

BROOKLYN VILLAGE NEWS June 18, 2010

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Village Board - Nadine Walsten, President Economic Develop. – Heather Kirkpatrick, Chair Finance – Tim Belter, Chair Ordinance – Steve Lust, Chair Personnel – Dean Van Den Eng, Chair Planning/Zoning – Nadine Walsten, Chair Public Works – Mark Bruner, Chair Recreation – Janeen Podgorski, Chair Safety – Todd Klahn, Chair



Summer Youth Recreation Registration Day! Tuesday, June 22 2010 4:00pm-7:00pm Brooklyn Community Building

> Program begins Monday, June 28th Legion Park Shelter!!

BROOKLYN VILLAGE BOARD MEETING MINUTES June 14, 2010

The Village Board meeting was called to order by President Walsten on June 14, 2010 at 6:31 pm. Trustees present were Todd Klahn, Mark Bruner, Tim Belter, David Natzke, Steve Lust, Dean Van Den Eng. Others present were Clerk Strause, PW Director Anderson, Chief Barger, Tara Bast.

No public comments were offered.

Trustee Bruner moved, second Natzke, carried to approve the May 10, 2010 minutes. Trustee Bruner moved, second Klahn, carried to approve the June 1, 2010 minutes adding Trustee Bruner as being present. Trustee Natzke abstained.

President Walsten gave the **Oath of Office to Chief Barger** on his first year anniversary. Officer Engelhart will be given the oath at the July meeting. President Walsten thanked everyone for the support from community, church, friends, and family, during her recent accident. **Emergency Preparedness Committee** will meet on June 29th, rotating meeting times between afternoon and nights to accommodate members working days and to avoid overtime.

Clerk Strause gave an update on the **2010 Census**. Final data will not be released until April 2011. American Community Survey was responsible for sending out the long form for the Census. At random, some residents in each community received the long form and would have also received the short form which has created some confusion. Both forms are required by law to be returned. Census workers are doing non-response follow up through July 2010. Based on the census data collected, Federal dollars received by each community amount to about \$1200 per capita. Maps will be delivered to each community in PDF format as there will not be much paper released through the end of the data collection. After Census data is collected, the reapportionment will begin. There are currently 435 House of Representatives divided by the 50 states. Some states will gain, others will lose representation during the reapportionment.

Tara Bast, auditor for Johnson Block and Co., presented the Board with the **2009 audit report**. Total net assets increased by \$1388 for the year. Balance sheet is on a modified accrual basis showing the major funds. There was negative unrestricted cash for the sewer fund at year end. Overall the net change in fund balance for total governmental funds is (\$5,175). Management letter comments were reviewed including internal accounting controls, sewer utility operating loss, uncollateralized bank deposits, sewer debt coverage ratio, future accounting standards, and fund definition changes. Tara will research what other communities are using for benchmarks for growth factors on bond issues as requested by President Walsten.

Strause reported on a **scholarship award of \$419 received by Deputy Brewer** from Workhorse Software to attend UW Green Bay Clerk's Institute in July. This will be Brewer's third year of attendance with one year remaining toward certification. Green County Housing Partnership is offering **Rent Smart training** starting June 28. Each participant will receive \$200 paid to their landlord if they successfully complete the training. A Home Buyers training will be held August 7th. There are still **EAP funds available** for damage from the 2008 flooding.

<u>Unfinished Business</u>: Anderson reported there are five **lawn meters** put together. By the end of the week there will be ten ready to go and more next week. Fittings are threaded and meter is in a crate to protect it from damage. Once delivered to the Clerk's Office, property owners can reserve one to use.

Village historian job description was submitted by President Walsten Line items were reviewed with item #8 adding "as appropriate" at the end. This is a volunteer position laying the foundation for information collection. Sharon George has worked many years on gathering historical data and has an incredible collection of documents. Trustee Bruner questioned if there would be a historian beyond Sharon and if the job description was generic enough to cover everything. Sharon has done a tremendous amount of work on this. A successor will ultimately have to have access to the records which will need to be indexed. Trustee Belter stated this volunteer position needs some oversight, who does this person report to, what is the Village's liability for the

documents, who owns the data, are we responsible for housing and protecting? Should there be term limits with appointment annually? Walsten stated ideally there would be a chartered Historical Society that would be in charge of procuring, indexing, and preserving all material collected and housed separately. Bruner asked if the description of services is separate from position description. Trustee Klahn stated there needs to be more steps to keep the process going with more clarification related to what needs to be done. Trustees Van Den Eng and Lust stated Sharon George deserves some recognition for working behind the scenes for many years collecting data. Trustee Van Den Eng moved, second Lust, carried to approve the volunteer job description for Historian as corrected. Trustee Belter voted NAY. When needed, policy and procedures will be adopted for collection and protection of data.

Consent agenda: Items #1 and #4, and operator license renewal application for Diana Sims were removed from the consent agenda. Trustee Van Den Eng moved, second Klahn, carried to approve items #2 and #3 as follows:

COMBINATION CLASS B: FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS:

Stanley R. Slater, dba Kounty Korners, 108 Hotel Street

Arlene Elmer, dba Anchor Club, 112 Hotel Street

COMBINATION CLASS A: FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS:

Brooklyn Mini Mart, LLC, Nissin Rodriguez, agent, 355 N Rutland Ave

CLASS B: FERMENTED MALT BEVERAGE & CLASS C WINE

Brooklyn Family Restaurant, LLC, Agron Bekteshi, agent, 233 Douglas Dr.

OPERATOR LICENSE RENEWALS: Tara Meyer Sarah Michaelis Dani Maher Linda Dybala Joel Hardy Jerald Elmer Cyndi Jazdzewski Daniel Rodriguez Sharon Wienke Terri Johnson Aimee LaDell Sharp

NON-INTOXICATING BEVERAGE LICENSE (soda)

Brooklyn Family Restaurant Kounty Korners Anchor Club The Market Place Brooklyn Mini Mart CIGARETTE LICENSE: Kounty Korners Anchor Club Brooklyn Mini Mart

COIN OPERATED MACHINE LICENSE: Brooklyn Mini Mart - 6 The Market Place -1 Kounty Korners - 8 Anchor Club -83.

New Operator licenses: Agron Bekteshi, Delcie Runyan

Trustee Bruner moved, second Klahn, carried to approve **payment of all bills** for June totaling \$44,500.24. Flag pole expense was questioned. Pole is for the treatment plant and was budgeted. Trustee Bruner moved, second Klahn, carried to approve the **2009 CMAR (Compliance Maintenance Annual Report) and Resolution #2010-07** with a date change on page 2 of the CMAR from July 2010 to July 2009.

New Business: Request by **Cub Scout Pack 352 to use Legion Park** and shelter on July 10-11, 2010 for a tent camp out was approved per motion by Trustee Bruner, second Klahn, carried.

2007 BAN (Bond Anticipation Note) **balances and refinancing** options were discussed. Spreadsheet on balances from projects defined in the BAN and line items that were overspent were reviewed. BAN will need to be refinanced by August 1, 2012. Cash balance in the fund is \$214,956 with interest accumulated since 2007. Cost analysis on expenses to date and balances from projects to be spent as designated in the BAN is \$117,216. Interest is \$13,342. Cash in the amount of \$84,398 was not transferred from the BAN account when expenses were paid. Spending the balance on projects listed, other park projects, or refinancing early was discussed. Ball diamond lights, built in the 1960's, re-evaluating the wiring/lighting in Legion Park with funds left from the 2007 BAN was discussed. Focus on Energy could give cost estimate to repair the lights. How much money should be spent on the ball diamond based on the usage was questioned. What the needs are, what usage is, and what we need to do to accommodate it needs to be determined. Trustee Bruner moved, second Van Den Eng, carried to postpone discussion until Public Works Committee can discuss it further at their next meeting and bring back a recommendation to the Board. Clerk Strause said if the Village had a five year Outdoor Recreation Plan, a grant could be written through DNR to possibly pay for some major updates for recreation. An energy plan and safe routes to school plan should also be discussed further.

Operator license renewal application by Diana L. Sims was discussed. Chief Barger explained past and recent charges and neglect to properly fill out the application. Trustee Klahn moved, second Lust, carried to deny renewal for Diana L. Sims.

Reports: Public Works-Anderson reported the WWTP is still not 100% completed as heating and air conditioning mechanical testing for air flow did not pass. Contractor Rawson is almost complete with their work, fence is fixed. Trustee Van Den Eng moved, second Klahn, carried to approve the 5-19-10 minutes from the joint meeting of Public Works and Personnel Committees. **Decal design for Village vehicles and equipment** was discussed. Brodhead Sign Co offered a sample design with Village logo and the words Public Works under the logo. Cost will be about \$65 per door for three vehicles and loader. Consensus was to just go with the logo about a 12"x8" size with no other wording.

Planning and Zoning continue to work on revision of land use chapter of the Comprehensive Plan. Research on language for towers and wind turbines is being done. Sign ordinance went back to the engineer for corrections.

Ordinance committee met May 12th. Trustee Lust was appointed chair. Committee approved Ordinance Chapter 32.16 which will be on the July agenda for approval. The new committee discussed recodification process. Former chair, Trustee Belter, will attend the next meeting to update the current committee. Trustee Bruner moved, second Van Den Eng, carried to approve the committee's recommendation to increase membership for the Recreation Committee from 7 to 9 members, eight residents of Brooklyn/Oregon School District and one trustee.

Safety: Trustee Klahn was appointed chair. May committee minutes will be approved at the next meeting. Last month's schedule was short a few shifts because of training. More shifts are added this month. Monthly activity report was handed out. Two bicycle groups are coming through the Village this summer, one stopping at Smithfield Park and the other at the school. Statewide smoke-free workplace law goes into effect July 5th.

Fire/EMS: No report. **Personnel:** Trustee Van Den Eng was appointed chair. Trustee Bruner moved, second Klahn, carried to approve committee minutes of 3/24/10. First meeting was brainstorming. Committee is working on Anderson's performance improvement plan completion with recommendation very soon. Chapter 7 of the personnel manual needs to be updated and finished.

EDC will be meeting Thursday to work on the economic development portion of the updated comprehensive plan.

Recreation: Trustee Natzke reported on the summer recreation program which will be six weeks starting June 28th. There is a charge this year of \$15 per child + \$5 for each additional child. Trustee Natzke moved, second Klahn, carried to approve hiring as follows: Beth Stetzer, Summer Youth Program Director at \$13.50 per hr at 20 hrs a week (\$270) x 7 weeks = \$1890 - salaried position; Kayla Lein, Summer Youth Program Assistant at \$9 per hr at 16 hrs a week (\$144) x 6 weeks = \$864. Position is hourly with no approved additional time unless pre-authorized by recreation committee member Stacy Wolfe. Summer music series began last week with 30-40 adults and many children attending. Get fit Brooklyn is offering walkabouts and bike rides every Wednesday meeting at 6:30 pm at the Water Tower Park.

Ad-Hoc Committee reports: Bluegrass-Walsten stated there are no numbers to report yet but the weather was wonderful with attendance up significantly from last year. July 4th- Walsten reported she met with the Recreation Committee to discuss the group taking over the July 4th celebration; however, the committee feels this would be more than they can take on as they have other program priorities. Other than fireworks this year, it appears there will be no other activity. Trustee Bruner moved, second Van Den Eng, carried to dissolve the Ad Hoc July 4th Committee. Recycling meeting was postponed but will be meeting soon. Website: Trustee Van Den Eng was appointed Chair. It is requested that each committee list "website updates" on their agendas and report any updates and minutes timely to the Clerk's Office for input to the website.

Finance: Trustee Belter presented the 2011 budget calendar. Committees were reminded to review budgeted benchmarking goals. **Wastewater equipment replacement fund** update was explained by Clerk Strause. Dept of Administration's Environmental Loan Section gave approval to recalculate the reserve fund based on the new wastewater treatment plant taking into account any depreciation for equipment that was not replaced, i.e., lift stations, etc. New annual depreciation schedule would be \$38,561 that would need to be deposited to the fund

starting in 2011. 2009 total accumulation and 2010 deposit of \$38,561 would give a balance of \$114,349. Balance in cash account is currently \$127,232. The reserve fund based on this schedule would be fully funded and up to date thru 12/31/2010. The fund has not been up to date for many years because of lack of funds set aside for the depreciation. Current rates should allow the annual deposit which is a requirement of the Village's bond issue. Trustee Klahn moved, second Bruner, carried to approve the current depreciation schedule. As discussed during the 2009 audit report earlier this meeting and as documented in the report, collateral coverage for Village funds as of 12/31/09 was short by \$389,864. An email dated 12/23/09 from Steve Eager, Senior Vice President of Union Bank & Trust Co., stated a total of \$500,000 pledged in addition to \$650,000 insurance from FDIC and St. of Wisconsin for a total of \$1,150,000 at year end. However, the collateral register only shows \$200,000 of additional collateral coverage. Clerk's conversation with Mr. Eager confirmed the \$200,000 and erroneous shortfall. Trustee Belter discussed moving operating accounts to another bank or splitting deposits between two banks as every month we deal with collateral coverage and releases. Having Eager attend a Board meeting or finance meeting was discussed. President Walsten stated all Trustees should be involved in the discussion as this is serious. The Board also needs to be mindful about the long term relationship with the Bank of Brooklyn while at the same time we need to protect taxpayer funds. Trustee Natzke felt Eager should meet with the Finance Committee stating we have committees that we should trust to come back with the best recommendation, and we as a Board either accept the committee's recommendation or ask for more information. Trustee Klahn felt it would establish a higher level of seriousness to have Eager appear before the Board. President Walsten will contact Eager and invite him to the July Board meeting. Trustee Klahn moved, second Van Den Eng, carried to adjourn at 9:35 pm.

Carol A. Strause MMC, WCMC, CMTW

THANK YOU TO ALL OF THE BROOKLYN AREA VOLUNTEER FIRE FIGHTERS, EMT'S AND DRIVERS. YOUR SERVICE IS <u>MUCH APPRECIATED!!!</u>





President's Letter June, 2010 Nadine S. Walsten

☆My house is once again filled with the chatter, clatter and clutter of little children as my daughter, son-in-law ☆and 2 little grandchildren, Eva and Sara, come to visit and attend my son's wedding. Most of all the "kid \star music" of laughter and little kid complaints fill this house. How blessed I am to have family! One of the $\frac{1}{1}$ reasons I ran for Village trustee and Village President is because I am dedicated to improving the lives of all the residents, but I am especially sensitive to the needs of our families and our children. Underlying everything I do for this village is my wish to make this village a better place than when I first ran for office. Especially for our kids—they will need all the help they can get to cope with the future rising costs, changing economy, and changing climate. The recession has been a terrible set back for our primary goal to improve Brooklyn's deconomic picture and has, I know, added to the financial burden of all of our residents because of the recent ☆increase in sewer charges, lost jobs, etc. Fortunately business development has continued to grow in nearby ★villages and I believe we can make that happen here. It is critical we achieve this goal if we are to protect \bigstar ourselves from further municipal increases. ☆

 $\stackrel{\bigstar}{\downarrow}$ I mentioned the temporary sewer deduct meter program last month for residents who have high water use that does not go down the sewer. We have put together a pilot program because before we can implement this community wide, we have to understand the advantages and disadvantages of such a program. Consequently, we are having a trial of 20 temporary deduct meters this summer. This is not a rental program for one meter per Achousehold for the entire summer only (that might be true for a few) so if you are placing sod or filling a swimming pool or some other short term use, it may be worthwhile to contact the Village Clerk's office (455- $4201 \times 10 \text{ or } 11$) and see if a meter is available. ☆

The Electronics Round Up was a great success for a first-time venture. We had 36 households drop off stuff which totaled 3000 pounds—I said, <u>3000 pounds</u>—of TVs, computers, etc. This Round Up will be held again ^{*} during October but it will be held in Oregon as the Village of Brooklyn partners with the Rotary Club in putting on this electronics (also freon-containing appliances) recycling effort.

 \bigstar The Bluegrass Festival completed it's first 3 day week-end event and early information suggests it was significantly more successful than the previous several years. Needless to say, having the weather cooperate for the first time in 5 years didn't hurt! The quality of the live music was exceptional, but it always is. It has been ★a wonderful experience to work on a committee where the goal to create a fine festival was the only item on the ★unspoken agenda and I can't thank enough Scott Meier, Bruce Stein, Sharon George, Lyle and Anne Wanless \bigstar and over 35 volunteers for their hard work and dedication to making Brooklyn the home of a premier regional \mathbf{A} bluegrass festival. The bluegrass community throughout southern Wisconsin has recognized this as an *exceptional event and a "must attend" fest the second week-end in June. ☆

Lions Club, Cub Scout Pack 352, Mighty Mites 4-H Club, and the United Community Methodist Church for their excellent food and beverages. Most of all, this festival provides $\frac{1}{\sqrt{2}}$ an opportunity to promote the positives about Brooklyn as well as name recognition. If we are to grow deconomically, Brooklyn must have a reputation of being a great place to live and a supportive government. ☆

☆Don't forget about the Summer Music Series in the shelter at the Legion Park, the Summer Rec program for our ☆kids and the Get Fit Brooklyn bike rides! ☆

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PUBLIC WORKS DEPT

Reminder: Brush pickup is the 2nd Tuesday of the month.

Brush must be placed in the terrace, parallel to the curb and not by utility poles, boxes. Please put ends in the same direction.

The Compost pile is located behind the Mt. Hope Cemetery and is open 24/7.

PLEASE: DO NOT MOW GRASS INTO THE STREETS!!!



MAY ACTIVITY REPORT

Animal Complaint	1
Assist Public Works	14
Assist Fire/EMS	1
Assist Court	1
Assist Dane Co.	3
Assist Green Co.	1
Assist Oregon PD	1
Assist Dept of Corrections	1
Assist Rock Co.	1
Forgery	1
Fraud	1
Harassment	1
Missing Person	1
Open Records Request	1
Parking Complaint	1
Suspicious Vehicle	1
Theft	1
Traffic warning (speed)	2
Traffic warning (stop sign)	1
Warrant Arrest	1
Worthless Check	1
911 Disconnect	<u>1</u>
Total	38



ORDINANCE OF THE MONTH

23.07 Regulation of fireworks.* (A) No person shall use, keep, discharge, explode, sell, expose or offer for sale any fireworks within the limits of the village unless he shall be authorized by a fireworks permit as hereinafter provided. The term "fireworks" in this section shall be defined so as to bring within the prohibitions of this section all fireworks prohibited by Wis. Stats., 167.10 as amended or renumbered from time to time. Nothing in this section shall prohibit fireworks specifically exempted from regulation by Wis. Stats. 167.10 nor shall this section be construed so as to conflict with that statute. (B) Nothing herein contained shall prohibit the use of fireworks for pyrotechnic displays given by fair associations, amusement parks, the Village of Brooklyn Recreation Committee or civic organizations under a fireworks permit granted by the village board nor shall the provisions or this section prohibit the use or sale of colored flares or the use or sale of blank cartridges for theatrical purposes or for signal purposes in athletic contests or sports events, or by railroads for signal purposes, or for the use by militia, police or military organizations.

(C) All organizations obtaining fireworks permits from the village board shall take all reasonable precautions with regard to the protection of the lives and property of all persons. Before granting any fireworks permits the village board shall determine that the applicant will exercise reasonable precautions with regard to the protection of the lives and property of all persons and shall require the applicant to guarantee the payment of all claims that may arise by reason of injuries to persons or property from the handling, use or discharge of fireworks under such permit. Any activity pursuant to the permit must be supervised by the Brooklyn Police Department and/or the Brooklyn Fire Protection District. Further, before any permit may be issued by the Village President, the permit must be reviewed and approved by the Fire Chief and Police Chief.

(D) Fee. The applicant for the fireworks permit shall be responsible for any and all costs incurred by the Village and/or the Brooklyn Fire Protection District in connection with the issuance and use of the permit.
*State law reference: Regulation of fireworks, Wis. Stats., 167.10. and 60.29(18)(a).

*Annotation: <u>Flynn v. Kaukauna</u>, 241 Wis. 163 (1942); 60 Op. A.G. 238 (1971).

OFFICE HOURS

Both the Clerk's office and the Public Works Department will be closed on Monday, July 5th for Independence Day.





COMMUNITY WALKABOUT AND BIKE RIDES

Wednesdays – 7:00pm (bike rides) 6:30pm (walks) Meet at Water Tower Park Behind Sunrise Plaza *Questions: Call Steve or Tari Lust @ 455-1326

WRITE ONE LESS CHECK EACH MONTH!

Pay your water bill automatically on the 25th of each month. Contact Kim at 455-4201 ext. 10 for more information



The Brooklyn Summer Youth Recreation Program begins on Monday June 28 2010 from 1pm-4pm at the Legion Park Shelter.

Cost: \$15.00 per child, \$5.00 for each additional child. This fee will help us with a multitude of expenses necessary for providing this program. The Summer Youth Recreation Program runs 6weeks, Monday through Thursday. Children who live in Brooklyn are welcome to spend time in this program where we provide a safe place to have fun, socialize and learn a little during the summer months.

Sign-up sheets will be available on Registration Day, June 22, 2010 from 4:00-7:00pm at the Brooklyn Community Building and on the Brooklyn Web Site:

www.brooklynwi.gov

What can you expect from the program...lots of fun! Our program includes all kinds of activities for your child that range from Arts & Crafts to a variety of sports and physical activities. Our program is well rounded to provide learning skills, exploration and of course field trips!

We look forward to another great summer and meeting all of the children interested in the program.

For more information

please contact the Brooklyn Recreation Committee via email at <u>brooklynrec@verizon.net</u>

DANE COUNTY CULTURAL AFFAIRS ART POSTERS

Are still available in the Clerk's Office. We only have a few left so come get yours today. A small donation is appreciated.

Oregon Area Senior Center Annual Ice Cream Social

Date: Thursday, July 8th, 2010 **Time:** 4:30 – 7:00 pm

With musical entertainment by Steven James from 4:30-6:30 Buy a chance to win \$50 cash! Chances are only 50 cents each; buy as many as you wish. Winner will be drawn at 6:45pm; need not be present to win. We will be serving hot dogs, BBQ sandwiches, and you guessed it...ICE CREAM!!! Call 835-5801 for details



WATER SAVING TIPS OF THE MONTH



*Adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street.
*Collect the water you use for rinsing fruits and vegetables, then reuse it to water houseplants.
*Adjust your lawn mower to a higher setting. A taller lawn shades roots and holds soil moisture better than if it is closely clipped.

SENIOR POTLUCK LUNCH (ALL ARE WELCOME!)

Thursday, June 24th Brooklyn Community Building Lower level in kitchen Bring a dish to pass and come and enjoy great food and good company!

FIREWORKS!!!



The Village of Brooklyn will be showcasing a fireworks display on Sunday, July 4th beginning at dusk at Legion Park.

SEASONAL LAWN METERS

Are you going to be filling a pool or watering a lawn or garden this summer? If so, contact the Clerk's office to see how you can receive a credit on your sewer charges. These lawn meters will be available on a first come first serve basis for a rental fee of \$5 per month along with a \$100 security deposit. Please call the Clerk's office at 455-4201 to reserve yours today!

OREGON/BROOKLYN FOOD PANTRY

<u>Contact</u>: Joyce Larson, 222-3399 <u>Joylars1@aol.com</u> <u>Location</u>: Hefty Warehouse, corner of Union & Lincoln, Oregon Open on last Thursday from 3-6pm on the following dates:

June 24
July 29
August 26

September 23 October 28 November 18 December 16

**Anyone living within the Oregon School District is eligible to use the Food Pantry. New clients are requested to bring a utility bill with their name and address on it during their first visit to establish proof of residency. If you know of someone who is in immediate need of food, please call 211. The Food Pantry is open to receive donations on the second Saturday of every month from 10am-11am.





6:00pm-8:00pm Legion Park Shelter (Rain or Shine)

Thursday, June 24 The Velveetatones

Special Time (6:00-8:00pm) Blues/Americana