

TOWN OF BROOKLYN

January 8, 2007 Meeting Minutes

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:00pm on Monday, January 8, 2007 at the town hall. In attendance were Chairman Ted Belanus, and Supervisors Cheryl Rezabek and John Davis, Jr. The chairman read the open meeting notice.

Motion by Belanus for the Board to adjourn to closed session for discussion on employee review & compensation as permitted under Statute 19.85(1)(c). Motion was seconded and carried unanimously by a roll call vote.

Motion by Rezabek to adjourn the closed meeting and reconvene to open session at 7:30pm. Second by Davis. Motion carried unanimously.

Clerk Judy Follett and Treasurer Amy Ross joined the meeting at this time. All present recited the Pledge of Allegiance.

Action as result of closed session discussion. Motion by Davis to approve a pay raise of \$1 per hour for three part time employees: Gerald Schulz, Hattie Harry, and Gerald Tilley. Second by Rezabek. Motion carried unanimously.

Minutes. Motion by Davis to approve the minutes from December 11, 2006. Second by Rezabek. Motion carried unanimously.

Bills. Motion by Rezabek to approve/pay the bills as presented for \$13,634.73 and to also pay the Aramark Uniform invoice when it is received. Second by Davis. Motion carried unanimously.

Treasurer's Report and Clerk's Reconciliation.

Cash in Checking Account:	\$348,701.84
Equipment Fund:	\$ 53,485.27
Smart Growth Fund:	\$ 9,051.76
Brk. Fire Building Fund:	\$ 94,357.06

Motion by Davis to accept the report. Second by Rezabek. Motion carried unanimously.

Driveways.

Brett Walters. Private driveway off of joint driveway. County Highway C. After correction of application to include a turn-around, motion by Davis to grant a DCAF. Second by Rezabek. Motion carried unanimously.

Jennifer & Jason Yelk. Legler Road. Motion by Davis to grant a DCAF. Second by Rezabek. Motion carried unanimously.

Discussion of Yelk request to also receive a driveway permit tonight. Builder explained circumstances that had also been received in a letter to the Board. Supr. Davis suggested that the builder should have the driveway substantially complete and then request a special meeting to obtain the driveway permit. It was explained that there is a cost of \$100 for a special meeting. Supr. Rezabek agreed; she did not want to compromise the process of the new driveway ordinance. Chair Belanus stated that he would agree to the special meeting because the driveway is fairly short and simple. The special meeting was set for 7:00pm on January 22, 2007.

Planning Commission Report by Jim Kramer. No land divisions. No other updates.

Fire/EMS District Reports.

Evansville Fire Dept. Jim Topel reported the EFD is assessing the use of the property currently owned by the fire dept. After that they will proceed with plans for a new fire station.

Brooklyn Fire/EMS District. Final wrap-up of bills for new facility and a punch list for the closing. The official open house will be this Spring. Rezabek stated that now is the time to get back to the issues of proportional voting and run charges.

Town Buildings. The soffit repair on the salt shed is complete.

Charles Teeter property development. Belanus reported that there are 10 open items. Teeter will meet with his attorneys to meet our requests.

Citizen Concern regarding the Kranig Quarry on Hwy. E. Last month a resident in attendance asked if it is a requirement for the Quarry to tell residents when they will be blasting. Rezabek stated that it is a State of WI requirement that the blaster make an effort at notification. Blasting notification is not part of Kranig's conditional use permit. Rezabek stated that the State is concerned if there is flyrock on a resident's property. The official to notify about flyrock is the Mine and Safety Section Chief Dave Vriezen. The Town or County could also send a letter to Mr. Vriezen asking for an investigation. Dick Chier, from the Bureau of Mine and Safety, told Rezabek that Kranig must have a reclamation plan for all mined property. If he has violated his setback, he probably would not have a reclamation plan for that land and would not have a license to remove that ground. Rezabek suggested a conference call between the Town, County, and State. Rezabek stated that the federal contact is in Peru, Illinois. This unit is responsible for inspecting the quarry once per year at a minimum. The Town could ask for copies of these records.

Roadwork. No update.

Resolution for Elmer Road Bridge Project. Motion by Rezabek to adopt the Elmer Road Bridge Resolution #1-8-2007 presented by the Green County Highway Department. Second by Davis. This resolution commits the town to the repair of the bridge. Motion carried unanimously.

Recycling Report. Financial report: Total receipts for waste and tires for 2006: \$8981.45.

Election Report. There will be a primary election on Feb. 20, 2007 for Supreme Court and the Evansville School District.

Town nomination papers received for the April election:

Chair: Ted Belanus
1st Supr. Cheryl Rezabek
2nd Supr: John Davis
Treasurer: Amy Ross
Clerk: Roseann Meixelsperger

Fee increases for building inspections. Motion by Rezabek to update Resolution 9-11-2000 for reflect the change in the fee schedule and that the new exhibits to said schedule be effective 1/8/07. Second by Davis. No vote on motion. Motion by Davis to rescind original motion just made. Second by Rezabek. Motion carried unanimously.

Motion by Rezabek to modify Resolution 9-11-2000 to include the “current” fees for state seals and be reflected as exhibit 5 and be effective Jan. 8, 2007. Second by Davis. Motion carried unanimously.

Driveway compliance issues. Dick Gregg – Driveway must be wider. Belanus reported that the driveway approach will be corrected this Spring.

Website. Supr. Rezabek is continuing to add information.

Informational items. Should discuss a town financial audit.

Motion by Davis to adjourn at 9:26. Second by Rezabek. Motion carried unanimously.

Respectfully submitted.
Judy Follett
Town Clerk

TOWN OF BROOKLYN

January 22, 2007 Meeting Minutes

This special meeting of the Town Board of Supervisors was called to order at 7:00pm on Monday, January 22, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., and Clerk Judy Follett. Also attending was Jay Phillips, representing Jennifer and Jason Yelk.

The clerk read the open meeting notice.

Request for driveway permit.

Jennifer & Jason Yelk. Legler Road.

Discussion concerning the degree of completeness of the Yelk driveway. Builder will use backfill from basement to complete the upper driveway to the residence.

Motion by Davis to grant a driveway permit. Second by Rezabek. Motion carried unanimously.

Motion by Davis to adjourn at 7:16. Second by Rezabek. Motion carried unanimously.

Respectfully submitted.

Judy Follett

Town Clerk

TOWN OF BROOKLYN

February 12, 2007 Meeting Minutes

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30pm on Monday, February 12, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Judy Follett. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes. Motion by Rezabek to approve the minutes from January 8 (with two corrections) and 22, 2007. Second by Davis. Motion carried unanimously.

Bills. Motion by Rezabek to approve/pay the bills as presented for \$719,620.49. Second by Davis. Motion carried unanimously.

Treasurer's Report and Clerk's Reconciliation.

Cash in Checking Account: \$502,720.30
Equipment Fund: \$ 53,722.87
Smart Growth Fund: \$ 9,091.97
Brk. Fire Building Fund: \$ 94,776.22

Motion by Davis to accept the report. Second by Rezabek. Motion carried unanimously.

Driveways.

Brett Walters. Private driveway off of joint driveway. County Highway C. Motion by Davis to grant a driveway permit. Second by Rezabek. Motion carried unanimously.

Joel Scriver. Alpine Road. Motion by Davis to grant a driveway permit. Second by Rezabek. Motion carried unanimously.

Mike & Heather Guth. Smith Road, just south of Elmer Road. Motion by Davis to grant a DCAF. Second by Rezabek. Motion carried unanimously.

Town Buildings. Discussion of building signage. Wisco will donate a metal sign. Rezabek does not want a sign on the building. Davis would like a sign on the building. Belanus stated that there would be an engineering problem attaching letters to the front of the porch. No decision made tonight.

Discussion of lighting at the hall/garage. McGrath Electrical recommends high intensity 4' florescent tubes for under the porch roof and a new parking lot light. Supr. Davis will check with an electrician from Evansville and Brett Walters will also check into this and would donate his time to install the lights.

Charles Teeter Development. No update, Belanus has not heard from Teeter.

Citizen Concern regarding the Kranig Quarry on Hwy. E. No Update.

Roadwork. Email received from resident concerning untrimmed pine trees just east of the intersection of Smith Road and Amidon Road. Brian Smith will contact the landowner.

Recycling. Financial report received. Receipts to date in 2007 are \$716.75.

Election. Spring Primary is 2/20/2007. State judicial and Evansville School District will be on the

ballot.

Fire/EMS District Reports.

Brooklyn Fire/EMS District. Still working on the punch list for the new building. Antennas for overhead doors are inside the building – the doors can't be shut from the trucks when they go out. The Open House will be April 21.

Driveway compliance issues. None.

Audit of Town's financial records. Motion by Davis to audit the 2006 financial records and to have the Chair contact at least three accounting firms for bids. Second by Rezabek. Motion carried unanimously.

Liquor License for River Bends Bar. Chair Belanus received a phone call reporting illegal activity at the River Bends Bar. The person calling Belanus never called the sheriff's department. This person has also called the state health inspector. Belanus called the sheriff's department and has requested feedback. Belanus will call the sheriff back in a few weeks.

Planning Commission Report by Jim Kramer. No land divisions. No other updates.

Informational items. Treasurer Amy Ross gave the Board a copy of one town's ordinance to put unpaid personal property taxes on a landowner's real estate tax bill.

Motion by Rezabek to adjourn at 9:24. Second by Davis. Motion carried unanimously.

Respectfully submitted.

Judy Follett

Town Clerk

TOWN OF BROOKLYN

March 12, 2007 Meeting Minutes

Not yet approved by the Town Board

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30pm on Monday, March 12, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Judy Follett. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes. Motion by Rezabek to approve the minutes from February 12, 2007. Second by Davis. Motion carried unanimously.

Bills. Motion by Rezabek to approve/pay the bills as presented for \$420,083.48. Second by Davis. Motion carried unanimously. (\$368,507.57 Feb. tax settlement already disbursed.)

Treasurer's Report and Clerk's Reconciliation.

Cash in Checking Account:	\$282,937.50
Equipment Fund:	\$ 53,938.47
Smart Growth Fund:	\$ 9,128.46
Brk. Fire Building Fund:	\$ 95,156.58

Motion by Davis to accept the report. Second by Rezabek. Motion carried unanimously.

Driveways.

No DCAFs or permits granted.

The Town has received new Green County verification form for permit for a residence driveway. The Town has also been notified that the County specifications for common (joint) drives are 18 feet in width with 3-foot shoulders for a total of 24 feet.

Audit of Town's financial records. Bids received:

Virchow Krause & Co. \$9,000 for a regular audit
Johnson Block \$4,500 for a regular audit
Suby, Van Haden & Assoc. \$10,900 for regular audit & \$3,800 to \$4,800 for a procedural audit

Richard Wolf, from Suby Von Haden, explained a procedural audit and recommended this type of audit for the town's financial records. Supr. Rezabek wanted to be sure that this would cover the Board's due diligence for an audit. Chair Belanus wants a critique of the town's processes. Belanus suggested a committee of Rezabek, Follett, Ross, and Meixelsberger to decide what should be audited for a procedural audit.

Motion by Rezabek to accept the \$3,800 to \$4,800 estimate for a procedural audit from the Suby, Von Haden & Associates audit firm. A committee of Rezabek, Follett, Ross, and Meixelsberger will determine the procedures to be audited, and a firm dollar amount will be ready for a final vote at the next town board meeting. Second by Davis. Motion carried unanimously.

Town Buildings. On Saturday, March 10th, volunteers Ted Belanus, Terry Schubert, Dan Meixelsberger, and Dale Freidig worked on the town hall's front porch constructing the major portion of the framing under the metal overhang.

The Board discussed lighting for the porch. Incandescent bulbs for the porch were suggested, but Supr.

Rezabek wants fluorescent bulbs for energy conservation. The parking lot light should cost under \$2000. There were no final decisions.

Citizen Concern regarding the Kranig Quarry on Hwy. E. Rezabek emailed the Mine and Safety Section Chief Dave Vriezen asking if he had heard from town resident, Jon Deegan. She has not yet received a response from Vriezen.

Roadwork. The County will install a weight sign for the Elmer Road Bridge. This is due to the age and condition of this bridge.

Brian Smith told Supr. Davis that the crack filling completed by Green County last summer is not holding up. Belanus will investigate.

Recycling. Financial report received. Receipts to date in 2007 are \$1,170.50. Belanus stated that more gravel is needed in the recycling center yard.

Authorizing Resolution for DNR Recycling Financial Assistance. This is to authorize the town clerk to sign necessary recycling documents and submit the final report. Motion by Rezabek to adopt the "Recycling Authorization Resolution" on March 12, 2007. Second by Davis. Motion carried unanimously.

Election. The Spring Primary was on 2/20/2007 and there were 41 voters. The Spring Election, which includes our municipal election, will be April 3, 2007.

Fire/EMS District Reports.

Brooklyn Fire/EMS District. The District Board will no longer meet monthly. There are just a few items left on the building punch list. The Open House will be April 21.

Evansville Fire District. The district has submitted a \$52,000 FEMA grant (90/10 grant). The district has discussed repairing the current fire station versus building a new one. The City of Evansville is interested in purchasing the current building. Strand Engineering has been hired to conduct a space-needs evaluation of the current site and a new building site. If it is decided to construct a new building, ground breaking would probably be in the Spring of 2008. A landowner South of the City of Evansville is interested in working with the FD in the sale of some of their land.

Driveway compliance issues. Roger Golemb, King Road, has only installed a culvert – the driveway has not been widened. The center driveway is still being used. This permit expires 4/10/07.

Alcohol Control Ordinance. Discussion of sample ordinance from the WI Towns Association. No action taken on this ordinance. Belanus presented another sample ordinance from the WI Towns Association that would not allow the town to issue any permit or license (excluding dog licenses) to any person or business with an outstanding unpaid debt owed to the town. Motion by Davis to authorize Belanus to have an attorney review this ordinance. Second by Rezabek. Motion carried unanimously.

Ordinance to place unpaid personal property taxes on real estate tax bills. Per the WI Towns Association, this is not in compliance with Wisconsin law. A town must go to court to collect past due personal property taxes.

Ordinance for Alternate Members of 2007 Board of Review: Amy Ross and Judy Follett. Belanus will call and ask: Herb Hanson, Gary Splitter, and Jim Topol. Final action on this ordinance at the April meeting.

Planning Commission Report by Jim Kramer. No land divisions.

Eric Grace has requested a conditional use permit. He cleans and details trucks and restores old cars at his residence (West of bow hunters club). He received a letter from the County telling him he is out of compliance. The Planning Commission decided that as this business does not interfere with agricultural or environmental practices and does not employ more than 2 people, it is within the scope of the Town's Comprehensive Plan. Grace was given a condition use permit application. When the application is returned to the Plan Commission, a public hearing will be set up.

The Annual Meeting is April 10th at 8:00 pm.

Informational items. None

Motion by Davis to adjourn at 10:30. Second by Rezabek. Motion carried unanimously.

Respectfully submitted.

Judy Follett

Town Clerk

TOWN OF BROOKLYN

April 9, 2007 Meeting Minutes

Not yet approved by the Town Board

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30pm on Monday, April 9, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Judy Follett. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes. Motion by Rezabek to approve the minutes from March 12, 2007. Second by Davis. Motion carried unanimously.

Bills. Motion by Rezabek to adopt Budget Resolution #1 to move \$50 from the Town Board Expense Line to the Building Inspector Expense Line. Second by Davis. Motion carried unanimously.

Motion by Davis to approve/pay the bills as presented for \$80,132.25. Second by Rezabek. Motion carried unanimously.

Treasurer's Report and Clerk's Reconciliation.

Cash in Checking Account: \$270,921.74

Equipment Fund: \$ 54,178.99

Smart Growth Fund: \$ 9,169.16

Brk. Fire Building Fund: \$ 95,580.89

Motion by Rezabek to accept the report. Second by Davis. Motion carried unanimously.

Audit of Town's financial records. Richard Wolf, from Suby Von Haden, talked more about the procedural audit of the Town's financial records. Town Chair Belanus stated that he wants the audit to include areas where cash is involved and also recommendations for investments for the set-aside funds. Rezabek, Ross, Meixelsperger, and Follett will meet Monday, April 16th to finalize the areas for the audit.

Driveways.

Mike & Heather Guth. Driveway on Smith Road is substantially complete. Motion by Davis to grant a driveway permit. Second by Rezabek. Motion carried unanimously.

Randy Dreger. King Road. Motion by Davis to grant a DCAF. Second by Rezabek. Motion carried unanimously.

Town Buildings. Supr. Rezabek brought in samples of fluorescent bulbs to be tested for use in the hall porch area. Belanus will proceed forward with testing and purchasing fluorescent lights. There is one more batch of lumber to purchase for the porch (cost will be approximately \$200.)

Citizen Concern regarding the Kranig Quarry on Hwy. E. No update.

Roadwork. Due to the Green County requirement of wearing a hard hat for cutting wood, Brian Smith will purchase 2 hard hats for the town.

Pine trees blocking the view at Smith and Amidon Roads: Brian Smith will report this to the power company.

Spring Road Tour will be Wednesday, May 2nd at 5:00pm. (Backup day: May 9) Belanus will call Green County road engineer Jeff Wunschel to find out when he is available.

Legler Road: There is road damage from trucks at a new home building site.

Yarwood Road: The gravel portion of this road is in poor condition.

Recycling. Financial report received. Receipts to date in 2007 are \$1,678.

Election. The Spring Election, which included our municipal election, was April 3, 2007. There were 141 voters. The Town Board remains the same as last term: Chair Ted Belanus, 1st Supr. Cheryl Rezabek, and 2nd Supr. John Davis, Jr. The Treasurer is Amy Ross. The new Clerk is Roseann Meixelsperger. Election results are on the town web site.

Kathryn Curtner has completed the chief inspector training and will hold that position for the 2008-2009 election cycle. The Town thanks Elvina Patterson for her past work as our chief election inspector.

Fire/EMS District Reports.

Brooklyn Fire/EMS District. The Open House will be April 21.

Evansville Fire District. Minutes from their last meeting were reviewed.

Driveway compliance issues. Roger Golemb, King Road. Driveway permit expired on 4/10/07.

Ordinance pertaining to any debt owed to the Town. The Board reviewed the sample ordinance that would not allow the town to issue any permit or license (excluding dog licenses) to any person or business with an outstanding unpaid debt owed to the town. In regard to a liquor license, there would be a formal hearing process. This ordinance will be discussed in more detail at the May regular town meeting.

Ordinance for Alternate Members of 2007 Board of Review: Motion by Rezabek to adopt Ordinance 4-9-07 for Alternate Members of the 2007 Board of Review. Alternates are: Herb Hanson, Jim Topel, Gary Splitter, Amy Ross, and Judy Follett. Second by Davis. Motion carried unanimously.

Inactivate old fee ordinance. Motion by Rezabek to inactivate/delete the Town of Brooklyn Ordinance 02-09-98A pertaining to fees for driveways and field road permits. Second by Davis. Motion carried unanimously.

Planning Commission Report by Jim Kramer. No land divisions.

Public Hearing for Eric Grace, W2048 Hwy. 92, for truck detailing and car restoration: Three citizens attended the hearing. The only concern was that the permit should be for Grace and not go with the property (in case of sale of the property). Kramer will make sure that the County has the permit expire upon sale of the property. The Planning Commission recommends approval as this business passed their requirements of: 1- No surrounding neighbor's concerns, 2- No traffic concerns, 3- No conflict with agriculture or environmental concerns, and 4- Does not require any services from the town.

Also, there are no other employees. There may be one part-time employee in the future. The Town Board will discuss (with possible action) at the May 14th meeting.

Annual Meeting will be Tuesday, April 10, 2007 at 8:00pm.

Informational items. Ron Miller and John Pelkey attended the meeting and wanted to know about the discussion at the March meeting regarding River Bends Bar. Belanus stated that he had received a phone call reporting illegal activities at the bar and reported it to the Supervisors in the open meeting. Belanus also stated that the person who had called him did not call the Sheriff's department, so Belanus did. Miller and Pelkey stated that there are no illegal activities going on at the bar and that there have been no problems with the Sheriff's department. Belanus told Miller that if he received any more complaints, he would call Miller.

Motion by Rezabek to adjourn at 9:55. Second by Davis. Motion carried unanimously.

Respectfully submitted.

Judy Follett

Town Clerk

Town of Brooklyn

April 10, 2007 Annual Meeting Minutes

NOT YET APPROVED BY THE TOWN

The Annual Town Meeting was held on Tuesday, April 10, 2007 at the Town Hall in Brooklyn. Ten residents attended the meeting.

Town Chairman Ted Belanus called the meeting to order at 8:00PM. All joined in the Pledge of Allegiance.

Minutes from last year's annual town meeting: Motion by Cathy Cryor Burgweger to accept the minutes from the 2006 Annual Town Meeting. Second by Dan Meixelsperger. Motion carried with 10 yes votes, 0 no votes, no one abstaining.

Town Financial Report: Motion by John Davis to accept the annual financial report for 2006. Second by Shirley Davis. Motion carried with 10 yes votes, 0 no votes, no one abstaining.

Town Overview by Chairman Ted Belanus:

The town assessed value increased by \$3,160,000 in 2006. The 2005 property tax levy was \$291,784. The 2006 property tax levy was \$303,550. The mill rate was essentially the same.

Town Buildings. In 2006, the roof (and insulation) over the "hall" side of the building was replaced and a porch overhang was added. The hall/garage and salt shed were painted. Total 2006 cost was \$21,694. The hall parking lot was reshaped and paved for \$15,755. Volunteers have begun framing the porch. In 2007, \$15,000 has been budgeted for hall improvements.

Roads: Approximately \$100,000 was spent on road construction in 2006. There was heavy patching on Amidon, Freidig, and King Roads. Seal coating was done on Freidig, King, and Mortensen Roads. There was a small amount of crack sealing completed. Culverts were installed on the South end of Sandy Hook Road.

In 2007, 1.4 miles of Sandy Hook Road from Hwy. C to Zweifel Road will be repaved. The Town has a TRIP grant for the asphalt needed for this project. The Board budgeted \$200,000 for road construction in 2007.

Ordinances: The driveway/field road ordinance was completely rewritten. The driveway must be substantially complete and inspected by town personnel before a county building permit will be issued.

In 2007, the Board will consider a new ordinance that allows the Town to not issue a license or permit to a person or business who owes a past due debt to the Town. (This would not include dog licenses.)

Conditional Use Permitting process: A public hearing will be held by the Town Planning Commission one month after a request. Surrounding property owners will be notified by letter. One month after the public hearing, the permit application will be put on the agenda of the town board meeting for discussion and action. The applicant will then apply for a permit from Green County.

Website: The town now has a website. The site is still under construction. There has been a very favorable response from town residents.

Fire Departments:

The Brooklyn Fire/EMS building has been completed. There was \$94,000 in the set-aside fund at the end of 2006. A portion of this fund will be moved to the general fund to pay this year's levy.

The Evansville Fire Dept. plans to build a new building in the near future.

The Budget for 2007 reflects the decrease of spending on the town buildings and the increase of spending for town roads and the fire/EMS budget lines. Other budget lines stayed close to 2006 spending.

Discussion/questions by town residents attending the meeting:

Run charges for the Brooklyn Fire Dept: There is no charge at this time and the fire district board does not want to start charging for fire runs. In the future, the Town may track and bill these charges. The Evansville Fire Dept. charges a \$500 trip charge.

Motion by Cheryl Rezabek to adjourn the Annual Meeting at 8:45. Second by Dan Meixelsperger.
Motion carried unanimously with 10 yes votes.

Respectfully submitted,
Judy Follett
Town Clerk

TOWN OF BROOKLYN

May 14, 2007 Meeting Minutes

Approved by the Town Board June 11, 2007

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:40 pm on Monday, May 14, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes. Motion by Rezabek to approve the minutes from April 9, 2007. Second by Davis. Motion carried unanimously.

Bills. Belanus requested expensing of WTCSF be changed from Town Buildings Expense to maintenance. Treasurer questions bi-weekly employee's pay. Bills show only one check. Clerk will provide details of second check dated in June to Treasurer. Clerk will provide details on this June bi-weekly paycheck at the next Board meeting with the June bills.

Motion by Davis to approve/pay the bills as presented for \$13,561.76. Second by Rezabek. Motion carried unanimously.

Treasurer's Report and Clerk's Reconciliation.

Cash in Checking Account:	\$214,866.54
Equipment Fund:	\$ 54,411.69
Smart Growth Fund:	\$ 9,208.54
Brooklyn. Fire Building Fund:	\$ 95,991.41

Motion by Davis to accept the report. Second by Rezabek. Motion carried unanimously.

Attica Cemetery Maintenance

Julene Elmer, Secretary and Treasurer of Attica Cemetery Association was present and discussed the 2006 actual loss of \$208.63. Elmer questioned if the Board had allocated a total of \$1,000 for cemeteries in the 2007 Town budget. Belanus confirmed the \$1,000 cemetery budget amount that is to be potentially split among the 3 cemeteries (Jug, Attica, and Peace) upon request by the cemeteries, and determined by the Board on a case by case basis. Rezabek suggested the Board develop a process based on number of plots, or some definitive method to fund the cemeteries as these requests are made. Davis challenged the interest earned on the Certificate of Deposit's. Elmer stated the Attica Cemetery has CD's in the amounts of \$15,000, \$12,000 and \$1,100 each earning @5%. Davis requested the bookkeeping as presented to the Board be corrected, and a new invoice provided to the Board. Elmer requests the Board put Attica Cemetery on the agenda again after Elmer contacts the Clerk.

Driveways, field road permits (if any)

Randy Dreger – Davis stated Brian Smith inspected the road and approved it. Davis moved we grant a

driveway permit on Hwy E, Brooklyn. Rezabek seconded. Motion passed unanimously. Green County form provided by Dreger and signed by Belanus.

Marcus and Sarah Liebert land division - Property is on County Trunk C. Involves access to a county road. Have present field road access on this property. Green County Entrance permit signed by Belanus. Davis cautioned Belanus not to sign as it could infer they have a driveway permit. Belanus read from the document that the Town Chairman has to sign it before the County Highway Commissioner signs it. Belanus tabled it and will call the County tomorrow. After that discussion, Belanus will contact Liebert.

Teeter property issues

Belanus stated Attorney set up several items Chuck Teeter has to be in compliance on. Teeter has responded. Belanus distributed copies of the Attorney's correspondence to the Supervisors, and noted item 10 in Teeter's response for the Board to review. Davis moved that the Teeter issue as of today's date is a dead issue because Teeter will not agree with the criteria set. Also, if Teeter is to reopen the issue, there will be a requirement that any legal fees incurred so far on this matter in the amount of approximately \$800 to date and future lawyer's fees will be paid by Charles Teeter. Rezabek seconded. Motion passed unanimously.

Audit of Town's financial records: Committee report/Discussion with auditor.

Review of Audit committee's requests provided by Clerk, expanding the audit to the Recycling Center, and eliminating wire transfers and fixed assets from the original areas agreed upon to review. Richard Wolf of Suby, Von Hayden & Associates stated biggest challenge now is that there are not any written procedures for the Town at this time. The audit cost will be at the top end of the \$4,800 proposal. Primary area of concern is cash received without receipts at Recycling Center, for Hall Rental, etc. Auditor will request documentation from the Treasurer and Clerk ahead of on site audit field work to reduce cost of the audit. Wolf stated the ideal time for the field audit would be latter part in May, or first part of June. Wolf committed to have an audit report submitted to the Board by the June town meeting.

Town buildings/Porch addition

Belanus stated porch is almost complete. Lights are in. Sign will need to be placed in the future. Would like to put a concrete pad underneath the porch, and re-concrete the pad where the trucks back out as the pad is sinking. Belanus will get quotes on some thermal pane, casement style windows, white vinyl, and window coverings for energy efficiency. Bathroom should be repainted. Ceiling tiles may also need replacement, but it's a lower priority. Porch estimates last Fall were \$3,600 in materials, \$1,500 in new electrical. Actual costs are about \$2,000 total cost for the porch. Large part of the \$1,600 savings are from the volunteers who donated their labor. As an example, the Electrician, Brett Smith, donated a day of his time which should be recognized.

Roadwork

Belanus stated Brian and he prepared a 2007 Town Road Repair list. Budgeted \$200,000 for the 2007 edition of roadwork. Estimated costs are as follows:

\$10,000 per mile is being used for seal coat, 3/8", pea gravel.
\$ 2,500 a mile for wedging.

\$ 1,000 per mile to crack seal.

Various roads were named with various repairs suggested as a result of the road tour taken by the Chairman, a Supervisor, and Brian Smith.

Grand Total for all estimated 2007 road repairs is \$222,650

Discussion followed on priorities of roads. Board directs Clerk to request bids on above road work. Set bid due date of June 6th – a week prior to the board meeting for a special meeting to open sealed bids at 6:00 pm.

Recycling report and Issues

A Compliance Assurance Plan is required by the DNR for the Town. A sample plan was reviewed by the Board from the DNR. Belanus read a single-sort recycling instructions form provided by Waste Management. Board directed Clerk to combine suggested plan with single-sort recycling plan and submit to DNR. The plan is considered an internal document that is modified as needed as or new problems come up.

A Recycling Center Committee will be appointed by the Chair to work on some current issues. Discussion was that intent was to have the recycling center be self-supporting. We are now almost competing with Waste Management. Make the recycling center be more user friendly. Change the layout. Tractor is on its last legs. Need personal inspection of loads to avoid other Townships bringing their garbage into our recycling center. Need to set up a new charging system that's fair, but up to date. Rezabek stated there is grant money available for Clean Sweep days. Rezabek stated they had considered a cash register, at minimum, to give receipts for dollars received. Garth Langhammer, Jim Scrivner, and Terry Schubert have volunteered to be on a committee for the Recycling Center. Any interested citizens are requested to contact the Board.

Planning Commission

David Elmer has 24.22 acres, access on Benson Road. Davis moved grant land division to David and Susan Elmer on Benson Road which is his final split. Rezebak seconded. Motion approved unanimously. Belanus and Town Clerk signed document for land division.

Consideration of conditional use permit to Eric Grace for Truck Detailing and Car Restoration Business for Eric Grace, W2048 Hwy 92. Planning Commission Chair Kramer reviewed the history. 4 Citizens attended public meeting last month, expressing concern that condition use permit be specifically issued to Eric Grace, and not a subsequent landowner. Belanus questioned if restrictions were put on any hazardous paint or other chemicals. Kramer stated they did not – he has no drains in his floor, so nothing drains down the floor. Grace pays to have hazardous paint or other chemicals disposed of.

After discussion, motion by Rezabek we recommend to the County that they grant a conditional use permit to Eric Grace with 5 conditions: 1) all hazardous waste be handled in an appropriate and lawful manner and that documents are maintained. 2) that the Current business building is not enlarged

beyond the current footprint of the building, and that no new business related buildings be built on the property 3) That car and business related equipment are not stored outdoors longer than a week. 4) Be limited to one full time employee and 5) That permit be issued to Eric Grace individually and not to the property. Second by Davis. Motion passed unanimously

Belanus signed conditional use application for the County provided by Eric Grace

Kramer stated two Planning Commission Members terms are expiring – Barney Easterday and Pat McNeely. Both have agreed to serve another term. Requests Board approve their new terms. Chair requested set as agenda item for next town meeting.

Fire/EMS District Reports

Jim Topel gave Evansville Fire District report. Evansville Fire received a FEMA grant in amount of \$51,890.

Second order of business would like to build an addition of or a new Fire Building. Had a Space Needs Assessment done by Strand Associates, need about 16,500 square feet to meet their needs. They can add on to existing structures where they are on Church Street, or you can put up a new building.

Evansville Fire would like to hold a special meeting during the week of June 18th, with Town of Brooklyn in attendance. Rezebak volunteered to attend.

Extension of Meeting

Davis made a Motion to extend the meeting at 10:30pm. Rezebak seconded. Motion passed unanimously.

Fire/EMS District Reports, continued

Rezebak moved we adopt the recommendations from the Towns of Brooklyn, Exeter, Montrose and Oregon and Village of Belleville Boards meeting dates. Davis Seconded. Motion passed unanimously.

Driveway, Field road Compliance issues

Davis stated Dick Greg is not in compliance with his permit.

Ordinance pertaining to any debt owed to the Town of Brooklyn. Discussion/Possible Action.

Belanus asked Board to review attorney's draft of this ordinance. Tabled to next meeting.

NIMS (National Incident Management System)

Put on agenda for next time. Belanus requests we ask former Clerk to research if we have an existing resolution. If not, Clerk is to redraft on sample resolution 6-1-05 provided by the Green County Emergency Management Office.

Alcohol Beverage License Applications

Cathy Burgweger is applying for an Attica Property Liquor License. Rezebak stated they must state specifics about the alcohol beverage application license request. No action taken.

Clerk stated that Brooklyn Sportsman Club's renewal alcohol beverage license application and Operator's licenses have been received.

Ronald Miller's renewal has not been submitted as of this date.

Per statutory reference 125.51 (1) (c) Town Board or committee on liquor licenses shall meet no later than May 15th, be in session from day to day thereafter, for the purpose of acting upon such applications for licenses as may be presented to them on or before April 15th. Action shall be taken on applications no later than June 15th. This will be on next months' agenda.

Internet Providers

Clerk provided a cost comparison of two internet providers for the Town office. Three other internet providers contacted do not provide service in Brooklyn. Davis moved we take the LiteWire two year agreement at \$49.95/month. Additional one time fee of \$75 for wireless router, a one time activation fee of \$89 with two year contract, and one time \$50 basic installation fee. Rezebak seconded. Motion passed unanimously.

Noxious Weeds

Dennis Murphy is requesting Brooklyn not to spray on their organic land. Also, per Statutory Reference 66.0407 (4) Town Chairperson may publish or post a Class 2 notice stating requirement of every landowner to destroy noxious weeds as defined by statute or resolution or ordinance. Rezebak will investigate if there is an existing Town of Brooklyn resolution.

Informational (non-action) items, if any

Davis expressed a concern that there may be citizen complaints about damaged culverts from snow plowing.

Adjournment

Davis moved to adjourn. Rezebak seconded. Motion carried unanimously.

TOWN OF BROOKLYN

June 6, 2007 Special Meeting Minutes

Approved July 9th, 2007 by the Town Board

Opening of Road Bids

The special meeting of the Town Board of Supervisors to Open Road Bids was called to order at 6:00 pm on Wednesday, June 6, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., and Clerk Roseann Meixelsperger. The clerk read the open meeting notice.

Chairman Belanus stated there was a complication with the bid process, due to a TRIP grant. Under the guidelines for a TRIP grant, you are required in the bid advertisement to specifically state that the project is a TRIP or LRIP project. The Town of Brooklyn request for roadwork bids 2007 advertisement did not state this – only the subsequent faxes with bid details contained this specific working for the Sandy Hook Road portion of the bid. Our dollars of TRIP grant are for the hot mix on Sandy Hook Road, and that was not clearly stated on the request for roadwork bids. Specifically, it was not clear in the bid request for Sandy Hook Road that the TRIP project for that Road was for the materials only.

The Town of Brooklyn Board has a couple of options:

- a) We do not open the bids, and wait until the Town Board meeting on Monday, June 11th to view the Green County Highway Department's estimate.
- b) Open the private bids, then follow the procedure as follows:
 - a. Towns must have a pre-bid estimate in order to handle this type of option – we have Green County Highway Department's pre-bid estimate for the paving of Sandy Hook Rd
 - b. Towns may reserve the right to reject all competitive bids and enter into a contract with the county IF the amount of the county quote for the improvement is **at least 10%** below the lowest competitive bid received for the improvement.
 - c. Towns may contact the county for a quote IF the lowest competitive bid exceeds the pre-bid cost estimate by **at least 10%** and the town board contacts the lowest bidder or the lowest two bidders to determine if the pre-bid estimate failed to take some factor into account, which resulted in the competitive bids significantly exceeding the pre-bid estimate.
 - d. Towns may EITHER re-bid the project OR accept the private bid IF the amount of the county quote for the improvement is **less than 10%** below the lowest competitive bid received for the improvement.

Dallas Cecil, Green County Highway Commissioner, clarified that if the Board opens private bids the Board must go with the Green County Highway Department pre-bid

Discussion followed by Town Board members.

Davis moved to take option b. Rezabek seconded. Motion carried unanimously.

First bid opened was from Fahrner Asphalt Sealers, L.L.C. Details read by Belanus.

Second bid opened was from Crack Filling Service, Corp. Details read by Belanus.

Special note: Benson road questioned on bid from Crack Filling Service \$15,000, as that Road had not been bid for crack filling by the Town.

Third bid opened was from Payne & Dolan, Inc. Details read by Belanus

Fourth bid opened was from Scott Construction, Inc. Details read by Belanus.

Next, Green County Highway Department road estimates were opened. Details read by Belanus. It is noted that County E to State Road 104 on Elmer Road was the only portion quoted on that road by the Green County Highway Department

Pre-bid Estimate opened from Green County Highway Department for Sandy Hook Road. Details read by Belanus.

Davis moved we get an estimate from Green County Highway Department on grinding, repaving and shoulder work for Sandy Hook Rd. Second by Rezabek. Motion carried unanimously.

The Town Board directed the Clerk to provide the name of the Vendor who provided seal coating in 2006, and to provide comparative spreadsheets of bids from all Vendors for the Monday, June 11th, Town Board meeting.

Adjournment

Rezabek moved to adjourn. Davis seconded. Motion carried unanimously.

TOWN OF BROOKLYN

June 11, 2007 Meeting Minutes

Not yet approved by the Town Board

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30 pm. On Monday, June 11, 2007 at the Town Hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes. Change name in Attica Cemetery Maintenance section to “Jug” from “Judd”.

Change Driveway, Field road Compliance issues section to state “Davis stated Dick Greg not in compliance with his permit.”

Check spelling of Rezabek’s last name throughout minutes.

Clerk directed to set as an agenda item for July 9, 2007 for the Board to approve new terms for Barney Easterday and Pat McNeely.

Change in the Noxious Weeks section the name of Midwest Organic Services Association to Dennis Murphy/Metal Creek Farms.

Motion by Rezabek to approve the minutes of May 14, 2007 with stated corrections. Second by Davis. Motion carried unanimously.

Bills. Rezabek questioned one hour pay for both the Clerk and Treasurer. Clerk stated that the one referred to the audit meeting reimbursement of \$25 each. Clerk was directed to place the meeting reimbursements in a different category in the future. Bi-weekly payroll was questioned. Clerk stated it was a timing issue, as the bi-weekly pay periods fall during the month and prior to the next monthly town meeting. Motion by Davis to approve/pay the bills as presented for \$13,091.47. Second by Rezabek. Motion carried unanimously.

Treasurer’s report & Clerk’s reconciliation:

Cash in Checking Account:	\$208,300.51
Equipment Fund:	54,651.57
Smart Growth Fund:	9,249.14

Brooklyn Fire Building Fund

96,414.59

Motion by Davis to accept the report. Second by Rezabek. Motion carried unanimously.

Road Work –

Sandy Hook Road Green County sealed bid opened by the Chairman for TRIP \$88,773 grand total on Sandy Hook Road. Payne & Dolan, Inc. bid for same road work was \$97,975. Per TRIP guidelines, if the County is 10% below the bid, the Town may reject the private bid. Motion by Davis to accept the County bid estimate of \$88,773 to grind and repave Sandy Hook Road, total mile length of 1.28 miles, including the 2 foot wide crushed rock shoulders on each side. Second by Rezabek. Motion passed unanimously.

Board prioritized remaining road work in the following order: Sealcoating, Paver Patching/Wedging, and then Crack Sealing. Brian Smith, Town Patrolman, was present and agreed with the road work priorities.

Rezabek mentioned quality of sealcoating by Scott Construction, Inc. from 2006 road work was questionable.

Benson Road (STH 92 to Yarwood Rd.) Green County Highway Department has the best pricing - \$2,450 for Paver Patching/Wedging, \$6,066 for Crack Sealing, and \$20,740 for Sealcoating.

Behnke Road (CTH X to Sandy Hook Rd)– Fahrner Asphalt has best price for Crack Sealing on this road. Fahrner rep, John Ettner, was present and stated Fahrner couldn't give that price (\$1,904) for crack sealing one road. Green County Highway Department is at \$2,078 for Crack Sealing, \$980 for Paver Patching/Wedging, and \$9,190 for Sealcoating.

Smith Road – (Amidon Rd to Horan Rd) Green County Highway Department again has best pricing for Sealcoating at \$22,450, \$2,989 for Paver Patching/Wedging, and \$3,548 for Crack Sealing.

Budget concerns were expressed. \$30,000 available to divide up among other roads.

Glenway Road (STH 104 to Alpine Rd.)– Green County Highway Department has best pricing for Paver Patching/wedging only at \$7,339. Smith stated Glenway had been resurfaced previously – feels wedging will take care of Glenway in 2007.

Mortensen Road (STH 92 to Freidig Rd.) High traffic. Rezabek stated Mortensen was rated as a 6. West half was an 8. Fahrner rep stated Fahrner would do this road for the price quoted of \$4,465 for crack filling. Town will use Green County Highway Department for the paver patching/wedging road work at a cost of \$1,323. Smith stated Fahrner had not honored their warranty the last time they repaired road – they did not come back to repair as requested. The Fahrner rep present stated he had no knowledge of the warranty problem, and he made a commitment to honor the three year warranty for this crack filling work.

Legler Road (STH 92 to Alpine Rd) This road is heavily traveled, and that makes it a high priority. Rezabek stated Legler had been rated as a 5. Fahrner Rep noted that if it's rated as a 5, already past sealcoating.

Amidon Road (STH 92 to ½ mile East of Benson Rd) High traffic, reschedule for next year, when it can be sealcoated.

Zweifel Road (Sandy Hook Rd to CTH E) Will be sealcoated in 2008. Fairly new road. Would like to look at this in 2008 as a total road project.

Alpine Road (Shared section (East end) to West end) Not as heavy traffic. Smith stated the road has not been repaired for some time. Board chose both Crack Sealing by Green County Highway Department best bid for \$1,075, and Paver Patching/Wedging for \$14,726.

Elmer Road (CTH E to STH 104) Lower priority

King Road (STH 104 to ½ mile West of Benson Rd.) Lower priority

Motion by Davis to accept Green County Highway Department Sealcoating bids on Benson, Behnke, and Smith Road, and Green County Highway Department will do the crack sealing on Alpine, Benson, Behnke, Smith; paver patching/wedging on Alpine, Benson, Behnke, Glenway, Mortenson and Smith, and Fahrner will do the crack sealing on Mortensen. Second by Rezabek. Motion carried unanimously.

Audit – Rich Wolf requested that the representation letter be signed by the Town Chairman on town letterhead. Chairman signed the representation letter presented.

Wolf commented on audit field work. Specifically addressed recommendations starting on page 4 of the audit report presented to the Town Board. Rich's audit partner, Christine, will send her procedural documentation to the Clerk shortly.

Segregation of duties was discussed as detailed in the report. Suggests the Treasurer should not be signing checks, as that position also receives cash.

Recycling Center - Wolf stated better signage would make it clear to Town Residents what the charges are for various recycling services, and the Town Residents should receive a numbered receipt. Cash reconciliations of recycling center funds could then be done between the receipts and the cash submitted for deposit.

Duplication of effort with two separate accounting systems used by the Treasurer and the Clerk – Wolf suggested online shared software that would be both cost effective, provide

secure daily backups, and offer new features that could also be beneficial to the Town officials, in terms of financial report access.

Budget – Wolf would like to see wages separated out in the budget as a separate line item in each functional area. Budget amendments could be made at a higher level, so that amendments were not needed for small amount changes from one line item to another, as has been done just recently.

Timing of documentation – Wisconsin State Statutes state records should be date driven. The audit did find an investment transfer that occurred in November, but was not recorded in the accounting books until December.

Cost benefit was emphasized on the suggestions in the audit report.

Driveway, field road permits: Scott Wienkes was present for a Town of Brooklyn Joint DCAF to start the joint driveway in the subdivision Lot 1 off Hwy 92. Davis asked if Wienkes was aware he needed a turnaround by the garage. Wienkes stated he was aware of that. Motion by Davis to approve the DCAF for Scott and Tanya Wienkes on Lot 1 of Hwy 92. Second by Rezabek. Motion carried unanimously.

Planning Commission: Brian and Amy Cameron will need a zoning variance to turn a garage into a bedroom. The Camerons' are a distance of 90 feet from the garage to the highway easement, per zoning requirements they need 110 feet. The Planning Commission will work on this variance request in July. At Planning Commission Chairman Jim Kramer's request, the Eric Grace conditional use permit letter from Green County Zoning was provided to the Chairman by the Town Board.

Alcohol Beverage License Applications – Clerk updated Town Board that two liquor vendors have sent in notices to hold the renewal alcohol beverage license for Ronald Miller of River Bends until delinquent accounts are cleared for River Bends. Per Wisconsin State Statute 125.69(4), RETAIL PURCHASE CREDIT RESTRICTIONS. (a) Restrictions on sales. 1. No intoxicating liquor retail licensee or retail permittee may:

- a. Receive, purchase or acquire intoxicating liquor from any permittee except for cash or credit for a period of not more than 30 days.
- b. Receive, purchase or acquire intoxicating liquor from any permittee if at the time of the receipt, purchase or acquisition, he or she is indebted to any permittee for intoxicating liquor received, purchased, acquired or delivered more than 30 days earlier.

2. No campus or intoxicating liquor retail licensee or permittee may receive any intoxicating liquor on consignment or on any basis other than a bona fide sale.

(b) *Restrictions on issuance of licenses and permits.* No intoxicating liquor retail license or retail permit may be issued under this chapter to any person having an indebtedness for intoxicating liquor outstanding more than 30 days. In each application for a retail license or retail permit, the applicant shall state whether the

applicant has any indebtedness for intoxicating liquor to any licensee or permittee which has been outstanding for more than 30 days.

(c) *Wholesalers holding retail licenses and permits.* For purposes of this subsection, a person holding both an intoxicating liquor wholesale permit and intoxicating liquor retail license is deemed an intoxicating liquor retailer.

(d) *Penalties.* A retail licensee or retail permittee who violates par. (a) is subject to the penalties in s. 125.11, except that he or she may not be imprisoned.

(e) *Costs.* The cost of administering this subsection shall be charged to the manufacturer, rectifier and wholesaler permittees. The department shall determine the costs and shall establish the procedure for apportioning the cost against the permittees and provide for the method of payment to the department.

Clerk has sent via U.S. Postal Service two requests to River Bends for the license renewal, the first notice via first class mail and the second reminder notice sent certified mail. Neither have been returned by Ronald Miller of River Bends to the Clerk. The deadline for receipt of the application is June 15th. Another certified letter will be sent out that Ronald Miller is now not in compliance, and the sheriff will be notified of same if this application is not received by June 15th.

Received an Original Alcohol Beverage License Application from Cathlene C. Burgweger, owner, Franklin Grove Etc. Franklin Grove Etc. is expected to open in October, 2007. The license application will be placed on the Town Board Agenda in August or September, about a month before Franklin Grove Etc. is expected to open.

Motion from Rezabek to approve the Brooklyn Sportsmans Club, Inc. Class "B" beer license application, agent Janis Ringhand, and that we approve the "Operator's" License for Scott Sowl of Albany, Dan Aeschliman of Albany, Georgia Olson of Broadhead, and Pamela Hady of Brooklyn. Second by Davis. Motion carried unanimously.

Extension of meeting

Meeting continued past 10:30 pm. Motion by Rezabek to continue. Second by Davis. Motion carried unanimously.

Recycling Report and Issues First Recycling Committee meeting was June 6th. Chairman is Bob Strous. Clerk is to provide Resolution #02-09-98-A regarding expense reimbursement to the Chairman for the Committee members use. The Town Chair has provided the new Committee with recommended areas to review, research, and a request for the Committee to make prioritized recommendations regarding the Brooklyn Recycling Center operations, services and potential site improvements. Committee will meet thru the Summer of 2007, with a report due to the Brooklyn Town Board by October, 2007. The Committee was provided with Agendas for each of the focus areas by the Town Chair.

Town Road Inspectors Appointment by Resolution for a one year term Resolution 6-11-07B.

Motion by Rezabek to appoint John Davis, Jr. or Brian Smith as Town Road Inspectors for a one year term. Second by Davis. Motion carried unanimously

Fire/EMS District Reports Rezabek reported an update on the Evansville Fire plan for a new building and land purchase. Belleville Fire minutes have been received by the Town Board.

Driveway, Field road Compliance issues Update on Dick Greg not in compliance issue issue by Davis. Belanus commented that Brian Smith, Dick Greg and himself had a meeting on the not in compliance driveway. Greg stated that Brian Smith met with Greg's Contractor when Greg wasn't present.

Eric Grover has a field road in place. After receiving notice by Belanus, a field road application was received at the Town Hall with a check for \$200. Motion by Davis to grant a field road permit to Eric Grover, Hwy 92, Lot 2. Second by Rezabek . Motion carried unanimously.

Town non issuance of permits or licenses to any individual past due on payments of local taxes, assessments, and/or claims. Ordinance draft was reviewed. Correct Page 2, section (f) "per them" to

per diem paid. Need to check on process of timing for ordinance effective date. Discussion on passing the ordinance, and using resolutions for the form index and direction for use, with accompanying forms. Rezabek noted signature blocks should have position title, not name on forms. Table for agenda in July.

Attica Cemetery No Attica Cemetery Association members present. No discussion.

Resolution to appoint acting Town Chair June 12th thru July 16th, 2007 Motion by Rezabek to adopt Resolution of the Town Board of the Town of Brooklyn, Wisconsin to hereby appoint John Davis, Jr. as Acting Town Chair for a period of June 12th thru July 16th, 2007. The Acting Town Chair shall have the authority to sign any Town Documents during the stated period. Second by Belanus. Motion carried unanimously.

Adjournment

Motion by Rezabek to adjourn. Second by Davis. Motion carried unanimously.

TOWN OF BROOKLYN

July 9, 2007 Meeting Minutes

Approved by the Town Board August 13, 2007

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30 pm. On Monday, July 9, 2007 at the town hall. In attendance were Acting Chairman John Davis, Jr., Supervisor Cheryl Rezabek, Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes June 11, 2007 and June 6, 2007. Motion by Rezabek to approve the minutes of June 11, 2007 and the June 6, 2007 Special Board meeting. Second by Davis. Motion carried unanimously.

Bills. Motion by Rezabek to approve/pay the bills as presented for \$13,172.71. Second by Davis. Treasurer noted the Aramark bill is generally late, and if not paid, we incur a late fee. Brett Walters just turned in a bill for electrical work on porch lighting \$282.80. Total bills are now \$13,172.71. Motion carried unanimously.

Treasurer's report & Clerk's reconciliation:

Cash in Checking Account:	\$199,210.61
Equipment Fund:	54,884.79
Smart Growth Fund:	9,288.61
Brooklyn Fire Building Fund	96,826.03

Motion by Rezabek to accept the report. Second by Davis. Motion carried unanimously.

Road Work – Rezabek Stated that Brian was trying to get in touch with Scott Construction, Inc.'s Regional Rep regarding poor condition of the roadwork from 2006. Brian escalated to Rezabek – phone calls were not returned from the Regional Rep or the President of Scott. Roadwork was to be completed in August – wasn't completed until late September or October, 2006. Warranty is good for one year from date of installation.

Davis stated an issue with the County Trucks in the Recycling Center. Safety issue created when town residents had to back out into the road, as there wasn't a safe place to park in the Recycling Center. Davis has researched the contract, and didn't note any statement that we need to supply parking for the County's roadwork.

Driveway, field road permits:

Scott Wienkes was present for a Town of Brooklyn Joint Driveway Permit to complete the joint driveway in the subdivision Lot 1 off Hwy 92. Davis asked if the road was substantially complete. Wienkes stated it is. Rezabek moved we approved the driveway as substantially complete for Scott and Tanya Wienkes on Lot 1 of Hwy 92. Second by Davis. Motion carried unanimously.

Gail and Rob Woelfle was present for a Town of Brooklyn DECAF located on Hwy C just West of Hwy E, property is on the south side of the Hwy C. Closed on the property on June 14th, 2007. Sarah and Marcus Liebert have the approved County permit for the property that the Woelfle's purchased in June. Upgraded field road to a resident drive. Davis questioned if a culvert was in there – Woelfle stated there is a culvert, and it will be upgraded. Brian Smith, Road Inspector, approved the DECAF. Location of home is not yet determined. Davis cautioned the Woelfle's that the approval on the driveway is for the shed only. If the home is not built within a year, they will need to reapply again for the home driveway permit. The Woelfle's plan to retire here. Rezabek moved we approve a DECAF for Gail and Robert to install a driveway to access their pole shed off of CTY HWY C. Second by Davis. Motion carried unanimously.

Thomas Ohlert and Reggina Wisdom applied for a Town of Brooklyn Driveway permit for land located West of Attica on County C. Rezabek moved that we grant a driveway as totally complete for Tom Ohlert and Reggina Wisdom on County Road C and return their deposit of \$1,500.00 at the next meeting, as the driveway is totally complete. Second by Davis. Motion carried unanimously.

Recycling Center Davis noted that Gerald believes there are a bunch of keys floating around. Davis stated Brian should purchase the lock, and obtain the keys. Town Chair should have one, All Metals, Pelliterri, Brian, and Gerald. Rezabek moved that Brian purchase a new padlock and issue the correct number of keys for the recycling center. Second by Davis. Motion carried unanimously.

Fire/EMS District Reports. Rezabek stated she attended the Evansville Fire District meeting. Main discussion was would they add on to the existing building, or purchase land and build a new building. They have located the 16 acres of land (5 to 8 acres are buildable – rest is wetland) at a reasonable price. Next issue is what will happen with the old building - \$251,000 appraisal value, includes both building and lot next door. The City is interested in buying the building. Rezabek thought it should go out for bid, but the City believes they should be able to purchase it for the appraised value. Fire District agreed and proposed to the City that they would build and sell the lot for \$275,000. City didn't like this. City asked the Fire District to break out the building separate from the lot. Rezabek questioned the financing of the new building – there was no information on the financing. The seller (Phil Nevel) wants \$170,000 for the 16 acres, with a contingency to do soil testing to ensure the land is buildable. They would up \$20,000 earnest money, to get the soil test, if not buildable, all the money will be returned. Phil Nevel has the land. Evansville can pay cash for the land. The sale of the building will help contribute to the \$1.5M to \$1.8M new building.

Jim Topel was present to give a report. Topel referred to the Special Meeting held on June 25th, 2007. The City is not open to any sealed bid option for sale. Proposal to offer City of Evansville existing station and adjacent lot for \$275,000.00. If this proposal is not accepted by City of Evansville, the existing station and lot will be offered in sealed bid. Land is being offered at \$160,000 for 16 acres for the new site.

Rezabek hasn't had a Brooklyn Fire meeting in awhile.

Driveway/Fieldroad compliance issues – none at this time.

Assessor Revaluation Contract: Gardiner Appraisal Service, LLC contract. Rezabek recalled during

the Board of Review, the Assessor stated they could do a partial revaluation. This contract doesn't address a partial. We don't have a budget for this. Rezabek questioned the contract date of June 14th, and questioned item 1.A. revalue as of January 1, 2008. Item F stated the project will begin in 2007 to be completed for the 2008 Board of Review. Clerk stated the 2007 budget for Assessor is \$6,000, and there are expenses of approximately \$4,400 in expenses to date. Rezabek moved that the contract be tabled for the reevaluation and have them send us a contract with the correct dates in it for next months meeting. Ask that the Clerk, Treasurer and the Chair make a recommendation to the Board as to where the funds will come from. Second by Davis. Motion carried unanimously.

Town non-issuance of permits or licenses to any individual past due on payments of local taxes, assessments, and/or claims. Clerk clarified that the ordinance will stand separate from the forms as resolutions. Davis questioned Form 1. The Treasurer is aware of delinquent taxpayers, and would be able to inform the Board and complete the form. Approve the ordinance, publish it, have the hearing, and have the resolutions ready for next month. Rezabek moved to approve ordinance 6-11-2007 to go out for public hearing next month 7:00 pm before our regular town meeting for Licensees/Permittees required to pay local taxes, assessments and claims. Second by Davis. Motion carried unanimously. Resolution will be drawn up for the forms.

Town resolution on Land Division, Deposits, and permits must be paid at time of execution or permit or land division will not be granted. Davis stated the Elmer split is a good example of people coming in and stating they forgot their checkbook, etc. Chair directed Clerk to draw up resolution for next month.

Attica Cemetery No Attica Cemetery Association members present. No discussion.

Alcohol Beverage License Applications – Rezabek moved we approve the Class B Retail license for Ron Miller, to serve liquor/beer in the main floor barroom and pool room annex only, no outside serving of outside liquor or beer. The facility is the River Bends in Attica. Rezabek also approved the Operator license for John Helke, Cheryl Miller, and Denise Heller. Rezabek also approved the Sale of Cigarette license. Second by Davis. Motion carried unanimously.

Cathlene C. Burgweger, owner, Franklin Grove Etc. Franklin Grove Etc. is expected to open in October, 2007. Burgweger requested that Brooklyn consider a Class “C” wine license for her business in August or September, about a month before Franklin Grove Etc. is expected to open.

Audit Report – Clerk stated Quickbooks On Line. Rezabek moved that Clerk purchase \$30/month Quickbooks. Second by Davis. Motion carried unanimously.

Planning Commission: Rezabek moved to approve the Resolution 7-09-07 of the Town Board to appoint to the Planning Commission two members for a two year term, Barney Easterday and Shirley Davis. Second by Davis. Motion carried unanimously.

Chairman Kramer recommended the Cameron's conditional use permit should be approved. No citizens appeared to protest the conditional use. Davis stated they're converting a garage to a bedroom. Chair requested this be on next months Agenda.

Adjournment

Motion by Rezabek to adjourn. Second by Davis. Motion carried unanimously.

TOWN OF BROOKLYN

August 13, 2007 Public Hearing on Ordinance

Not yet approved by the Town Board

The public hearing meeting of the Town Board of Supervisors was called to order at 6:30 p.m. on Monday, August 13, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisor John Davis, Jr., Supervisor Cheryl Rezabek, and Clerk Roseann Meixelsperger. The clerk read the open meeting notice.

There were no citizens present.

Adjournment

Ted Belanus called for adjournment. Roll was taken. 3 Ayes. 0 Nays. Motion carried unanimously.

TOWN OF BROOKLYN

August 13, 2007 Meeting Minutes

Approved September 10, 2007 by the Town Board

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30 p.m. on Monday, August 13, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisor John Davis, Jr., Supervisor Cheryl Rezabek, Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes July 9, 2007. Motion by Rezabek to approve the minutes of July 9, 2007 Board meeting. Second by Davis. Motion carried unanimously.

Bills. Motion by Rezabek to approve/pay the bills as presented for \$178,487.92. Second by Davis. Motion carried unanimously.

Treasurer's report & Clerk's reconciliation:

Cash in Checking Account:	\$359,888.85
Equipment Fund:	55,127.52
Smart Growth Fund:	9,329.69
Brooklyn Fire Building Fund	97,254.24

Motion by Davis to accept the report. Second by Rezabek. Motion carried unanimously.

Town Budget to Actual year to date financial report. Rezabek asked about the web site billing. Clerk stated WI Department Of Administration will bill us in September - about \$100 set up one time charge, then about \$50 a month. Davis asked about the Clerk's financial software purchase per audit recommendation. Clerk stated this has been billed and paid and charged against the Clerk's expenses. Highway maintenance expenses were questioned as they are over the budget amount of \$50,000. Chair stated they need to pay attention to this item as there are some additional highway maintenance issues to be addressed later.

Road Work –Woods 8' Rear Blade purchase request discussion. Chair stated the shoulders are washing, and the Town Patrolman could use this Rear Blade to drag up the gravel and prevent further washing. Chair states that it could also be used on dead end roads in the winter to remove snow. Decision is to rent the blade to try it out, and put the purchase dollars estimated at \$950 per current proposal if the trial is successful in the 2008 budget.

Digital camera – Chair estimates the camera will cost \$200-\$250 to photo various road issues, such as clogged up culverts and various road problems. Chair requested Clerk to research various cameras and then purchase, but not to exceed \$250. This camera purchase will be classified to Town Board expense, as it will also be useful for various

other purposes of the Town Board.

Flooding effect on roads: Sandy Hook had a good bit of flooding after the recent storm, as did Elmer Road and Legler Road . Need to dig out ditches. Green County will provide a quote on the ditch digging.

Culverts: On Sandy Hook, there's a pair of twin culverts north of Zweifel road that are not holding up effectively to storms. Need to replace the twin 36" culverts, with one culvert, to correct the flooding of storms. Green County Highway Department will provide quote.

Motion by Davis for the Clerk to purchase a digital camera not to exceed \$250.00. Rezabek seconded. Motion carried unanimously.

Driveway, field road permits:

Davis stated that Rob and Gail Woelfles' driveway located on Hwy C just West of Hwy E is complete per Brian Smith, Road Inspector. Motion by Davis to approve the driveway for Rob and Gail Woelfle as being totally complete and permit the refund of the \$1,500 driveway deposit. Second by Rezabek. Motion carried unanimously.

Recycling Center

Chair of the Recycling Committee, Bob Strous, and Co-Chair Jim Scrivner were present at this meeting. Strous stated back on June 6th Chair Belanus charged them with this work. The committee has met regularly, collected data on current operations, toured other recycling facilities, and met with both Green and Dane County Town Officials. Their observation is that there is not one recycling model, that every community customizes their recycling services. Strous confirmed the Board had received the Mission statement for the Waste & Recycling Services. Strous asked if the Board had any input and/or corrections. Chair Belanus thanked the Recycling Committee for their work.

Belanus stated that in he would like to have a written recycling policy that could be modified by the Board as needed. A new recycling price list that's competitive yet fair. A job description of the Recycling Management. Scrivner stated the job description has already been drafted. Belanus also requested the recycling committee prioritize improvement recommendations.

Davis stated to achieve 60-70% of these objectives would be terrific. In terms of personnel, having a backup is very important.

Rezabek had a question on surveying users, to get input from people who come to the Recycling Center. Is the intention to maintain the people we have coming in now, or to get people who are using private services to return or start using the Recycling Center.

Scrivner stated the challenge is to educate the new people coming to town, before they make the decision to use the Recycling Center or a private curb-side service. Scrivner does not feel that the Recycling Center can financially compete with the current curb side waste collection provider.

Strous stated the recycling facility needs to be convenient for its' users. Flow of traffic, and materials handled will have to be reviewed. Pavement may well be a component of the recommendations, to replace the current gravel.

Strous stated that handling of recyclables can be done differently than we do now. We do not sort out our recyclables, but have a third-party that does this service for us for a charge. If glass was separated, we could perhaps sell it, for example, as crushed glass for an aggregate that could be used in highway constructions, etc. Albany, for example, is hand sorting out the recyclables that are received at their Center. Albany also takes their plastics to Brodhead to sell them. The Brooklyn Recycling Center has a compressor that its' not using. Perhaps the Center could sell the compressor to Albany or Brodhead. Albany accepts anything at their Center – not sure if Brooklyn wants to do this, as there are hazardous wastes that could enter the Center.

Rezabek asked if the Committee talked about “Clean Sweeps” with the Village, as there may be grants available to assist with the “Clean Sweeps”. Stous stated most of these are done on a County basis, and Green County will be doing another one in 2008. Strous cautioned that it was expensive to have the County come in to do this, as the County receives grant funds for the actual recycling, but the Town would be billed for them to bring in the equipment and resources to manage the “Clean Sweep”.

Board gave committee members present a hand.

Fire/EMS District Reports. Rezabek stated there were none. No representatives were present.

Driveway/Fieldroad compliance issues – Davis stated we have a compliance issue with Roger Golemb's driveway. Golemb's main driveway was approved on April 10, 2006. Golemb's lower driveway (on permit with limited use) has put his culvert back to the way it was prior to approval. Brian checked it today – his approach is short on width. Measuring 33' from the Center of the road, it needs to be 28' wide. He did not put in the end walls on his culvert that were mandated with his permit, and he did not widen out his driveway.

Davis stated the Town Board will send out a letter giving him 60 days to fix it, or we will issue a citation. Davis ordered the Clerk to mail out the letter to Golemb.

Dick Gregg will also receive a letter, as his permit for driveway on Legler Road is in violation. His approach on width is also short. Davis ordered the Clerk to mail out the letter to Gregg.

Patty Schulz was present and requested driveway permit forms and guidance on the process. After Board member discussion with Schulz, Clerk provided DCAF and field road forms, and the driveway ordinance to Schulz.

Assessor Revaluation Contract: Gardiner Appraisal Service, LLC modified contract (only date was changed to August 14, 2007) was reviewed, with a letter from Gardiner that explains the reason that the revaluation is needed. Motion by Rezabek to approve the August 14, 2007 contract for Gardiner Appraisal Service, LLC in the amount of \$20,800.00. Second by Davis. Motion carried unanimously.

Ordinance on Town non-issuance of permits or licenses to any individual past due on payments of local taxes, assessments, and/or claims.

Board noted that the public hearing on this ordinance was held today at 6:30 p.m., with no Town Citizens present objecting to the ordinance. Motion by Davis to adopt the ordinance 06-11-2007.

Second by Rezabek. Chair ordered the Clerk to publish the ordinance, if necessary, as there's a forfeiture involved. Motion carried unanimously.

Resolutions to support the ordinance on Town non-issuance of permits or licenses to any individual 06-11-2007, which is the Index and All Forms. Motion by Rezabek to adopt the resolutions 06-11-2007, consisting of the index and all forms. Second by Davis. Motion carried unanimously.

Town resolution on Land Division, Deposits, and permits must be paid at time of execution or permit or land division will not be granted. Motion by Davis to adopt Resolution 8-13-07. Second by Rezabek. Motion carried unanimously.

Attica Cemetery No Attica Cemetery Association members present. No discussion.

Alcohol Beverage License Applications –

Cathlene C. Burgweger, owner, of Franklin Grove Etc. is expected to open in October, 2007. Burgweger was not present, but had a telephone conversation with the Clerk who conveyed her request that the Board consider a Class "C" wine license for her business.

Town Hall Coordinator Position –

Clerk stated the position vacancy was published with the notice for today's town board open meeting, and that four local people were called – two declined. Two provided proposals, that the Board reviewed. Chair recused himself, as one of the proposals is from his neighbor. Clerk directed to contact references for both parties. Davis directed Clerk to change the position description to position reports to Clerk and not to the Town Patrolman. Hall Rentals will be handled by Town Patrolman and Town Clerk.

Town Building Improvements

Project 1 Walkway under town hall canopy. Priority one.

Project 2 Town Garage apron.

Project 3 Town Signage needed. Belanus stated that Doug Kjellstrom of WISCO Industries has agreed to stamp out the letters as they need to be, then get them powder coated. Chair will weld it. Town sign will get some landscaping rock around it.

Motion by Davis to talk with Kjellstrom to get town sign letters made, and obtain bids on the concrete for Projects 1 and 2. Second by Rezabek. Motion carried unanimously.

Planning Commission:

David Elmer requested the Board to sign a land division as it is over 90 days old, and the Trust will not accept it. Chair James Kramer stated Planning Commission has reviewed and re-approved it. Chair and Clerk signed the new document, and presented it to Elmer.

Chairman Kramer recommended the Cameron's conditional use permit should be approved. No citizens appeared to protest the conditional use. Davis reminded the Board the Cameron's are

converting a garage to a bedroom. Chair signed the form and gave it to Cameron.

Kramer stated Nancy Elmer and Patty Schultz came in this evening for preliminary reviews.

Davis stated that the Board has adopted a Resolution on non payment of fees, and ordered the Clerk to provide a copy of the Resolution to the Planning Chair.

Informational Items

Traffic patterns on Legler Road and Sandy Hook were reviewed, as provided by Green County.

Adjournment

Motion by Davis to adjourn. Second by Rezabek. Motion carried unanimously.

TOWN OF BROOKLYN

September 10, 2007 Meeting Minutes

Approved by the Town Board October 8, 2007

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30 pm on Monday, September 10, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisor John Davis, Jr., Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes August 13, 2007. Motion by Davis to approve the minutes of August 13, 2007 Board meeting. Second by Belanus. Motion carried unanimously.

Bills. Request by Davis to update the Bills to Pay report by replacing the invoice numbers with descriptions of the purchase. Board directed Clerk to research Verizon North phone bill to track charges. Motion by Davis to approve/pay the bills as presented for \$46,539.35. Second by Belanus. Motion carried unanimously.

Treasurer's report & Clerk's reconciliation:

Cash in Checking Account:	\$287,031.96
Equipment Fund:	55,365.56
Smart Growth Fund:	9,369.98
Brooklyn Fire Building Fund	97,674.19

Motion by Davis to accept the report. Second by Belanus. Motion carried unanimously.

Town Budget Actual year to date financial report was reviewed. Belanus stated the focus is the highway expenses. Culvert budget is \$2000, there have been no expenses year to date. Capital Equipment budget of \$1,000 has not been spent. A total of \$200,000 was budgeted for 2007 Road Construction. Road Construction billing to date report was reviewed. Green County Highway Department road construction billing to date is \$4,700 over estimates.

Road Work – Reviewed quotes from Green County Highway Commission to clean out ditches and repair culverts where needed on Elmer, Legler, and Sandy Hook Roads.

Woods 8' blade was rented and did a good job on the shoulders. Put into 2008 budget for shoulder work.

Standing water in Legler and Sandy Hook from damaged culverts was discussed – roads are deteriorating from the standing water.

Driveway, field road permits:

Joel Schriever is looking for an alternate for the turnaround on his driveway. Brian Smith stated the alternate was approved. 72' is measured from the far side of the driveway and back.

Motion by Davis to modify turnaround for Joel Schriever at 16W Alpine Road as per the drawing he has dated 9/10/07. Second by Belanus. Motion passed unanimously.

Recycling Center

Clerk stated Recycling Committee Co-Chair, Jim Scrivner, has volunteered to assist in the 2008 Recycling Grant Application submission. There is a letter from DNR stating that the 2006 grant payment of \$5,800.00 less 2006 actual net eligible recycling costs of \$4,317.24, will require a repayment amount of \$1,482.76. Clerk is disputing this with DNR.

Fire/EMS District Reports. Jim Topel spoke of the Evansville Fire Station building which is still planned for next Summer or Fall 2008. The budget is being developed. They've received a \$62,000 grant. Everything is moving along on track. Board questioned when the next fire payments were being remitted – Clerk will need to work with Treasurer to move funds from the Fire reserve in October to disburse funds.

Driveway/Fieldroad compliance issues – Belanus stated that both he and Brian Smith looked at Roger Golemb's driveway and advised Golemb of the driveway defects. Golemb did not put end walls in his culvert that were mandated with his driveway permit, and he did not widen out his driveway. Golemb has a driveway permit that does not state the requirement for end walls – the Town has a driveway permit that does state the requirement. Belanus will honor Golemb's copy, and not require the end walls.

Dick Gregg has also received a driveway non-compliance to the permit letter for his driveway on Legler Road.

Board directed Clerk to hold off on citations that are to be issued 60 days after the written letter notice of non-compliance until next board meeting in October.

Attica Cemetery No Attica Cemetery Association members present. No discussion.

Town Hall Maintenance Position

Clerk stated references had been obtained on the two candidates. New position description was created as directed in prior meeting. Board directed Clerk to contact Sheila Sies as an independent contractor and award her the work. Clerk is also directed to purchase cleaning supplies per Sies' recommendations.

Town Building Improvements

Town signs - Belanus spoke with Doug Kjellstrom of WISCO Industries who has agreed to stamp out the letters as they need to be, then get them powder coated. Kjellstrom has agreed to do this.

Town Hall and Garage improvements - Project 1 Canopy concrete pad. Priority one.
Project 2 Garage apron

Four bids from contractors were received for the above stated projects. These bids were reviewed by the Board.

Motion by Davis to award AKP Concrete, LLC both Project 1 and Project 2 for a grand total of \$3,396. Second by Belanus. Motion carried unanimously.

Green County Emergency Management and FEMA review relating to the Town reporting damages to town roads and Town residences that were incurred in the recent rains and flooding since Saturday, August 18th.

Information is slowly coming from FEMA regarding the individual disaster assistance for Green County. Any individual that has had damages after August 18, 2007 from the rain/flooding or sewage backup, can apply for loans or grants based on their eligibility.

Clerk is directed to contact citizens who alerted the Clerk of their damage with the specifics of the FEMA meeting date/location/time. Clerk is also directed to place this information on the web site and on the Town bulletin board.

WI State Statute 86.05 Entrances to highways restored.

Board reviewed above statute and discussion ensued.

Planning Commission:

Chairman Jim Kramer stated the Commission has received a question on the 5 acres on Mortensen Road, south side, remodeled yellow home. Owners of this property that is for sale have a prospective buyer who would like to have 5 horses and 30 sheep. Brooklyn's proposed ordinance states 1 horse per acre, or 10 sheep or goats per acre, but there is no specific language to address animals in the current ordinance. The Commission is working on the new animal units ordinance to address this issue. The Commission is also working on developing ordinances on land fragmentation, restricting homes in the Town to single family homes, and a light and noise ordinance. The Board requested the Commission to consider how the ordinances would be enforced.

Green County Zoning and Land Use Office has new forms, passed last Spring, for the Town Review of County Land Division Subdivision application for any parcel under 35 acres which Kramer presented to the Board.

Informational Items

None

Adjournment

Motion by Davis to adjourn. Second by Belanus. Motion carried unanimously.

TOWN OF BROOKLYN

September 24th, 2007 Special Meeting Minutes

Approved by the Town Board October 8, 2007

Belleville Fire District Budget

The special meeting of the Town Board of Supervisors to approve the Belleville Fire District Budget was called to order at 8:45 pm on Monday, September 24th, 2007 at the Belleville Town Hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr.. Cheryl Rezabek read the open meeting notice.

Rezabek moved approval of the Belleville Fire District budget. Davis seconded. Motion carried unanimously.

Adjournment

Davis moved to adjourn. Rezabek seconded. Motion carried unanimously.

TOWN OF BROOKLYN

October 8, 2007 Meeting Minutes

Approved by the Town Board November 12, 2007

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30 pm. On Monday, October 8, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The Clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes September 10, 2007. Motion by Davis to approve the minutes of September 10, 2007 Board meeting. Second by Belanus. Motion carried unanimously.

Minutes Special Meeting September 24, 2007. Motion by Davis to approve the minutes of September 24th special meeting at the Belleville Fire District. Second by Belanus. Motion carried unanimously.

Bills. Motion by Davis to approve/pay the bills as presented for \$106,142.68. Second by Rezabek. Motion carried unanimously. Discussion on the Verizon bill – can we alter the long distance portion of our service – we have a \$15 monthly minimum charge, which we are not using. Board directed Clerk to report back.

Treasurer’s report & Clerk’s reconciliation:

Cash in Checking Account:	\$241,841.00
Equipment Fund:	55,595.38
Smart Growth Fund:	9,408.87
Brooklyn Fire Building Fund	98,079.64

Motion by Rezabek to accept the report. Second by Davis. Motion carried unanimously.

Recycling Committee. Chair Robert Strous and Co-Chair Jim Scrivner presented the Recycling & Solid Waste Committee report to the Board for review. Strous thanked the active members of the committee, Garth Langhammer, Sandy Horn, Terry Schubert, Gary Splitter and Lyle Trow. Special thanks to Scrivner for keeping the minutes, posting the notices, and doing the lions’ share of the work. Thanks also to presenters John Reindl, Dane County Recycling, Joseph Van Rossum, Recycling Specialist at UW Extension, and Percy Mather, Recycling Specialist at WI DNR.

Some areas of the report - An inter-governmental agreement with the Village of Brooklyn will be needed prior to April, 2008 to submit a grant. Some capital expenditures are recommended, and the Committee would like to meet with the Board again to take questions, comments, etc. Gerald Schulz, Transfer Station Manager, has received a preliminary copy of the Committee’s report, and will receive the final report subsequent to this Board meeting.

Scrivner stated that both he and Strous would volunteer to remain as a standing committee, with the possibility of Sandy Horn being the third member, to do the implementation and legwork for the Board. The Board would need to formalize the committee.

On Monday, October 15th at 7:00 p.m., the entire Recycling Committee will be present for Board input. Gerald Schulz and Brian Smith will also be invited to attend, as their input regarding the Committee report will be valuable.

Committee requested the Clerk to send thank you letters to John Reindl, Joseph Van Rossum, Percy Mather, and the active Committee members from the Board this week for all their hard, time consuming, and productive work.

Town Budget Actual year to date financial report was reviewed. Budget vs. actual dollars spent on highway expenses to date were reviewed. Belanus stated that Building Canopy labor was misclassified as Highway labor – directed the Clerk to reclassify to Building expense. Brian Smith will be requested to determine how much time he and BJ spent on working on the canopy to reclassify that labor expense correctly. All construction and repair on specified roads is complete except for Mortenson Road crack sealing and the Sandy Hook Road T.R.I.P. project. The Fahrner Asphalt contract was reviewed by the Board to determine if there was a timeframe stated for the work on Mortenson Road to be completed. There was not a time stated to complete the work. Belanus will contact Fahrner to determine project status. This budget category will again be reviewed next month.

Road Work – Sandy Hook was paved, and it should be shouldered today and it will be complete.

Town Patrolman alerted the Board that at least a dozen signs (some of them street signs, stop signs) have been reported stolen this month.

Discussion on ditches clean out by Green County Highway Commission to clean out Elmer, Legler, and Sandy Hook Road.

Sandy Hook quoted \$1,800 to clean out ditch, put in a new culvert, so water drains properly.

Elmer Road quoted \$1,050 to clean out the ditch.

Legler Road quoted \$1,600 to clean out the ditch, replace the culvert

If Green County Highway Department is contracted for the total estimate on all ditch cleaning projects in the amount of \$4,450, the work will commence in November. Motion by Davis to contract with Green County Highway Department to have the ditches

cleaned out on all the roads, and have the culverts replaced on Legler and Sandy Hook Rd. Second by Rezabek. Motion carried unanimously.

Chair signed the estimates to proceed with the approved roadwork.

Davis stated a concern with the variance of the estimates from the County to actual charges received to date on roadwork.

Driveway, field road permits:

Request from the Yelk's for a refund of their driveway deposit. Smith has signed off on their driveway as being totally complete. Motion by Davis to refund the Yelk's \$1,500 road deposit. Second by Rezabek. Motion carried unanimously.

Rezabek stated on King Road there is a (Sally Discher's place) road without a culvert. Davis stated it had been a field road, so would be grandfathered in. Rezabek stated may want to think about how close roads can be to one another. Davis will request to have Brian Smith check the site distance.

Recycling Center

See Recycling committee report above.

Fire/EMS District Reports

Rezabek stated there is a Brooklyn Fire EMS meeting Wednesday night, October 10th, at 7:00 p.m. where the 2008 budget will be one of the topics. Rezabek stated that in Tomahawk, there is a citizen fine if you have a burn and do not get a burn permit – this is also stated on their web site.

Belleville Fire EMS meeting is Tuesday night, October 9th, at 8:00 p.m. where the 2008 budget will be one of the topics. Belanus, Davis, and Meixelsperger will attend the Belleville meeting.

Jim Topel stated that for the Evansville Fire 2008 Budget, equalized values have been received. For the new fire building, Evansville has chosen Excel Contracting.

Driveway/Fieldroad compliance issues

Neither Roger Golemb nor Dick Gregg's driveways are yet in compliance. Both parties have received a certified letter dated August 15, 2007 noting the driveway defects. State Statute 66.60 is referenced. Legal may need to be notified.

Board directed Clerk to hold off on citations until next board meeting.

Attica Cemetery

No Attica Cemetery Association members present. No discussion.

Town Building Improvements

Project 1 Canopy concrete pad and Project 2 Garage apron - AKP Concrete, LLC has substantially completed the projects.

The signage tin has been stamped.

The bulletin board is an ongoing project.

Planning Commission:

Chairman Kramer stated there were no citizens who appeared at tonight's meeting. The Commission is also working on restricting homes in the Town to single family homes. A light and noise ordinance is also being reviewed and developed. The Board requested the Commission to consider how the ordinances would be enforced.

Informational Items

The Board will meet to work on the 2008 Budget on Monday, October 22nd, and Monday, October 29th at 7:00 p.m..

Green County Zoning and Land Use Committee has provided a public hearing notice on Title 4-Chapter 5 Subdivision Regulation and Chapter 6 Administrative Provisions.

Citizen concern about retaining the Cleaning Person as an Independent Contractor due to insurance liability issues. Clerk contacted the WI Towns Association who stated that as a self-employed individual with no employees, the Cleaning Person is exempted from Workers Compensation insurance requirements. The Cleaning Person does not carry liability insurance on the business – the town has requested the Cleaning Person to place orange traffic cones up while mopping the floors, as a warning to individuals who may come in that the floors may be slippery. The Board is aware that if a person is injured on the Town's premises, that the Town's insurance will be needed. The Board decided to continue retaining the Cleaning Person's services as an Independent Contractor.

Adjournment

Motion by Davis to adjourn. Second by Belanus. Motion carried unanimously.

TOWN OF BROOKLYN

October 9th, 2007 Special Meeting Minutes

Approved by the Town Board November 12, 2007

Belleville EMS District Budget

The special meeting of the Town Board of Supervisors to approve the Belleville EMS District Budget was called to order by Chairman Belanus at 8:45 pm on Tuesday, October 9th, 2007 at the Belleville Area EMS Building. In attendance were Chairman Ted Belanus, Supervisor John Davis, Jr. and Clerk, Roseann Meixelsperger. Meixelsperger read the open meeting notice.

Davis moved approval of the Belleville Area EMS Association budget. Belanus seconded. Motion carried unanimously.

Belleville EMS Capital Purchase

Davis moved to approve the purchase of an ambulance not to exceed \$130,000. Belanus seconded. Motion carried unanimously.

Adjournment

Davis moved to adjourn. Belanus seconded. Motion carried unanimously.

TOWN OF BROOKLYN

October 15, 2007 Special Meeting Minutes

Approved by the Town Board November 12, 2007

The special monthly meeting of the Town Board of Supervisors was called to order at 7:00 p.m. on Monday, October 15, 2007 at the Town Hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr , and Clerk Roseann Meixelsperger. Recycling Committee members present as citizens were Bob Strous, Jim Scrivner, and Gary Splitter. Gerald Schulz, Transfer Station Manager, was also present. The Clerk read the open meeting notice.

Recycling & Solid Waste Committee Report, October 2007

Mission Statement

Board agreed and approved with the mission statement “to provide a broad array of free and fee-based user-friendly services and resources for recycling and non-commercial waste disposal for the benefit of town residents and property owners.”

Davis stated the net return of about \$14,000 was shocking and pleasantly surprising. The recycling center had not been created to be a money maker. Speaks well of operations.

Rezabek stated that the switch to Pellitteri in February, 2006 has been very beneficial in reducing the cost of hauling.

Belanus questioned how many towns do not use a recycling center, and simply use a hauling service?

Strous stated a survey was conducted of about 9 counties stating most do what we do, or have a truck that arrives at a determined location, and the citizens take their waste and recycling to that location.

Albany (population about double from Town of Brooklyn) is a combination of Village and Town. Oregon (population about four times Town of Brooklyn) and Town of Oregon do a lot of brush and yard waste, rest is done by curbside pickup.

Other communities have a more updated approach than we do. The survey results suggest we develop more partnerships with neighboring communities. John Reindl, Dane County Recycling Coordinator, in one of the Recycling Committee meetings stated it’s hard to keep a consortium of communities together.

Belanus stated that the Village of Brooklyn contracted with Pellitteri, and that is how the Town received a more favorable rate from Pellitteri.

Rezabek suggested the Board consider each proposal in the Committee's report and comment on each one.

1. Supervision, governance and support roles must be clarified and tightened up.

Belanus stated this is a good idea, and agrees that the Town Chair needs to be in charge of it, and feels the standing committee should be working with the Town Chair on recommendations.

2. Establish a system of personnel practices that includes:
a. A current job description

Rezabek stated she views the primary role of the Recycling Committee as collecting & analyzing data and submitting that data to the Board.

Belanus went thru the Draft Job Description provided for the Position title: Recycling/Solid Waste Facility Operator, with Schulz's input. Scrivner stated the job description layout is one he uses in his consulting business. One of the specific points detailed in this job description is:

Specific Item #1. Be an effective ambassador for the Town with decisions and actions consistent with the Mission and Vision of the center.

Belanus stated he was very supportive of this. Schulz also stated his support.

Specifics 2-6. No Board or visitor comments

Specific item #7. Deal effectively with conflict when it arises

Rezabek stated this will occur more as we implement the recommended changes. Strous stated with some good signage and education, perhaps we can minimize conflict.

Specific items #8-10. No Board or visitor comments

Specific Item #11. be consistently available to work Saturdays and one week night (summer hours possibly going year round)

Schulz stated that in the winter, dependent upon weather, Saturday only hours are adequate.

Belanus and Rezabek suggested the Committee could survey users periodically to gauge their interest in extended hours, which may lead to another staffer to assist Schulz.

Specific Item #12. attend meetings and training as required (possibly during other than "regular" center hours)

Belanus stated ongoing education is used by the Highway personnel, for both updated education and liability issues. Belanus will watch for recycling training. Splitter noted there is a person who goes to the Green County recycling meetings. (Schulz has his card)

Specific Item #13. operate machinery as required

Belanus stated that ties back to machinery training.

Specific Item #14. complete other duties as assigned.

Position requirements that are required in this draft:

Ability to intermittently lift 75# waist high

Some discussion on the weight limit. Davis stated UPS has 70# limit. Rezabek prefers to change it to 70#.

Acceptable safety and driving record

Davis stated he felt the “Preferred” requirements should move up to the “Required” area.

Splitter stated one of the items that wasn’t in the description, was the mention of a probationary period. Scrivner stated there is much debate in personnel circles regarding probationary periods – that many feel that once the individual is thru the probation period, they are “untouchable”. Strous doesn’t want a probationary period in the job description. Belanus stated he is comfortable with the job description as presented.

Performance Review

Belanus likes the format.

Rezabek would like to add a training plan. Noted the “Specific goals for next period“ area, and suggested the training could be entered here.

Belanus stated the Chair would conduct the performance review, as he currently does with the Town Patrolman.

Back to the overall Committee specific recommendations:

3. **Community education, marketing and communication** must be on-going and multi-faceted.

Strous spoke about town specific vs. grant eligible activities and communications.

Belanus would like the “cheat sheets” for helping people recycle and dispose of solid waste correctly and efficiently be developed immediately, after Town Board vote. Rezabek would like this available starting in December, 2007 as “stuffers” with the 2008 tax bills.

Davis also likes the idea of the “welcome packet” on recycling, which could be handed to applicants when they apply for a driveway permit. Davis would like to see a map to the Recycling Center with this packet for newcomers, as many are unfamiliar with the location of the Recycling Center.

Rezabek stated there may be assistance for designing these materials from Cathy Burgweger.

Burgweger uses Publisher, and has been involved in preparing the Town Newsletter in the past.

Belanus stated

- c) Set up a standing 3 person Recycling Committee
- d) Get the “cheat sheet” ready for the tax season
- e) Set up the job description for the Recycling Center personnel

Rezabek questioned the Recycling Center logo. Belanus stated to use the Town logo. Rezabek stated to use the web site Town logo, as that is the official logo, and she will have an electronic version of it soon, and make this available to the Committee.

4-General signage and direction at the center must be dramatically improved.

Davis stated he would like some permanent signs. Questions definition of “white good”. Strous stated these were washers and dryers. Davis questioned why you didn’t just state washers and dryers, or appliances.

Scrivner stated it’s critical that the first place recycling center users stop is at the Center, for the Recycling/Solid Waste Facility Operator to review what they have, assist them in where to place the contents, and charge them prior to them leaving the Center and unloading their waste/recycling/white goods.

The Recycling Committee will be responsible for ordering and implementing the signage.

5. Price signage must be conspicuously posted and kept current.

Belanus questioned that the prices will stay at the 2002 level for the current time. The Recycling Committee will be responsible for recommending the price change requests (if any).

6. The site needs to be enlarged and upgraded for safety, efficiency and aesthetics.

Belanus questioned the grading estimate of \$14,500 to \$15,100. Scrivner stated Richard Almond went out and looked at the site, and to create the berm (**Note: A berm is a level space, shelf, or raised barrier separating two areas**), to block the view from the road of the recycling Center containers. The berm would also reduce the wind, as now some loose refuse from the containers or as being unloaded, etc. blows up against the fence. The berm would also protect the Recycling building.

Additional fencing will be needed, and is estimated at \$2,000.

Rezabek commented that the additional suggested driveway will be extremely helpful to manage traffic flow. Schulz has stated that during winter weather if the wind is from the Northwest or East, there are times when you cannot keep the doors to the Recycling Center open. During those times, users may need to be rerouted to the side of the Recycling Center. Belanus stated with the proper type of equipment, various signs could be mobile to accommodate changing seasons.

Belanus stated the changes could be staged in two phases. Scrivner stated the paving had been slated

for 2010 in the Committees' Cost Summary and sequencing of Recommendations. Scrivner also stated the Town Patrolman stated the proposed driveway would pass the Town's driveway ordinance.

Security camera request per Scrivner is a way to get more mileage out of one employee. It is really to accommodate open times security and oversight vs. closed times.

7. **A traffic pattern and process flow** be implemented as follows:

Belanus stated this is right on target. Strous stated this is modeled on the traffic flow Oregon is using, vs. the honor system that we now have.

8. **Main traveled areas to be hard surfaced** and the entire yard graded and maintained to promote surface drainage to the back (east) where there is a grassed waterway with sufficient capacity.

Belanus stated this will have to be down the road. Scrivner stated the budget number was worked up with Green County Highway. Scrivner also stated as an option, specific areas of the Center could be hard surfaced, and leave some areas gravel.

9. **The building should be modified** with an attendant's station near the back (east) drive through door (NE corner) and the office reconfigured as a resource/education center.

Belanus stated this needs to be looked at carefully in terms of budget.

10. **Establish and disseminate operating rules** for the center including.

· a complete prohibition on use of any tobacco products on premises by anyone.

Schulz stated he strongly disagrees. Some users come in and chew or smoke. Strous stated the Committee received a lot of comments about smoking, primarily in the office. Possibly the prohibition could be no smoking in the building. Attempting to provide the Recycling Center as a service to the community, a number of visitors to the center surveyed stated they felt the smoking in the office was a problem.

Rezabek questioned if there was a safety/fire hazard issue with smoking outside of the building. Strous had not heard that as an issue in surveyed Recycling Centers. Schulz stated that some users bring in burn barrels that are still smouldering.

Belanus would support smoking outside of the building, but that smoking indoors should be prohibited for customer satisfaction.

Rezabek suggested smoking only in designated areas. Davis suggested only smoking outside the building. Schulz agreed that would work.

Board will modify statement to state no smoking within the building.

Rezabek questioned a residency requirement for use of the Recycling Center. Strous stated they felt non-residents disposing of chargeable waste and recycles, still met the mission criteria of being revenue producing. Scrivner stated there could be a property owner using the Recycling Center who is

not yet a resident. Scrivner referenced the mission statement that states “town residents and property owners.”

11. **Staffing level** near term (2008) – one part-time person with a pre-selected and trained back-up person to cover absences. In addition, that person would be expected to help with special projects/events. The last line of defense would be the Town Patrolman.

Belanus stated he felt current staffing level is adequate. Strous stated there is a concern that a backup individual who is not an employee could create a liability situation for the Town. The Committee feels there should be a designated backup person, who is an employee of the Town. This backup could participate in regular training with the regular Transfer Station Manager. Scrivner noted that recommendation #16 (that refers to no longer having Transfer Station Manager taking the aluminum cans) could lead to a compensation change recommendation.

12. **Current solid waste container capacity should be** expanded by the addition of one 20 yard container with sides no taller than 4’ so that most items can be handlifted into the container. Well-publicized “clean up” days should be implemented Spring and Fall.

Scrivner stated to look at attachment R – adding a roll off container for large items at \$40/month plus other detailed fees for delivery and removal. Schulz agrees it should be on site permanently for bulky items, and can provide backup for overflow. Splitter questioned if the new container could fit in the current site, prior to redesign. Scrivner stated that if you changed the traffic flow even now, it would free up space, and the large capacity container could fit. It will need to be surveyed. We do not currently have the equipment to move the containers ourselves – but can have Pellitteri (our provider) handle this movement.

Belanus stated this should be a budget item for 2008, if the container can be set in place.

13. **Safety readiness and personal comfort facilities** for attendant and users should be improved.

Belanus would like to tie this in with the grading. Strous stated could get a “porta-potti” for awhile, then go into a more permanent solution. Rezabek questioned if a permit would be needed. Scrivner stated as the Recycling Center sits on an old landfill site, the idea of a composting toilet and enclosure with towelettes is suggested.

First aid kit purchase will be pursued. Board directed Clerk to purchase this kit immediately.

Landline phone – Numerous concerns about cell phone coverage. Rezabek suggested a bag phone. Board directed Clerk to look into U.S. Cellular additional phone added to our existing plan.

14. **Implement a policy on removal of items deposited at the center by others.**

Strous gave an example of a citizen picking up a lawn mower. Upon using it at home, they are hurt. What is the town’s liability?

Scrivner stated the Transfer Station Manager will not help people load the items they choose to take with them from the Center, also for liability issues, i.e., their vehicles’ tail light is broken during the loading process. Does this make the Town liable?

Belanus and the Board concur with the request to have the Town Attorney review this policy and disclaimer.

15. **Acquire a suitable machine** for use in center operations such as lifting items, moving snow, grading lot and drives and compacting containers.

Belanus stated he does not want to invest any more money in the existing loader tractor, but prefers to look for a good used replacement equipment with updated features. Schulz stated the current tractor dates back to 1954.

Rezabek stated we need to look at what we can afford as a budget item, or start a fund to set aside dollars for future purchase.

16. **Continue single stream (aka: commingled, all-in-one or single source) recycling** but continue separating aluminum cans for now.

Scrivner noted this will impact Schulz's compensation, as he currently is able to use this as part of his compensation. The amount of revenue from this practice is unknown. Splitter stated that Oregon has a goose neck trailer they use for this purpose. Strous stated that as an example Albany takes its aluminum can dollars and uses that revenue for their parks.

This will take employee time to sort the aluminum, load it, deliver it to a redemption site, and unload the trailer. If the Town Patrolman is requested to perform this work, the Patrolman could take the aluminum when he is making another trip on other Highway/Town business.

Rezabek stated paying people a reasonable wage should be a top concern of the Board.

Board will bring it up in the 2008 budget sessions when they are looking at compensation.

17. **Establish a system of monetary controls and procedures and a system that captures activity levels** at the center.....

Scrivner noted the Committee has proposed a form on attachment "N1" that will handle the receipts. This will be a simple 2 part carbonless form, prenumbered by the printer, noting how many people are coming to the Center, what and how much are they bringing in, was a fee collected, and if so, how much?

The Clerk stated that from the Town's 2007 audit, this form and money handling procedures addresses most of the recommendations from that audit relating to the Recycling Center.

Belanus stated the Committee will proceed with getting the forms printed, and Schulz will work with the new system and suggest improvements as it's being used.

18. **Refine the fee structure** continuing use of the volume-based approach on general waste and using use of a pass-through approach when there is a specific charge to the town for disposal of items such as appliances and tires.

Scrivner stated it's basically updating our current schedule and charging for some items we're not charging for now, such as Spring and Fall Clean Up Day. Another suggestion is promotional, or reduced pricing, on certain event days.

Belanus suggested we go forward with the pricing update, and hold off on promotional pricing for now.

19. Maximize use of grants that provide an acceptable net benefit to the Town.

Rezabek stated there are grants available, primarily partnering with other communities, and we should take advantage of these opportunities.

Belanus stated we should go forward with researching new grants and continuing to use existing grants the Town has been using successfully since the Center was implemented in the Spring of 1992.

20. Sell or trade the plastic compactor.

Schulz stated the compactor was used before for large jugs. Albany has expressed interest in purchasing the compactor, as they continue to hand separate their recyclables. Schulz agreed with this sale, as he doesn't see a use in Brooklyn for the plastic compactor.

The Committee is charged with selling it. Schulz can demo the product to Albany.

21. Pursue a periodic Hazardous Materials "Clean Sweep" for residential and farm products beyond small amounts of household products.

Scrivner stated to get this on the Agenda for next month's Committee meeting for 2008, to gauge the community interest.

Belanus will talk with Art Reese and act on this.

22. Develop a plan for used oil and anti-freeze collection

Strous has been talking with the Village to try and get an oil collection with the Town. Not sure about the anti-freeze collection.

23. Implement cooperative "shredder days" with the Bank of Brooklyn

Belanus requests the Committee to proceed with this.

24. Other items:

Steel is an issue. Garth Langhammer has been looking into this. The Committee feels we can do much better as steel is at a premium price now. The Clerk is to give the contact info to Langhammer and Belanus for follow up.

Town of Brooklyn Board motions:

Belanus moved to have a standing 3 person recycling committee. Rezabek seconded.
Motion carried unanimously.

Belanus moved Administration and Organization be adopted with one minor change to 70#. Committee will proceed with the whole Communication and Marketing project to have it ready for the tax season mailings.

Item 4 the Committee will proceed with that item.

Item 5 the Committee will proceed with that item.

Item 6 will not do anything with this – the Board will consider at budget meeting.

Item 7 the Committee and Town Chair will proceed with that item. Modify the traffic process.

Item 8 will not do anything with this at this time. Board will consider in future.

Item 9 will not do anything with this at this time – budget discussion

Item 10 will modify the first statement to “no smoking within the building”, all else is “as is” and will be implemented.

Item 11 will have the Committee review and come up with some names of some backup people. Board directed the Clerk to give notice of the position opening on the web site.

Item 12 Will hold on this to see if it will fit – Board will consider at budget

Item 13 Immediately purchase first aid kit, and look into adding an additional phone to the current cell plan. Board directed Town Clerk to do this. Toilet will be considered in budget meeting.

Item 14 Will discuss this at the budget meeting and determine if they’ll retain an attorney and do this review.

Item 15 Will be a budget item, and an ongoing discussion of the town board.

Item 16 Will be a budget item. Give Transfer Station Manager a specific date that recycling he’s collected to that date can be his personally. After that date, the aluminum recycling belongs to the Town. Transfer Station Manager’s wages will be a budget item.

Item 17 Committee will proceed with developing the handwritten forms and field test them.

Item 18 Committee will proceed with the fee structure. No Promotional pricing at this time.

Item 19 Ongoing by all

Item 20 Committee will sell the plastic compactor

Item 21 Will proceed

Item 22 Committee will continue working on this

Item 23 Committee will continue working on this

Item 24 Steel recycling will be reviewed ongoing

Second by Davis on Items 4 thru 24. Motions carried unanimously.

Motion by Rezabek to adjourn. Second by Davis. Motion carried unanimously.

TOWN OF BROOKLYN

October 22, 2007 Special Meeting Minutes

Approved by the Town Board November 12, 2007

The special monthly meeting of the Town Board of Supervisors was called to order at 7:00 pm. on Monday, October 22, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., and Clerk Roseann Meixelsperger. The Clerk read the open meeting notice.

Recycling Committee Resolution 10-22-07A and Resolution 10-22-07B

Modifications were suggested by Jim Scrivner, and the Board directed the Clerk to make most of the modifications. The Board will review the final modified resolution on October 30th, 2007 at the next special town meeting.

The Recycling Committee appointments will be tabled until October 30th, 2007 at the next special town meeting.

2008 Budget Working Session

The Board worked on the 2008 budget. No motions were made during this session.

Adjournment

Motion by Davis to adjourn. Second by Rezabek. Motion carried unanimously.

Next meeting – 7:00 pm next Tuesday, October 30th, 2007 at 7:00 pm

TOWN OF BROOKLYN

October 30, 2007 Special Meeting Minutes

Approved by the Town Board November 12, 2007

The special monthly meeting of the Town Board of Supervisors was called to order at 7:00 pm. on Monday, October 30th, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., and Clerk Roseann Meixelsperger. The Clerk read the open meeting notice.

Recycling Committee Resolution 10-22-07A and Resolution 10-22-07B

Motion by Rezabek to adopt Resolution 10-30-07A to create the Town of Brooklyn Recycling Committee. Second by Davis. Motion carried unanimously.

Motion by Rezabek to adopt Resolution 10-30-07B to appoint two members to the Recycling Committee – specifically Robert Strous and James Scrivner. Second by Davis. Motion carried unanimously.

2008 Budget Working Session

The Board worked on the 2008 budget. No motions were made during this session. Board directed Clerk to publish the Public Hearing for the Town Budget and the Highway Budget on November 19th, 2007 at 8:00 pm.

Adjournment

Motion by Rezabek to adjourn. Second by Davis. Motion carried unanimously.

TOWN OF BROOKLYN

November 12, 2007 Meeting Minutes

Approved by the Town Board December 10, 2007

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30 pm. On Monday, November 12, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The Clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes October 8, 2007. Motion by Rezabek to approve the minutes of October 8, 2007 Board meeting. Second by Davis. Motion carried unanimously. Correct spelling of Robert Strous's name.

Minutes Special Meeting October 9, 2007. Motion by Rezabeks to approve the minutes of October 9th, special meeting on the Belleville EMS District budget. Second by Davis. Motion carried unanimously.

Minutes Special Meeting October 15 Motion by Rezabek to approve the minutes of October 15 special meeting on the Recycling Committee report. Second by Davis. Motion carried unanimously. Question on #15 Acquiring a suitable machine by Davis. Statement that compactor would be sold – Board decided at a subsequent meeting against this action. Rezabek requested Clerk correct misspelling of Robert Strous's name, and on Page 4 change Kathy Burgeweger to Cathy Burgeweger.

Minutes Special Meeting October 22 Motion by Rezabek to approve the minutes of October 22nd special meeting on the Recycling Committee resolutions and first 2008 budget working session. Second by Davis. Motion carried unanimously.

Minutes Special Meeting October 30th Motion by Rezabek to approve the minutes of October 30th special meeting on the Recycling Committee resolutions redrafted and the second 2008 budget working session. Second by Davis. Motion carried unanimously.

Request for Board to direct Clerk to transfer funds from the Operating fund to the Reserved for Capital Equipment fund. Motion by Rezabek to transfer funds in the amount of \$17,000 from the General Fund to the Capital Equipment Fund. Second by Davis. Motion carried unanimously.

Bills. Motion by Davis to approve/pay the bills as presented for \$120,451.55. Second by Rezabek. Motion carried unanimously. Later in the meeting, during roadwork review, the Board made a decision to not pay until a later date the Green County Highway Commission for some work on Sandy Hook Road. Davis moved to repeal the original motion to approve. Davis moved to approve/pay the bills as presented for \$111,809.99. Second by Rezabek. Motion carried unanimously.

Treasurer's report & Clerk's reconciliation:

Cash in Checking Account:	\$157,650.51
Equipment Fund:	55,824.25
Smart Growth Fund:	9,447.60
Brooklyn Fire Building Fund	98,483.40

Motion by Rezabek to accept the report. Second by Davis. Motion carried unanimously.

Recycling Committee. Co-Chair Jim Scrivner presented the Recycling Center Action Plan to the Board for review. Item 2a and 2c. Completed the job description for the Attendant. The Assistant is in the works. Will be presented at the next Board meeting.

Item 3a and 3c. Mailing cheat sheet with tax bills. Jim has been working with Amy Ross on coordinating this mailing. Davis stated extra weight would be about 24 cents. Belanus stated this mailing was approved by the Board in the October 15th, 2007 special meeting minutes.

Signs were discussed. Sample signs was presented for review.

Item 6d. Alternate route was discussed. North side used to be the drive in to the recycling center – it already exists. With this new information, costs can be saved as there will only be a need some gravel. 2 sections of the fence right behind the building. Belanus stated may need a gate. Brian Smith is in favor of the design as it's much easier to plow.

In Board Special Meeting Minutes of October 15th, 6e was unclear. Davis researched the subsequent budget meeting notes, and determined the fencing was not recommended for funding.

9a Question on the attendant station.

A "help wanted" posting for the Recycling Center Assistant position. Belanus stated that Dick Dalman should be contacted. Scrivner stated that Gerald will be going hunting soon, and since there is not an Assistant in place, he will continue to have his daughter handle the position. Clerk is directed to post this position notice on the town web site.

Jim questioned if the safety kit, telephone, and cash boxes were ordered/received. Clerk stated the safety kit and cash boxes are here and at the recycling center. Phone is on order, not yet received from US Cellular.

Jim questioned Belanus if the attorney has been contacted on the take out policy. Belanus stated he has not yet made that contact.

Request for Board to direct Treasurer to transfer funds from the Brooklyn Fire Building fund to the General Fund. Rezabek moved to transfer \$15,000.00 from the fire building fund to the general fund to reimburse the general fund for obligations paid to the Brooklyn Fire building. Second by

Belanus. Motion carried unanimously.

Town Budget Actual year to date financial report was reviewed. Budget on highway expenses to date were reviewed by the Board. Belanus stated that Building Canopy labor was classified as Highway labor – directed the Clerk to reclassify this labor to Building expense. Brian Smith will be requested to determine how much time he and BJ spent on working on the canopy to reclassify that labor expense. All roads are complete except for Mortenson Road crack sealing and the Sandy Hook Road T.R.I.P. project. The Fahrner Asphalt contract was reviewed by the Board to determine if there was a timeframe stated for the work to be completed. There was not a time stated to complete the work. Belanus will contact Fahrner to determine project status. This budget category will again be reviewed next month.

Road Work – Discussion on the Legler Road ditch work, the Sandy Hook ditch work and culvert, and the Elmer Road ditch work as completed.

Belanus stated that the T.R.I.P. (Town Road Improvement Project) committee meeting at Green County Highway Commission resulted in \$31,000 awarded to Town of Brooklyn for Sandy Hook roadwork in 2009. Town of Brooklyn received almost 1/3 of the grant funds available for the County to award for T.R.I.P. funds.

Clerk request to Board to discuss need for ordinance for the destruction of obsolete records. WI Towns Association law forms were provided to the Board for an ordinance to destroy certain accounting records. When the ordinance is in place, a separate resolution would be required to notify the State Historical Society that gives them 60 days notice prior to destruction. The specific records in question are check stubs, bank statements, and vendor records dating back to the 1960's. No Town historical records are being requested to be destroyed. Sharon George was present and was very concerned that historical documents could be destroyed. A copy of the ordinance and resolution were presented to George.

Treasurer request to Board to discuss need for resolution to pay taxes collected to the Green County Treasurer. Ross discussed the need as presented to her at a Green County Treasurers meeting. Board directed the Clerk to contact our insurance carrier to determine if our current bonding covers this situation, and report back to the Board in December.

Driveway, field road permits:

Field Road application by Carl and Patricia Schultz reviewed. Davis confirmed with Treasurer that permit fee was received. Motion by Davis to grant the permit. Second by Rezabek. Motion carried unanimously.

Davis moved we refund the driveway deposit to Brett Walters as Brian Smith stated driveway is substantially complete. Second by Rezabek. Motion carried unanimously.

Davis moved to refund the driveway deposit to Joel Schriever as Brian Smith stated driveway is substantially complete. Second by Rezabek. Motion carried unanimously.

Davis moved to refund the driveway deposit to Dale and Debra Karolczak, noting that the applicant for the Karolczaks' driveway was Ferguson Custom Homes, Inc. who paid the deposit and should receive the refund as Brian Smith stated driveway is substantially complete. Second by Rezabek. Motion

carried unanimously.

Question from a citizen is they could have an extension on their driveway permit. They applied in December, 2006. They will not complete the driveway until the Spring. Board determined they would have to reapply and pay \$300 for the new permit. The deposit of \$1500.00 will be retained by the Town until the driveway is substantially complete.

Recycling Center

Resolution to appoint Gerald Richardson as a Town Recycling Committee member. Motion by Rezabek to approve. Second by Davis. Motion carried unanimously.

Fire/EMS District Reports Rezabek stated that she has been on the Brooklyn Fire and EMS District Board, and that John Marx has agreed to serve. The Board meets quarterly. Brooklyn has a different operating procedure from some of the other Fire/EMS Boards, as the Town representative can act on the Board's behalf. Marx stated that he had served on the Board prior to Gary Splitter. He stated there could be citizen resistance to Fire charging per call, but clearly, you need to look at all of your options. Belanus stated that some of the Town's residents are covered by Evansville Fire, and that Evansville already has been charging \$500/fire call to those Town residents, setting up an unfair situation. Davis stated what could be more fair than user fees, and home owners insurance will pay for it. Rezabek stated a new item at Brooklyn that will be coming up is the need for a new fire engine, and no Brooklyn Fire surplus to pay for it. Rezabek also stated there will be a new Secretary/Treasurer who could potentially assume the responsibility of billing the fire run charges. Belanus stated the Board would also be interested in weighted voting of the Town representatives. Belanus also stated that the Board would request that Marx report to the Board on a routine basis. Rezabek moved to adopt Resolution 11-12-07A to appoint John Marx to the Brooklyn Fire and EMS District Board. Second by Davis. Motion carried unanimously.

Evansville EMS Service Annual contract renewal was reviewed. Rezabek stated that the Board has been trying to have the EMS Service provide info as to the increase, but no new information has been provided. Motion by Davis to adopt the Evansville EMS Service Annual contract from 1/1/2008 thru 12/31/2008, with an increase of \$5/individual to a total amount of \$20/individual. Second by Rezabek. Motion carried unanimously. Chair signed the agreement.

Jim Topel reported on Evansville Fire - stated Bob Kindall has been approved as the Construction Manager. They are hoping to have zoning changes for the property on Water Street covered by the next meeting. They will then go thru the bidding process to get the construction started in possibly May or June, 2008. DNR permits will also be applied for, as this is a wetland area. There will be a retention pond.

Driveway/Fieldroad compliance issues – Richard Gregg put 2 culvert extensions in and widened the width. Brian and John were both out there and measured it. The only remaining issue is the skinny tree. Belanus stated this driveway is in compliance.

Golemb's driveway is not yet in compliance. Golemb received a letter dated August 15, 2007 noting the driveway defects. SS66.60 is referenced.

Board directed Clerk to hold off on citation until next board meeting.

Rezabek asked if measurements had been taken yet on King Road. There is a road (Sally Discher's place) without a culvert. Brian Smith has not yet checked the site distance.

Attica Cemetery No Attica Cemetery Association members present. No discussion.

Town Building Improvements

The signage tin has been stamped by Doug Kjellstrom. The bulletin board is an ongoing project.

Planning Commission:

Jim Kramer stated there is no new information tonight. Belanus stated as a note that recently there was a home funeral, a person was buried near the barn. What is the town's responsibility on burial on private property. Kramer will put this on next month's Agenda.

Informational Items

None

Adjournment

Motion by Rezabek to adjourn. Second by Belanus. Motion carried unanimously.

TOWN OF BROOKLYN

November 19, 2007 Meeting Minutes

Not yet approved by the Town Board

Public Hearing to discuss:	Proposed 2008 Budget
-----------------------------------	-----------------------------

The special public budget hearing of the Town Electors was called to order at 8:00 pm. on Monday, November 19, 2007 at the town hall. Six people were in attendance, including the Town Chair Ted Belanus, Supervisor Cheryl Rezabek, Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The Chairman read the open meeting notice.

Chairman Belanus gave an explanation of the budget detail – stressing the bigger changes.

Receipts:

Taxes: Local mill rate remains unchanged from 2007. The assessments were up about \$3 million this year, resulting in the property tax levy of \$316,251.

Intergovernmental revenues: The state budget wasn't passed until lately, so the governmental revenues were mostly stated unchanged from 2007.

License/permits: Not as many driveways are predicted for 2008.

Public charges: Private culverts remain the same. The Recycling Center is projected as increasing slightly.

Miscellaneous revenue: Interest income is predicted upward slightly.

Expenses:

General: Cut the town board expenses down, as the board will not require an audit this year. Attorney fees were decreased, but if there are ordinances, etc., this line item may be an issue. Clerk increased slightly. Elections were increased due to the upcoming presidential election. Treasurer remained the same. Assessor rose to \$27,000, as we are on the five (5) year timeframe for revaluations. No funds designated for office equipment. Insurance is relatively unchanged. Building inspector unchanged from 2007.

Public Safety: Slightly less than 2007. This year moved \$15K from the Fire building fund to cover the Brooklyn fire building obligation.

Highway Maintenance: New categories for 2008 are salt and fuel. No dollar increase budgeted, just separated out to monitor the fuel and salt.

Highway Construction: County overruns from work done on Sandy Hook Road and unexpected road repairs from the summer's flooding caused the town to carefully manage the 2007 budget (\$200K). It was proposed that these additional expenses be covered in the 2008 highway budget (\$8,305). For 2008, cut construction back to \$165,000 because we're not doing a big pavement job. Expect this to go back up again in 2009, as we'll spend about \$175K (less the TRIP grant awarded to Brooklyn of @\$30K) on a large project.

In 2008, total highway is requested at \$302,300.

Sanitation: Recycling Center is the 2008 budget focus. Added a Recycling Committee, capital improvements of \$23,000, and projects of \$3,000.

Parks & Recreation: Same budget as 2007 = \$800

Planning: Same budget as 2007 = \$2,000

Other finance uses: Town cemeteries are budgeted at \$1,000, same as 2007.

Refund driveway deposits are budgeted down from \$15,000 in 2007 to \$7,500 for 2008. The Capital Equipment Replacement Fund is again at \$17,000 for 2008. There will not be any further dollars set aside for the Brooklyn Fire Building fund in 2008.

Special Town Meeting of the Electors of the Town of Brooklyn

The Special Town Meeting was called to order by Ted Belanus immediately following the public hearing at 8:30 pm.

Motion by Jim Scrivner to approve the \$302,300 for highway expenses. Second by Bob Strous. Motion carried unanimously.

Motion by Bob Strous to adopt the 2007 Town Tax Levy of \$316,251. Second by Jim Scrivner. Motion carried unanimously.

Motion to adjourn by Jim Scrivner. Second by Bob Strous. Motion carried unanimously.

Town Board Meeting

Chairman Belanus opened the special open meeting of the Town Board of Supervisors to order at 8:45 pm.

Resolution No. 1-2008

Motion by Rezabek to adopt Budget Resolution No. 1-2008, that decreases the public safety expense line by \$176.76, and increases the Intergovernmental Revenue by \$2,416.40. Second by Belanus. Motion carried unanimously.

Town Budget 2008

Motion by Rezabek to amend and adopt the 2008 Budget Total Revenue & Beginning Cash to \$673,944, and the Total Expenditure & Reserve to \$673,944. Second by Belanus. Motion carried unanimously.

Motion by Rezabek to adjourn. Second by Belanus. Motion carried unanimously.

Respectfully submitted,
Roseann Meixelsperger
Town Clerk

TOWN OF BROOKLYN

November 30, 2007 Meeting Minutes

Approved by the Town Board December 10, 2007

The special open meeting of the Town Board was called to order at 5:00 pm. on Friday, November 30, 2007 at the Town Hall. In attendance were Chairman Ted Belanus, Supervisors John Davis and Cheryl Rezabek, Clerk Roseann Meixelsperger. Also present was Bob Strous. The Clerk read the open meeting notice.

Chairman Belanus summarized the situation. Town levy was established by Board guesstimate of what the levy cap would actually be – Board did not have the worksheet from the Dept. of Revenue, so Board had to guess the limit. The Town held the mill rate the same as last year. After receipt of the levy worksheet from the Dept of Revenue on Thursday, November 29th, the worksheet pointed out the error that was made of exceeding the levy by 0.003, or \$986, which will result in a reduction of State Aid.

The Town Board discovered they could not set a Board Hearing and meet the state statutory deadline for the mailing of tax bills, and therefore, adjustment to the levy could not be made.

Motion by Davis to adjourn. Second by Rezabek. Motion carried unanimously.

Respectfully submitted,
Roseann Meixelsperger
Town Clerk

TOWN OF BROOKLYN

December 10, 2007 Meeting Minutes

Approved by the Town Board January 14, 2008

The regular monthly meeting of the Town Board of Supervisors was called to order at 7:30 pm. on Monday, December 10, 2007 at the town hall. In attendance were Chairman Ted Belanus, Supervisors Cheryl Rezabek and John Davis, Jr., Treasurer Amy Ross, and Clerk Roseann Meixelsperger. The clerk read the open meeting notice and all recited the Pledge of Allegiance.

Minutes November 12, 2007: Motion by Rezabek to approve the minutes of November 12, 2007 Town meeting. Second by Davis. Motion carried unanimously. Correct spelling of General Fund on Page 1.

Minutes Special Meeting November 19, 2007: Motion by Rezabek to approve the minutes of November 19th, special meeting on the 2008 Budget. Second by Davis. Motion carried unanimously.

Minutes Special Meeting November 30, 2007: Discussion on adding “that exceeding the levy limit will result in a reduction of State Aid in the amount of \$986.” Motion by Rezabek to approve the minutes of November 30th special meeting. Second by Davis. Motion carried unanimously.

Bills: Motion by Davis to approve/pay the bills as presented for \$25,397.40. Second by Rezabek. Motion carried unanimously.

Treasurer’s report & Clerk’s reconciliation:

Cash in Checking Account:	\$ 76,954.47
Equipment Fund:	73,059.64
Smart Growth Fund:	9,482.17
Brooklyn Fire Building Fund	83,816.35

Motion by Davis to accept the report. Second by Rezabek. Motion carried unanimously.

Town Road Budget to Actual expenses year to date report: Discussion on report. No new items were added from last month.

Roadwork: Elmer Road Bridge – grant has been approved. Belanus had an on job site meeting last week. Project cost estimated at \$215,000. Project will be engineered in 2008, built in 2009. Town has to pay 20% of the cost up front, and will be reimbursed at 10%. About \$10,000 will be disbursed in from the Town of Brooklyn in Spring, 2008 to start funding this project.

T.R.I.P. Committee – Town of Brooklyn received a grant of approximately \$31,000 towards Sandy Hook north end repaving job. The estimated project cost is approximately \$50,000.

'96 Truck has a major spring broken. Town Patrolman will rent a truck from Green County. Needs a working second snow plow due to the snow storms we've been having.

Recycling Committee: Co-Chair Jim Scrivner presented an updated Recycling Center Action Plan to the Board for review.

A job description for the Recycling/Solid Waste Facility Assistant was also presented. After review, Board approved this job description.

An applicant attitudes/skills/knowledge for the Recycling Assistant Position was presented next.

Application will be provided to the Clerk for this position. Recycling Committee will interview the candidates, and present them in no particular order to the Board for hiring decision. There are currently two people who have expressed an interest in the position.

Recycling "cheat sheets" were mailed with the property tax bills.

Recycling receipts will be handed out starting in January. The Committee members will be on hand the first couple of weeks to help with the implementation of the new process.

Take out policy. Attorney has reviewed the policy and provided a written memorandum on their recommendations to this policy.

Daily Activity Report At the end of the day, this report will be completed by Recycling Staff. As discussed, Attendant will be given about an extra hour per day to complete this report.

Refine Fee Structure Effective January 5, 2008. Few changes from original fees set in 2002. Suggest this not be put on the web site until January, when the charges are effective.

Waste Transfer Station Manager's compensation level for 2008. Increased by \$1/hour and increase time by an hour per day to handle the paperwork. The Assistant would receive \$9.50/hour. Motion by Davis to pay Manager \$10.50/hour for all of his time worked, including preparation and follow up paperwork afterward, and the Assistant should be paid \$9.50/hour. Second by Rezabek. Motion carried unanimously.

Fire/EMS District reports: John Marx reported on Brooklyn District meeting. Town of Union had some budget changes, which resulted in a savings of \$229 for the Town of Brooklyn.

\$1.6 million is the outstanding building loan amount. An audit will be required annually. Internal Controls will be improved. Joann Van Norman is the new Secretary/Treasurer.

The next meeting will be taking up the issue of replacing a 1972 fire engine; about \$450,000 is the estimated cost. There is about \$200,000 in a sinking fund for this purchase. They are considering

increasing the percentage for the sinking fund. They did receive approval to go forward with the bid process for the fire engine. Chair suggested that to help build up the sinking fund; they start to charge a trip charge. Is there evidence that charging a trip charge could increase their insurance premium? Some discussion on this topic.

Jim Topel provided an Evansville Fire update. Land purchase and rezoning will be taken care of at the January meeting at the City. The Fire meeting in February should get the sale of the existing station taken care of. Excel Engineering and Bob Kimball Construction were to meet with the Evansville Fire and provide floor plans to them. \$2,000,000 is probably the budget figure. Any non essential areas will not be framed in; the local firefighters will take that on as a volunteer project. Six bays. Goal is to have growth covered by about 25 years. Belanus questioned Topel on Fire Call charges. \$500 is usual fire call fee, mutual aid is \$250. The state has a standard fee for fire calls.

Attica Cemetery: A couple of representatives appeared to discuss their situation. Davis asked for an accounting of the cemetery's financials. Attica has about 147 gravesites. Belanus stated the Town wants the Cemetery to stay solvent, but the Town Board needs to see the books to provide supplemental funding. The representative stated their committee is very interested, and will try to get everything to the Board in January.

Clerk request to Board to discuss need for ordinance for the destruction of obsolete records: A modification of the WI Towns Association law forms were provided to the Board for an ordinance to destroy certain accounting, utility, and other town records. When the ordinance is in place, a separate resolution would be required to notify the State Historical Society that gives them 60 days notice prior to destruction. The specific records in question are check stubs, bank statements, and vendor records dating back to the 1960's. No Town historical records are being requested to be destroyed. Motion by Davis to submit the draft ordinance to the attorney for review. Second by Rezabek. Motion carried unanimously.

Treasurer request to Board to discuss need for resolution to pay taxes collected to the Green County Treasurer: Clerk stated to the Board that our Insurance Agent stated that the Treasurer's bond is sufficient, and he doesn't see the need for a separate resolution.

Driveway, field road permits: Mike and Heather Guth on Smith Road totally complete on 12/07/07. Motion by Davis to issue refund of \$1,500. Second by Rezabek. Motion carried unanimously.

Randy Dreger on King Road complete on 12/07/07. Motion by Davis to refund \$1,500. Second by Rezabek. Motion carried unanimously.

Driveway/Field road compliance issues: Golemb's driveway is in compliance per Davis.

Nomination of Election officials: Motion by Davis to adopt Resolution 12-10-07 to appoint Kathy Curtner as a Chief Election Inspector for a two year term, Elvina Patterson, John Marx, Lois Krajeck, Marie Ross, Robert Strous, Jr., Cheryl Rezabek, and Judy Belanus as Election officials for a two year term. Second by Rezabek. Motion carried unanimously.

Town Building Improvements: Belanus stated nothing is going on right now, and won't be until 2008

Planning Commission: Chairman Kramer stated the Commission is advised that recently there was a home funeral; a person was buried near their barn. What is the town's responsibility on burial on private property? Kramer will put this on next month's Agenda. Belanus stated there are boiler plate ordinances provided by the Wisconsin Towns Association.

Informational Items: Independent Inspections has laid off our Inspector, and we have been assigned a backup - namely, Wayne Murwin. Wayne can be reached at 1-800-422-5220.

Adjournment: Motion by Rezabek to adjourn. Second by Belanus. Motion carried unanimously.

Respectfully submitted,

Roseann Meixelsperger
Clerk, Town of Brooklyn