a flyer to announce the new website. There will be a Facebook link and anyone wishing to receive the newsletter can easily subscribe through the website. Officials Payment tab will soon be added for residents to make utility bill and tax payments, etc. on line. The Committee will be meeting on Wed.

Finance-Trustee Bruner moved, second Klahn, carried to apply for Clean Water Fund loan program funding by June 15, 2011 for refinancing the 2008 BAN to secure funds before the interest rate increases.

Trustee Klahn moved, second Bruner, carried to adjourn 9:52 p.m.

Carol A. Strause, MMC,WCMC, CMTW