

Village Board Meeting Minutes
March 10, 2025

On March 10, 2025, President Mark Bruner called the Village Board meeting of the Village of Brooklyn to order at 6:30 p.m. Trustees present were David Berland, Mike Gehrmann, Mike Brusberg, Dan Olson, and Christian Allen. Trustee Chris Groenier was absent. Also present was Attorney Christopher Nelson, Sue McCallum, Jason Marshall, Tim LeBrun, Mike Johnson, Public Works Director Leif Spilde, Clerk-Treasurer Linda Kuhlman. Pledge of Allegiance.

Public Comments – Jason Marshall asked about the tree canopy at 110 Hotel. He said numerous limbs fell out and he's nervous on what will happen. He believes the tree canopy was to be maintained for safety. Bruner said they will look into it and put on the agenda for the next meeting.

President's report – Bruner hopes everyone is getting an opportunity to enjoy the weather. **Allen made a motion to approve the minutes of February 24, 2025.** Gehrmann seconded. Motion carried. Bruner abstained.

Senior Center/Council on Aging – Sue McCallum – McCallum reported the last meeting was in January. She was gone in February. Their next meeting is March 19. They are forming a committee to review the applications for Oregon High Scholarship Award. The Council on Aging is a fundraising arm of the senior center. They had a pancake breakfast recently and made just over \$3000, which is their largest ever. She thanked everyone involved. Their next fundraiser is the Brat Bash on May 9. Recent purchases used by fundraising dollars include paper and postage for the newsletter, also includes musical support, supplies for pancakes, etc. Every month they say what the fundraising monies have gone toward. Village of Oregon created an ad hoc senior center building committee, and the chair of their organization, Clarice Dewey, is their representative. They are also trying to focus on technology for seniors. They have someone there a few times a month to help with Apple products. RSVP is partnering to start a senior in-person technology class. They have already done a piece regarding fake photos online so seniors know it's happening and how to identify its fake. At the last meeting they also talked about how well the library is doing. She asked for their 2024 highlights of the library. People from Brooklyn checked out 8514 items in 2024, up 26.1% over 6751 that were checked out in 2023. It's nice to see the facility being used. It functions well. Gehrmann asked if the increased use of library is more people. McCallum thinks it's the facility. There's more computer stations and meeting rooms, and it's also economical for people, and there's no fee for programs. She will check with the Bookmobile as well. The board thanked her for her report.

Anchor Club alley – Kuhlman stated that the Village attorney looked at the alley parcels and gave us an opinion on ownership of the parcels in the alley. Our attorney said it looks to be village property behind the Anchor Club. Jason Marshall stated he and his attorney reviewed also and agree it looks like the village owns something behind the Anchor Club, but without having it surveyed, we don't know for sure what. They're still paying taxes on the parking lot and the building, so somebody sometime didn't do paperwork to follow through. It's never been finalized, so they feel the village needs to get it surveyed and properly recorded, just to clarify who owns it. His lawyer and title company said it needs to be surveyed. Kuhlman sent an email to Combs and will follow up, and we have our attorney here as well as far as how to clean up the whole alley. Attorney Nelson added the legal description will likely change and show what the village will hold. Marshall said the property tax that they paid on it will be a pretty small dollar amount on that piece. He's not sure how that should work, as far as previous owner collecting anything, but as far as them owning it for three years, it would be a possibility if they want to pursue it. Kuhlman said we will have Combs come in and survey all the alley and work with the attorney. Marshall asked if we will survey the whole alley as well. Bruner confirmed yes. Brusberg added they can put pins in to determine where it's at. Marshall added there are two more nuisance trees growing in areas that the village owns, and it's something that should get addressed. They're on the west side of old Kounty Korner. It should be looked at and addressed. They're not fighting it. Bruner said we've been dealing with this for years and it's time to clean it up. **Olson made a motion to give**

the clerk permission to talk to Combs to get them to survey the alleyway. Gehrmann seconded. Motion carried. Marshall left the meeting.

Berland made a motion at 6:46 p.m. to convene into closed session. Olson seconded. Ayes – Allen, Brusberg, Gehrmann, Bruner, Olson, Berland. Noes – none. **Berland made a motion at 7:05 p.m. to come out of closed session.** Olson seconded. Ayes – Allen, Brusberg, Gehrmann, Bruner, Olson, Berland. Noes – none. **Allen made a motion to approve moving forward with the declaration of interest in said lot in the alleyway.** Gehrmann seconded. Motion carried. Board thanked our attorney. Village attorney left the meeting.

Business Park parcel - Tim LeBrun and Mike Johnson. LeBrun stated since we last talked, he's been going through the preconstruction process. They had some test pits dug in January to see what they were dealing with to design the site. He has some diagrams. The first page shows what they typically develop. This would be their 25th neighborhood. They've built throughout Madison and Milwaukee area and Fox Valley. They've been doing it since 2003. They usually build between 10-12 buildings. They're building by Windsor now with 22 buildings and it's now in their 3rd phase. They are all sold before they start building, and it's typically what they expect. Brooklyn is a little different. They're always concerned about market absorption. They were planning 10 buildings, which is 20 units. They're 50x50 buildings, and it's a duplex so each is 25x50. They would have small office about 11x13 and bathroom in every unit. They're very popular. The data from test pits showed concerns about the soil. They're going to need more stormwater ponds, but they're still getting final info on test pits. Last week he sat with engineers, and it wasn't great news. It's a level site. The challenge is the property drains to the southwest corner. In the southwest corner is a kettle but it has no outlet. There's no absorption going to the kettle. They have to tip the site to drain to stormwater, which is to the road. Brusberg asked if they can put a retention pond there. LeBrun said no, there's no place for the water to go. That's the low point. They've got a lot of impervious conditions. The kettle gets drainage from south and west. The 3rd page shows going down to six buildings, which almost doesn't make it worthwhile. Because they have to tip to the road, they have to fill it, they would have to build nine-foot wall on the southwest corner. A lot of fill is needed for just the north half of the property. They build slab on grade buildings. Every building will require footings and frost walls in north buildings. It surprised them. With building only six buildings, they could have delivered four times the tax revenue more than the existing buildings on that side of the business park, but they can't do it on that site.

Bruner asked what is preventing them instead of bringing fill in, digging out the pond and putting two feet of sand and two feet of engineered soil on top and keeping it at that grade, where the stormwater retention is on the north. LeBrun said they can't get absorption. It would have to get from the pond to stormwater basin to get to the road. Allen asked what he wants to do. LeBrun said he would like to scratch the deal for now until the village would have a new location. Gehrmann asked if the village has talked with our engineers. LeBrun said we did have a meeting with their engineers and Strand. Gehrmann asked if they're happy with engineered solution or this will be okay but. LeBrun said Wyser can come to an engineering solution, but it's not worth it for him. Gehrmann said it's concerning if we don't have a practical lot. LeBrun said it may be okay if we have a regional pond farther south. It's not his nature to scratch it, but he doesn't see a viable solution on the lot. He knows the board may need time to talk about it. The closing isn't going to happen on Friday. Bruner agreed closing Friday is off the table. Allen stated he appreciated LeBrun trying to make it work and appreciates him trying to invest in the property. Bruner appreciated efforts and wanted to make it work. Allen asked if we need to look into other solutions for stormwater and for building on that lot. LeBrun and Johnson left the meeting.

Berland made a motion at 7:37 p.m. to go into closed session. Olson seconded. Ayes – Allen, Brusberg, Gehrmann, Bruner, Olson, Berland. Noes – none. **Gehrmann made a motion at 7:52 p.m. to come out of closed session.** Allen seconded. Ayes – Allen, Brusberg, Gehrmann, Bruner, Olson, Berland. Noes – none. **Bruner made a motion to postpone any action until we hear from Strand.** Olson seconded. Motion carried. **Gehrmann made a motion to allow LeBrun properties to cancel the land purchase in the Brooklyn**

Business Park. Brusberg seconded. **Gehrmann made a motion to amend the motion to return their earnest money to them from title company.** Brusberg seconded amendment. Motion carried.

Public Works – Spilde reported the sewer machine used to jet sewers was purchased in 2009. The pump has had issues so they took it in for maintenance. It was purchased in 2009 for \$38,000 and a new one is about \$130,000. They will be under \$10,000 to repair. The pump and propellers and pistons and motor will be all new. They had a loader repair for something that happened while out plowing snow. Gehrmann asked how we're doing on snow plowing; is it better than the budget. Spilde confirmed that and the salt was in good shape from the previous year. **Bruner made a motion to approve minutes from January 20 for Public Works Committee.** Olson seconded. Motion carried.

Traffic study for Business Park -- Kuhlman stated Strand sent the application to DOT for the new road into the Business Park. Their engineers think it will be sent back for more information, and they will have to do further traffic studies. Do we want them to start now or wait until we hear from DOT. Brusberg asked how long it takes to do the study. Allen said it would be useful to whoever would be going in there. Bruner said traffic volume could change. Brusberg think it's worth it to do the study. Gehrmann asked how long is it valid for once we get permit? Olson would like to bring back to next board meeting and find out how long a full study will take to do and how long is the permit valid for. **Brusberg made a motion to postpone.** Olson seconded. Motion carried.

Kuhlman asked the board to authorize reimbursement from the loan proceeds for previously paid engineering costs for the Hotel Street project. **Brusberg made a motion to approve Resolution 2025-03 Authorizing Reimbursement.** Gehrmann seconded. Motion carried. Kuhlman stated the contract with Speedway for the construction project on Hotel Street is ready to be signed. We need to put in a commencement date for the contract and is there anything we want them to do before they start work. Discussion of an April 2 start date, and if they can do work prior to April 2nd, we can let them mobilize prior to April 2. **Berland made a motion to approve contract with Speedway Sand and Gravel with a project commencement date of April 2nd with permission to stage and mobilize prior.** Olson seconded. Motion carried.

Discussion about charging special assessments for curb/gutter and sidewalk on Hotel Street project. Kuhlman needs to check with engineer on Goble property curb cut. She thought they were removing that. The procedure is for the board to approve the preliminary resolution authorizing we will be charging special assessments for curb/gutter and sidewalks. On March 24th there will be a public hearing, with notice going out to property owners. On the 24th, special assessments will be approved, and then on April 14 there will be a final resolution with length of time and interest rate. Board would like to make sure deputy is on duty. **Brusberg made a motion to approve Resolution 2025-04 for special assessments.** Gehrmann seconded. Motion carried. Berland abstained.

Gehrmann reviewed bills and asked about sales tax on a few items. Kuhlman stated they have been fixed, but it was from a credit card purchase, so they're behind a month. Olson asked about the room tax for Kalahari. Kuhlman stated she called them and they removed it, but it won't show up until the next month credit card statement. Olson said the bills looked okay. Olson can't approve dues for deputy clerk Olson. **Gehrmann made a motion to approve the bills as presented, noting the couple of sales tax items.** Allen seconded. Motion carried. Olson's abstention on a particular charge is noted.

Finance committee – Brusberg stated they met earlier to talk about financing for Hotel Street project. The recommendation was to proceed with \$920,000 from the State Board of Commissioner of Public Lands for 20-year loan term with 6% interest rate. It's an easier process versus One Community Bank, where the interest would float. \$920,000 also includes contingency of 10%, and if not needed, we would seek to pay back some on the loan. We will check on prepayment penalty. Gehrmann stated if rates go down, could we refinance. Bruner said we would have to go with private financing at that point. Brusberg added there's no closing costs.

Brusberg made a motion to proceed with a \$920,000 loan through Board of Commissioner of Public Lands over the term of 20 years with approximately a 6% interest rate. Berland seconded. Motion carried.

Fire/EMS – Brusberg stated their meeting was on the 19th. Discussion was mostly focused on chief's performance review. In terms of old ambulance at station, transfer process is still ongoing. They had to leverage county ambulance during the transfer. They approved pumps to treat water before going into water/sewer system. Each one is roughly \$3000 each and one went out. They know we need one, and they're potentially getting two. The commission moved to go forward with \$6000. Looked at ambulance billing rates. They were last changed in 2023. Found that our rates were significantly lower than communities around us, so they decided to increase rates to be more on par with neighboring districts. Approved holiday pay adjustments, which is more just policies. Approved policy around the SAP contribution. Ultimately, the members are working through updating policies and working toward an employee handbook.

Recreation Committee – Kuhlman reported they met last Monday, and they're working on sending out food truck and craft fair registrations.

Clerk's Report – Kuhlman reported financials. We had total deposits for February of \$225,232.95. That includes the last of taxes of \$134,849.34. We had withdrawals of \$758,820.48, and that included the February tax settlements to all taxing jurisdictions of \$546,080.15. She will let the board know at next meeting what percentage of taxes have been paid. The ending balance in all accounts at the end of the month was \$2,929,673.67. Other financial reports were handed out. Election absentee ballots go out in mail tomorrow. Election is April 1. Ballots are posted here and at community building and on the website. Absentee in person voting starts March 18 and runs through the 28th. Special assessments for Hotel Street were given to the board. Deputy Grumke is back full time as of today. Village hall remodel is planning to start after April 1. The flooring and painting bid requests went out and are due back the 20th, so they will be at the next board meeting. Swinehart put in sink in back room and the rest will be coordinated with the construction. We have samples of paint and countertops which can be reviewed if anyone wants to weigh in. We received a thank you from Sno Hornets and Sno Blazers for last year's tractor pulls. The assessors had a meeting with us last week. They haven't been in town for field work yet. We set open book on May 14 from 4-6 and Board of Review on June 2 from 6-8 p.m., and the market revaluation will be taking place next year. Statutes now allow assessors to do open book by virtual appointments or in person, and so Kuhlman asked the board which way they want to go. Virtual would be done by residents calling and making an appointment to speak with assessor during open book hours over the phone. We still have to be here for that time and still have to have tax roll available to be viewed. Brusberg asked about a cost savings. Kuhlman said no. Gehrmann asked how many people come. Kuhlman said normal year has 2-3 people. Olson said for sure the year we're reassessed needs to be in person. Kuhlman said if we only offer virtual, we might be hindering who might not have that option. Gehrmann said if it's in person, no one can complain that they couldn't get through. **Gehrmann made a motion to have Open Book and review done in person during the required timeframe.** Olson seconded. Motion carried.

Kuhlman explained that some of the pickleball nets have been damaged and paddles have gone missing. We track the keys we give out and people are supposed to let us know when they're in, but they don't always. The board discussed options. Brusberg suggested sending an email to those with keys, stating if there continues to be damage or things missing, we will take away all keys. Board talked about cameras and talked about keypad locks. Allen talked about cameras with storage to the cloud. They don't need to be commercial. Spilde said short term that's great, but water and wastewater facilities will be required soon to have video, and we've been pushing it down the road. At some point we need to revisit all buildings. Another option for the letter is that if behavior continues, village board will be required to take some degree of action.

Kuhlman explained that employees' health flex account right now is done by physical check when a claim comes in, but we do have an ACH option to have the company retrieve funds from our account and send them

to employees by ACH when they file a claim. **Brusberg made a motion to move forward for ACH transactions from the main account for flex plans.** Gehrman seconded. Motion carried.

Kuhlman explained that she and Spilde looked into getting Spectrum service at the treatment plant. They have Frontier now. It would get all village buildings on Spectrum and would upgrade the service. It will cost over \$14,000 to put in the lines, but Spectrum covers the first \$10,000. Spilde added they will be doing upgrades in a few years to the SCADA system, which is 15 plus years old, so we should look at upgrading. When people log in to help, they struggle with the internet. Gehrmann asked about the terms of the contract. The board would also like to confirm pricing and get a rate lock term of 36 months. **Brusberg made a motion to postpone, pending getting more information around pricing from Spectrum.** Olson seconded.

Kuhlman asked about a date for a meeting in April to have the hearing for the new ordinance. The last meeting with the current board will be April 14, so do they want to stay with that or look at a meeting with the new board. Kuhlman will not be available for the second board meeting on April 28. Board agreed to set the hearing on the ordinance to be April 14.

Gehrmann made a motion at 8:50 to adjourn. Berland seconded. Motion carried

Linda Kuhlman, WCPC, CMTW
Clerk-Treasurer