

BROOKLYN VILLAGE BOARD MEETING MINUTES

May 9, 2016

The May 9, 2016 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 Bruce Crubaugh, Kyle Smith, Sue McCallum, and Heather Kirkpatrick. Russell Cazier arrived at 6:36 p.m. and Trustee Klahn arrived at 6:51 p.m. Others present were Clerk Strause, PW Director Langer, Chief Barger, John Marx, and Rex Tilley. All stood for the Pledge of Allegiance.

John Marx, Vice Chair of Brooklyn Fire/EMS Board stated the update on the District Contract is not going very well and hopes all entities involved can work together to resolve issues before spending money on attorney fees. He asked that all municipal boards involved meet with the EMS staff and District Board to work on the issues, and also for all to do a tour of the station to meet with firemen and EMS crew and to view equipment.

Hawkey moved, second Smith, carried to approve the minutes of 4-25-16. Trustee Kirkpatrick abstained.

President Hawkey announced the **Officer of Year Award given to Officer Cindy Neubert** on May 5th by the Oregon/Brooklyn Optimist Club. Hawkey continued that we are proud to have her as a part-time officer for the Village. Recognition was given to the employees for Municipal Clerk's Appreciation Week May 1-7, Public Works Appreciation Week May 15-21, National Law Enforcement Week May 15-21. Dime a dip had less food donated this year and fewer in attendance but otherwise went well. Hawkey stated the closed session item on this agenda has been removed. There is another hearing tomorrow night at 7 p.m. at the Dane City County Bldg regarding the gravel pit extension to the north. Hawkey also congratulated Clerk-Treas Strause on her Fourth level of Treasurer Certification awarded at the MTAW Annual Conference. There are only seven treasurers in the state at this level. Clerk Strause displayed a certificate and a watch that was given to her by MTAW for this final Certification level.

Clerk Strause reported receiving a check today from the League Mutual Insurance fund for a 2015 Worker's Compensation dividend in the amount of \$1935.

Hawkey moved, second Crubaugh, carried to move up on the agenda the discussion on the park equipment repair/replacement. **Rex Tilley, recreation committee member, inspected the equipment in Legion Park** and talked to several people that were in the park the same day. Tilley passed around pictures of broken equipment, updates that may be needed, equipment that is in need of paint, and weeds that need to be removed from the playground areas. Skate park installed in 2008 is in need of much repair. Tilley asked what can the recreation committee fix. Tilley was directed to work with Public Works and to prioritize what needs to be done and the cost. Maybe a clean-up day could be organized with the committee. Hawkey stated anything that is a risk should be removed from the park. This will be placed on the next agenda.

PUBLIC WORKS-Dumpster days saw 75 more people and the need for an extra thirty-yard dumpster for metal and one for trash over last year. It is questionable if all were residents of the Village using the dumpsters. Director Langer reported more **water leaks at the Community Building**. As this has been happening for many years, Seidel Construction looked at the roof and determined the roof connection to the parapet wall to not be properly installed and would cost approximately \$3,000 to fix the parapet wall, in addition to \$50 a sheet if any plywood needs to be replaced. There is with a five year warranty on workmanship. Hawkey moved, second Kirkpatrick, carried to repair the parapet wall up to \$4,000 with funds taken from reserves. Langer reported that an inmate from Oregon Correctional worked here about a week but did not work out well. There may be another coming this week to help with summer mowing, etc. Utility report: lawn meters delivered to clerk's office today, some may need more new fittings; CMOM has been proofed and may be on the next agenda for approval; new Board members need Emergency Management training. Public Works report: Tree City Growth Award and Tree City plaque and stickers are posted in the Clerk's office; Arbor Day tree planting went well with the fourth graders. ATC's donation of \$1,000 was spent on trees. The Village siren will be fixed soon.

SAFETY- Chief Barger reported interviews for part-time Officer hiring will begin on 5-24 at 6 pm at the Community Building. There are twelve to be interviewed. The P.D. will be participating in the 2016 **“Click it or Ticket” traffic safety campaign** running May 23 to June 5, 2016. The department also **qualifies for a \$4,000 traffic grant through WI DOT to be spent on traffic safety.** Barger continues to work on the **transition from a Municipal Court to Circuit Court.** The Municipal Ordinance fine will be raised from \$275 to \$326.50. Barger asked the Board to reconsider establishing a local court again as many extra hours are needed for the Circuit Court process.

Court docket transition from Joint Court system with Belleville (ending 4-30-16) to Circuit Court was discussed. Belleville Court System (court clerk and Village President) delivered all of Brooklyn’s court records on May 4th. All records were secured in a locked room. Clerk Strause has ten days to turn over court records to Circuit Court. President Hawkey stated she had conversations with Green County Circuit Court. The court records that were dropped off are in several boxes, there is no list of pending tickets, and the Joint Court Clerk Pelton then sent a notice to both District Courts that the records were delivered to the Clerk’s Office, were not under lock and key and are to be turned over to them in ten days. Green County would take all cases, Dane and Green, and will process local ordinances. Cases that have not yet been to court will go their respective county Circuit Court; however, new citations would be taken to Green County. Dane County Court has a back log and they will not prosecute local ordinances. At this point, reconciling has been difficult with receipts and a list of citations from the P.D. as we did not get a list from Court Clerk Pelton of those that still owe money on fines/restitution. Hawkey stated we are not discussing bringing back the local municipal court until an explanation on the revenue/expenses is reconciled. Our attorney will be contacted for a legal opinion on what to do with the closed, pending, and appealable cases. Hawkey moved, second Klahn, carried after the legal opinion, all pending and appealable cases go to their respective Circuit Courts both Dane and Green Counties. Hawkey moved, second Cazier, that all citations issued after May 9th go to Green County Circuit Court. Hawkey moved, second Cazier, carried to amend the motion pending written approval from Green County Circuit Court to do so. Original motion carried. Court costs to date are \$3423 with \$9199 budgeted. 2015 expenses were \$11,420.

FINANCE REPORT-Hawkey moved, second Kirkpatrick, carried to approve payment of bills as listed. Reports available were reviewed. Balance sheets are not done pending the Clerk’s computer being repaired. They will be available at the next meeting. The **State Trust Fund Loan to refinance the 2015 Fire/EMS loan from the Brooklyn Community Bank** is now complete saving the Village \$33,405 in interest. Hawkey stated the decision to refinance was a Village Board decision and she was disheartened by an incident at the bank directed to the Clerk. The Board thanked Russell Cichy, Town of Brooklyn Treas., who worked with the Clerk’s office, picking up and delivering loan papers from St. Trust Fund to make this all happen. **Clerk’s hard drive in her laptop crashed** on April 25th with data recovery completed May 9th. The cost will be about \$1,000. Both backup systems also failed but Kuhlman was able to restart her backup system with no damage. Clerk Strause gave a review of **the Village’s lease agreement for the Clerk’s Office which expires 2-17-2017.** The automatic renewal for the next five years will cost \$800 each month for years 1-2-3 and \$1,000 each month for years 4-5. The current fee is \$500 each month.

NEW BUSINESS- Hawkey moved, second Smith, carried to approve the **Special Event Permit “All Wheel Show” and tractor pull by Brooklyn Area Chamber of Commerce for May 28th in Legion Park.** Trustee McCallum abstained. Hawkey moved, second Smith, carried to approve amplification permit for May 28th at Legion Park. Trustee McCallum abstained. McCallum moved, second Smith, carried to approve an **amendment to the Floodplain Ordinance changing the FIS Map #'s for Dane County only effective 6-16-2016.** Hawkey moved, second Klahn, carried to approve **adding Zach Leavy and Helen McCord, alternate, as Board of Review members** replacing Dorothy Frandy and Michael Gehrman who are unable to attend. BOR is scheduled for May 19th at 5 p.m.

UNFINISHED BUSINESS-Trustee Cazier stated CDW will have a proposal for us by the next meeting for **archiving/backup services for all employee/trustee emails.** CDW will provide services for complete IT work that will not have to be sent out for support. Hawkey moved, second Crubaugh, carried to postpone until May 23rd to finalize. CDW would also do a phone conference call to answer questions.

Clerk Strause reported **interviews for the Deputy Clerk-Treas position will begin on May 11th** at 4 p.m. asking if the Board wants to have a special meeting on May 16th to do final interviews. Cazier moved, second Klahn, carried to have a special meeting on May 16th at 6 p.m. for final interviews. The updated **“Handbook for Board of Trustees”** was presented. Hawkey moved, second Smith, carried to approve as amended. Hawkey moved, second Cazier, carried to **postpone Chapter 4 Alcoholic Beverages until the June meeting when updated language can be incorporated into the ordinance.** Trustee McCallum stated the new info is from the League of Municipalities and State Statute changes, adding Chamber of Commerce to the current language referring to more than bona fide club and lodges. Chief Barger will also review and give input. McCallum moved, second Cazier, carried to postpone until June Chapter 22 Amendments to Cemetery Management.

Committee Reports-Planning and Zoning will meet on May 23 at 5:30 p.m. to review plans for Greg Stahl’s Business Park construction. Approved State plans are expected soon. Zoning Administrator may need to be present for this meeting. There was no EDC meeting.

Smith moved, second Klahn, carried to adjourn at 7:49 p.m.

Carol A Strause,
MMC, WCMC, CMTW