



**BROOKLYN VILLAGE NEWS**  
**June 19, 2017**

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**Statement from Village Board Regarding  
4th of July Fireworks**

Brooklyn Fireworks was a tradition that was stopped in 2016 due to lack of volunteers and funds. Since then residents and businesses in the community have inquired if it will return. While it will not return under the Village's leadership, we are looking for a group(s) or other entities that would lead the revival of this event for the 2018 season. If you are interested in leading this effort, please contact the Village Clerk's office.

## Brooklyn Village Board Meeting Minutes May 8, 2017

The May 8, 2017 Village Board meeting of the Village of Brooklyn was called to order at 6:32 p.m. at the Brooklyn Village Hall by President Clayton Schulz. Trustees present were Heather Kirkpatrick, Brittany Springer, Sue McCallum, Bruce Crubaugh and Russell Cazier. Trustee Klahn was absent. Others present were Marcia Hanson, Pat Hawkey, Lyle Hawkey, Mike Brusberg, Mark Langer, Chief Barger and Clerk-Treasurer Linda Kuhlman. All present stood for the Pledge of Allegiance.

**Public Comments – Marcia Hanson** – she was on Planning & Zoning and was told that the board wanted her to be moved to Zoning Board of Appeals and she would be off PZ. She does not want to change. She would like to know the reason for the change -- who brought it up and who addressed it and why. President Schulz said she wasn't kicked off but asked to switch and it was a decision of the board. He asked if any other members wanted to make comments. Cazier said it's hard to get volunteers and he understands both points of view on why it happened, but Hanson has been on PZ for awhile and it's appointed so he thinks it does need to be clarified and possibly re-thought. Hanson would like to know why. Schulz said the board appointed someone with business experience, a commercial property owner in the Village, and someone the Board thought could serve fully and appropriately. They're not saying Hanson's past history wasn't, but it was a decision to appoint someone they thought could successfully fill the position. Hanson stated in the ordinances it states members should do a term of three years and her term is not up until April of 2018. Clerk Kuhlman stated she clarified with the past clerk that if a member was replaced mid-term, that the new member would only serve out the remainder of the term. Hanson replaced Rodriguez, whose term ended in April of 2017. Hanson said that's hard to accept but she will accept that because people who know about this are in uproar and can't believe what the board has done. She said the Board is putting someone on that's never been on it. How was she picked to be replaced. Schulz can't speak to past history because he hasn't met Hanson before, but based on input discussed, the replacement had some viable experience and reputation that the board thought would serve well. Hanson would like to request the minutes and recording of the last meeting. Cazier suggested Hanson meet and speak with Schulz further. Hanson agreed. Schulz said the committee will stay the same as when the Board made the decision at the last meeting. Things can be changed, but no promises. Crubaugh remembers asking Hanson to move committees but doesn't remember her being taken off. Cazier agreed with Crubaugh. Schulz stated it was a relocation. Kirkpatrick stated the board wanted to change PZ with different types of experience, and asked if Hanson would serve in a different capacity. If she doesn't want to serve in the other capacity, she doesn't want to serve. Schulz stated it was voted on. Cazier suggested it be relooked at. Schulz and Springer stated it was voted on. Hanson stated if it won't change, why meet. Schulz said he will still meet with Hanson, if she would like, but her five minutes is up and he'd like to give others an opportunity to speak. Springer clarified the board will be having another discussion about it.

**Pat Hawkey** stated she handed the ordinance book to the new president when he took office. The ordinance states the president chooses committees and presents it to the board and they pass it through. She said the president should have met with committee members before the public meeting. She heard what was said in the meeting. It's wrong. It's up to president. He leads. If you have volunteers, you don't kick them off. The Village pays for experience by having a building inspector and zoning inspector and they make recommendations. No one else on the committee is qualified and has background but you expect Hanson, who volunteered, to have a background. Meier does have a conflict of interest. She said Schulz has not talked to the residents of Genesis; they are not happy. She said to put him on the committee is irresponsible. It's up to the president. She apologized to Hanson. She said the president should have spoken to Hanson in advance. Schulz stated he trusts the board to give him good advice and lead the Village into a good direction. Decisions made are in the best interests of the Village. Hawkey disagreed. Schulz said that's fine; everyone is entitled to their opinion. He believes how it sits is best served and stands by the decisions made and what board members tell him. Hawkey said it shouldn't haven't been done in open meeting. Also, last Thursday night all board members were at Dime-a-Dip but the president did not come to meet the rec committee. She believes it's disrespectful to the rec director and community.

Cazier stated in reading minutes from last meeting he doesn't see a final vote was taken, just suggestions. He said it should be looked at again. Kirkpatrick stated there is a motion to accept the decisions made. Crubaugh agrees with Cazier. McCallum stated the board voted on everything except open choices. She stated there were only three up for

question, otherwise it did get approved. Schulz agreed. He said Allen and Studinka did not accept and Meier did but only after Genesis issue is finished. Discussion continued. Clerk Kuhlman read a statement from Klahn stating if someone volunteers, they should be allowed and multiple viewpoints are better and he would like Hanson reinstated. Schulz stated the board can make reappointments at a later date, if it is something the board would like to discuss. Cazier feels it was a miscommunication. He thought it was suggestions and thought it would be decided at later date. Crubaugh stated if she feels strongly to be on committee, she should be on. Kirkpatrick agreed it could have been handled better, but it's been decided. Schulz asked if there is a need for opening discussion on reappointment. McCallum said the board can always make a motion to rescind and reconsider the motion and can open the discussion and revote. The board can appoint people to things and add at any time. McCallum suggested having a chat with Hanson. If the president wants to reopen it after having a discussion with Hanson, he can.

Crubaugh said the minutes of 4-24-17 should be changed to read Crubaugh is a second board member, not a citizen member. **Cazier made a motion to approve the minutes of 4-10-17.** Crubaugh seconded. Motion carried. Kirkpatrick, Springer and Schulz abstained. **McCallum made a motion to approve the minutes of 4-24-17 with amendment.** Springer seconded. Motion carried. **McCallum made a motion to approve the minutes of 5-4-17.** Cazier seconded. Motion carried. Kirkpatrick abstained.

Nothing for President's report. **Clerk's Report** – Monthly financials were handed out. The withdrawals were \$194,390.04 and deposits of \$99,406.58 with a total of all balances of \$1,861,067.89. Current budget reports were handed out. A short Board of Review meeting is being held on May 24 starting at 6 p.m. and will be held to postpone the meeting because assessments won't be ready yet. **Open Book will be on May 31 from 4-6 p.m. and Board of Review will be June 21 from 6-8 p.m.** Clerk received a full scholarship for \$695 from WMCA for the UWGB Clerk's Institute in July. The cost of the Institute is \$463, so the extra will go towards hotel costs. There is a **CARPC/Greater Madison Vision event on May 10.** Kuhlman went to the **Wisconsin Treasurer's Association Conference** last week and there was a full day of detailed treasurer duties discussed. **McCallum made a motion to proclaim April 16-22, 2017 as Municipal Treasurer's Appreciation Week.** Springer seconded. Schulz read the proclamation. Motion carried. Clerk Kuhlman stated there's a **Legislative Bill, SB 158**, up for vote regarding residents who refuse to allow assessors entrance and can still object to their assessment. McCallum stated the proposed law is more expansive than that. She thinks Village should be opposed to it. Discussion. **Crubaugh made a motion to table to next meeting so the board can get more information.** Kirkpatrick seconded. Motion carried.

**Public Works** – Board was given a list of streets to be worked on this year. Green County does the work and they only charge for what it costs. Money is budgeted. **Kirkpatrick made a motion to approve the street work for 2017.** Crubaugh seconded. Motion carried. Board was given a list of items to be taken to Wisconsin Surplus in Mt. Horeb. Items are from police department, clerk's office, community building and DPW. The items are collected for a year until there's enough. Some electronic equipment in the community building must go back to Charter, so any motion should specify that. Langer and Kuhlman will figure out what must go back. Charter is sending boxes to get it picked up. Barger stated the Xerox copier needs to be cleared of its memory before it goes out for auction. Langer asked if the motion can state if can't clean memory, it will be taken by Gordon Flesch. **Schulz made a motion to approve the surplus list minus the items to be returned to Charter and pending the erasing of the memory of the Xerox copier before disposal of it.** Kirkpatrick seconded. Motion carried. Langer will get a list of everything sold when check comes in.

Barger stated end of last year police department and Public Works started working with the school on putting in a **crosswalk at the school and updating signage.** Langer put together an updated diagram that includes signage and painting. The red marks are for signage and yellow is legal no-parking to be painted -- 10 foot each side of hydrants, 15 each side of crosswalk, all curbs along driveways, which is 4 feet each side of a driveway, which might eliminate one or more spots. If room for a compact stall only, they might have that. The price for signage will be \$1,700 with posts and signs and PW installing. Additionally, with the crosswalk, they need to put in two ramps on each end of the crosswalk and the ADA plates, so another \$800-1,000 to put in ramps with plates, so a total of \$2,500 to \$3,000. Approval should be contingent on the rough numbers and asking the school to pay half. Kirkpatrick asked why the crosswalk is into a residential driveway. Barger stated the diagram isn't to scale and the crosswalk will be 10-15 feet from any driveway. Springer asked if from her driveway to corner, she can't park there anymore. It has no parking during school days.

Kirkpatrick is concerned with limited parking on street because it's a problem now and school is concerned with lack of parking. Barger stated there's no parking during school hours starting a foot from Springer's driveway and back. If they allow parking, it gets tight for school buses. McCallum said it was talked about for a number of years in safety to not allow parking in certain spots. Discussion about signage. It will all be standardized now per State Statute. **Crubaugh made a motion to approve this project in the \$2,500-3,000 cost range, pending the school paying half the cost.** McCallum seconded. Motion carried.

**Prosperity Place road construction contracts are signed** and there is a preconstruction meeting on the 11<sup>th</sup> and they should start work shortly after that. **Utilities report** – meters are being changed out; sewer cleaning is being done in hot spots; I&I, inflow & infiltration, at West Main Street sewer. It's when stormwater gets into sanitary sewer. They're seeing a lot more than in the past and know a lot of it is down in that area. Public Works wanted to make board aware they're looking at it and will be following up on it. If anyone doesn't know what I&I is, let him know and he'll email an explanation. There was a plugged sewer; the lift station was cleaned. If anyone needs Emergency binder information, they should contact Spilde. Springer said she contacted him and he'll get back to her. Schulz will track him down and Kirkpatrick will contact him. **Public Works report** – swept streets, it's done three times a year. Dumpster days is completed. BJ Mikkelson will not be working again, more to do with him than us. They got somebody else to finish last weekend. **BJ gave the Village a lot of service for a lot of years, and Langer would like to thank him for his service. Kirkpatrick suggested sending him a certificate of appreciation.** Langer will make sure to get one to him. They had two metal dumpsters, short of 6 tons of metal. Seven refuse dumpsters, it was almost 25 tons of refuse. People took stuff off the same piles and they got the usual 7-8 tires, which was \$30 to get rid of. They take tires to Kyle Mortensen and he puts them in his regular pile and charges what it costs him to get rid of them. Kirkpatrick asked if we will break even. Langer stated the metal was \$833 worth of credit and we get 3 dumpsters free. So it won't look too bad, depends on fall. Curt and Chad did a hazmat awareness class. Pumped out Lincoln Street stormwater area. It comes out of stormwater budgeted funds. The floors in community building were stripped and waxed and look nice. They will clean and put a coat on at least every spring after winter and also just before winter. Chad was sent to chainsaw safety class today. Arbor Day is on website and in Oregon Observer. It was the same as usual, 2 trees at Legion Park with the 4<sup>th</sup> graders from Brooklyn Elementary. The trees were Autumn Blaze Maple by playground, and the other one is a native tree called American Hornbeam. Park lights had issues, Smithfield by the pavilion and also by the tennis court. Fahey fixed it with a boom truck. McCallum asked about the letters to Erpenbach regarding fire protection fees. Spilde and Langer got a request from Rural Water to send out letter, so they sent it out. Springer said there seemed to be standing water in the community building lower level back room where recreation stores the popcorn machine and water bottles for movie night. Langer said to send him an email and he will check it out.

**Safety** – Barger handed out the **Spillman software itinerary** for the conversion. Spillman will finalize the timeline in a few weeks, so it might change. They will start installation in July. Trustee Smith in a previous meeting had mentioned a company offering **free body cameras**, Axon Taser, and the cost is prohibitive. They give it free for a year and at the end sell it at a pro-rated price, but must use their storage programs, and it's costly, \$5,000-6,000 per year. Can get some cost figures if the board wants. Kirkpatrick would like to know what the rate is. The **Simcom exercise in Lake Delton** was the first time state tested their electronic scanning system. When someone comes on duty, their name will show up on an electronic board and will be able to track where everyone is during an emergency. Kirkpatrick asked what some of the timeline changes are with Spillman. Barger stated it's based on some of the different systems. If some can't get connected right away, it could hold it up. It shouldn't be a problem, but they're making sure with the different connections, it will work. Kirkpatrick asked if the timeline might be extended. Barger said the start date might be kicked back a bit. Plans are to have it go live on December 4.

Kirkpatrick stated she called David West and Nikki Rodriguez **for EDC** but haven't heard back. Scott Meier agreed to be on **EDC and Planning & Zoning** after the Genesis matter is resolved. Schulz stated Christian Allen might agree to be on **Zoning Board of Appeals**. Kirkpatrick said they will need someone else for Zoning Board of Appeals. Springer stated we need to amend the ordinance for recreation committee from one trustee to two trustees. McCallum stated Media Committee has to present their goals and mission statement before approval as an official committee. Kirkpatrick said EDC will be second Thursday of each month. Springer said the Media Committee will meet either before or after EDC. Cazier asked why only five citizens and not a board member on Zoning Board of Appeals. McCallum stated it's probably by state statute. Kuhlman will check and let board know at the next meeting.

Schulz made a motion to approve the updated Emergency Management Municipal Board Chain of Command with Trustees Springer, Klahn and McCallum in lieu of chairs of finance, public works and safety committees. Kirkpatrick seconded. Motion carried. Springer made a motion to approve operator's license for Janis Story-deBoer. Schulz seconded. Motion carried.

Discussion regarding establishing a fee for holding a special village board meeting. McCallum said if someone requests a board meeting on a night different than the regular meeting, there should be a fee. It's standard practice. McCallum asked clerk to look at fees from other communities. Kirkpatrick made a motion to table establishing a special village board meeting fee to the next meeting until the board has more information. Schulz seconded. Motion carried. Schulz made a motion to approve bills as presented. Crubaugh seconded. Motion carried.

Kuhlman stated the Village received the surveys from Combs on three of the four Village properties. The alley is not completed yet. The 103 Hotel Street survey shows that the neighbors are over the property line. They are aware of this and are working with Alliant and the Village to put in a driveway onto Rutland Avenue from the back side of their property. Langer asked about the gravel the neighbors put down. He doesn't have a problem with it. Kirkpatrick stated if it's not a safety issue, she has no problem. Schulz made a motion to send owners of 105 Hotel Street a letter asking them to remove their vehicles and other items from Village property within the time frame mentioned in the ordinance and include zoning information to install driveway. Kirkpatrick seconded. Motion carried. Langer stated Combs surveyed the lot line next to Windy Lane, and Public Works will be putting in two fence posts at the property pins. There are some nice walnut trees that will be worth a lot of money some day and they're right down the property line, half on each property. The new owners of property next door have put no trespassing signs with nails on our side of the trees. Kirkpatrick made a motion to send a letter to the owners of the adjacent property to Windy Lane, putting them on notice that the walnut trees are on the property line and they're not allowed to put no trespassing signs on the Village side of trees. Schulz seconded. Motion carried. Langer stated the Community Building survey pins were found, if at budget time the Board wants to discuss putting up a fence.

Regarding the suggested sick leave provision, Kuhlman reported that per the auditor the Village can either set up a new bank account to put in funds every year or track internally through the audit and either use a set amount every year or wait until the audit is finished to see what the fund balance is and put a portion of that into the account every year. Kirkpatrick stated from an audit perspective, it would be easier to keep in a separate bank account. McCallum is opposed to putting in an amount as part of the budget; she would suggest putting in money from what's left at the end of the year. Schulz made a motion to approve an allocation of leftover fund balance annually to be put into a separate account for the sick leave provision, as well as to approve the amendments to the Employee Handbook under Section 2.3, Sick Leave provision. Kirkpatrick seconded. Motion carried.

McCallum presented a draft of a letter to Legislature regarding phosphorus standards. Discussion on changes to the letter. McCallum made a motion that we send the amended letter to Senator Howard Marklein in addition to all the legislators mentioned in the 3-29-17 letter and include Governor Walker and county execs for Green and Dane Counties. Kirkpatrick seconded. Motion carried.

**Goals:** Langer – Kirkpatrick stated something to think about is having a plan for a good transfer for when Langer retires, as much as the Village would love him to stay. Langer stated he appreciates the thoughts and would like to know what the board is looking for, because he doesn't know if there's anything in his contract but he's more than willing to work with the Village. Kirkpatrick suggested it may be something to talk about in a closed session. Langer stated he will keep his license certificates like the rest of the employees. If something comes up and he would like to go to, he will ask. The hiring of an additional employee is checked off.

Barger stated Spillman is ongoing, new police secretary is hired and is going well because of her experience, they're dealing with resident on Hotel Street, the in-squad camera is fixed, he's continuing to work on funding, Dane County court is set up now. He's getting caught up with personnel evaluations. Kirkpatrick asked is there's other training for the department that needs to be done? Barger would like Wade to go to crime information bureau conference in the fall in Green Bay. Not much for himself, except Chief's conference. Springer stated quite a few goals have been met, so

are there any other new goals? Kirkpatrick suggested a new goal might be we want the department to maintain certifications, so the following training is required. Barger said that's through in-service to maintain certification. McCallum suggested adding the hiring of another part-time officer. Barger stated he will be talking about that soon. Kirkpatrick suggested a goal of assessing needs of department for current year and so many years going forward and come up with recommendations at budget time. Barger would like to see more hours for the secretary, up to 7-8 hours per week next year. McCallum working toward goal of two part-time officers, which is not new but they're working on it. Kirkpatrick would like to see a goal of a comprehensive plan for the department, including part-time officers, staffing and training.

**Kuhlman** stated she's cleaned up the vault, Olson is working on taking out old files in cabinets in office and boxing them up for storage, Olson is going to Board of Review training this week and Local Government 101 on Friday, sewer use adjustment policy needs to be written up, Olson is working on keeping up to date with the website and Facebook postings, have gotten the forms for CDBG reporting, updating procedures is ongoing, looking for more trainings/courses regarding TIDs, ordinances are finished and online.

Kirkpatrick made a **motion to table the Emergency Management goals until Spilde is available**. Schulz seconded. Motion carried.

**Schulz made a motion to approve the employee/department goals of 2017 for police department with amendments, the clerk's office and public works**. Kirkpatrick seconded. Motion carried.

**Committee Updates: Recreation** – Springer stated Dime-A-Dip was successful. Exercise classes are ongoing. They started doing a new CIZE class, which is taking over for yoga. Recreation Committee would like to donate \$1,000 out of the rec savings to the Brooklyn PTO for new playground equipment and rec committee will get a plaque that says we donated. She doesn't know exactly what they're purchasing. Crubaugh stated they have a goal of raising \$75,000 toward new playground equipment for school. He said they're doing well on fundraising, but doesn't have exact numbers. With \$1,000, you get a paver that says Brooklyn Recreation. **Springer made a motion to donate \$1,000 from Brooklyn Recreation savings account to Brooklyn PTO for playground equipment**. Schulz seconded. Motion carried. Kirkpatrick asked about what's going on with fireworks; she's had residents ask her. Cazier said he's had many people ask about it and heard talk about doing a block party with fireworks. Anchor Club is okay with it. Springer says as far as Chamber, their suggestion would be a multi-entity collaboration, because rec wasn't getting enough volunteers with rec only. Discussion on what entity to discuss it. McCallum suggested it not be a village committee. Schulz suggested asking for a group of people to come together and help. Kirkpatrick said to make it clear that it's not a village event. Kirkpatrick suggested formulating text for newsletter and put on agenda for next meeting to discuss it. Springer said she will come up with some language. Springer said they had one person apply for summer rec director, who will be brought in for an interview, and they will have one high school worker and she will ask her friends to get help for volunteer hours. Crubaugh's daughter may help. They have no signups yet, but it's early. Rec will be holding an end of summer picnic, Brooklyn Night Out, and there could be a booth for fireworks and possibly a fundraiser and put cans for donations around town.

**Fire/EMS District Board update** – McCallum said Wayne Ace handed out the signed agreement. She presented the resolution rescinding Village withdrawal and gave the three checks to the District Secretary. She handed out a letter from Fire/EMS District to our attorney in response to Village attorney's letter dated 12-21-17. O'Brien and Marx felt they needed to clear up points and that's why it went into the record. Budgets were handed out, received the Fire Department and EMS balance sheets. The retirement CD was discussed. They discussed the \$83,000 cash reserve. The ambulance fund and sinking fund are gone on EMS because those funds are used. ImageTrend is not recording correctly; it's not separating out town and village, because they're the same zip code. Kirkpatrick asked about timeline for getting it fixed. McCallum said they're working with the county but don't have a timeline. Kirkpatrick suggested EMS should communicate back to them and request a timeline to fix this problem. McCallum said she will speak with EMS director about this issue. McCallum stated she might attend some of the EMS and Fire Department meetings as well. She handed out a photo of the new pickup truck that was purchased with the fire association fundraiser money. Schulz stated the fire department will be saving a lot of money on installation of equipment. Kirkpatrick hopes someone will get recognition for doing that installation.

Marx brought up the \$83,000 cash reserve was paid from all municipalities as loan guarantee, and the Town of Brooklyn would like that money to come back to municipalities. McCallum said village would like it to come back to us. It will be an agenda item in June. There's no meeting in May. McCallum asked the board to think about how does the village want the money back – apply it to the rest of this year's budget, apply it to next year's budget or refund the money to the village. Kirkpatrick suggested she would like it to come back to village to use where our greatest needs are. Crubaugh and McCallum agreed.

Wayne Ace stated the Town of Oregon had \$8,000 in attorney fees as being mediator for the Fire/EMS district agreement. Town of Oregon is asking the Fire District for a donation towards attorney fees. Kirkpatrick asked how much. McCallum said there was no specific amount asked for, just a donation. She stated she thinks it would be more the municipalities will reimburse, not the fire district. She's asking for a response she can take to the next meeting. Crubaugh said they acted as a mediator, but it shouldn't be the full amount because their attorney was not the mediator for the entire time. Kirkpatrick said it would be nice to see an itemized bill that shows X percent he was acting on behalf of the town and Y percent he was acting as mediator for district. Village also incurred a bill, along with the other municipalities. Crubaugh stated he wouldn't have an issue paying towards the mediation part of the bill. Kirkpatrick stated the Village needs clarification. McCallum said the motion would be Village would be interested in donating toward mediation amount. Crubaugh said we would need to have an amount to know what to donate. **McCallum made a motion that the Village will consider a donation towards the Town of Oregon attorney fees specific to the mediation portion of the Fire/EMS District contract negotiation, pending receipt of an itemized bill reflecting that breakdown.** Kirkpatrick seconded. Motion carried. Crubaugh and Schulz abstained.

**Crubaugh made a motion to adjourn.** Cazier seconded. Motion carried.

Adjourned at 9:20 p.m.

Linda Kuhlman  
Clerk-Treasurer

## **Brooklyn Village Board Meeting Minutes May 22, 2017**

The May 22, 2017 Village Board meeting of the Village of Brooklyn was called to order at 6:34 p.m. at the Brooklyn Village Hall by President Clayton Schulz. Trustees present were Heather Kirkpatrick, Todd Klahn and Bruce Crubaugh. Trustee Sue McCallum arrived late. Trustees Russell Cazier and Brittany Springer were absent. Others present were Tara Bast, Hui Meng, Scott Meier, Mike Brusberg, Chief Barger and Clerk-Treasurer Linda Kuhlman. All present stood for the Pledge of Allegiance. There were no public comments.

**President's report** – Schulz was contacted by a reporter at WKOK Channel 27 for a brief interview, regarding his thoughts on being a young person in politics and village president. He will get the questions in advance. He stated locationwise they wanted to do it in the Village Hall, but he told them because it's in the bank, he didn't think that was a good idea. He suggested the Veterans Memorial, the gazebo or the community building. Kirkpatrick agreed the Veterans Memorial would be a good place to showcase the village. Schulz stated he's also doing an interview with the Cap Times.

**Schulz made a motion to postpone the approval of the 5/8/17 minutes.** Kirkpatrick seconded. Motion carried.

**Clerk's Report** – Kuhlman attended the League of Wisconsin Municipalities Mutual Insurance Conference last week and reported there were several good seminars, especially regarding cyber theft insurance. The League Insurance will be sending dividends back to all municipalities again this year. The Village received the recycling grant award of \$3,519.83. Board members received a legislative update on new bills being proposed.

**Public Works** – Kuhlman reported that the roadwork on Prosperity Place will begin on May 30. Village has not received the alley survey yet. Public Works hasn't contacted Green County yet to resurface the alley. Does the Village want to send a letter out to the owner who owns part of the alley and ask about contributing. Kirkpatrick suggested waiting until we get the survey back.

**Safety** – Chief's report. Gordon Flesch will only clear the memory of an old copier on a trade-in, so Barger will work with Public Works to decide what to do with the copier. The new copier will be installed next week. Kirkpatrick asked how many students participated in the Ride Your Bike to School day. Barger said there were 25-30 that crossed Lincoln but others came from other directions. He said it was a bigger turnout than last year.

**Tara Bast from Johnson Block provided a summary of the audit.** Field work was completed in March. Bast explained the financial statements and reports included in the audit report. Current liabilities of \$92,803 are accrued payroll and expenses that didn't get paid until after 12-31. Total fund balance at December 31, 2016 was \$672,240, which is an increase of about \$150,000 from the previous year. There are 3 categories of general fund balance – nonspendible, which are advances due from other funds (TIF districts); assigned balances, are funds carried over or set aside from various funds and future capital (village has a fund balance policy that says anything over 30% of next year's budget is set aside for future capital for equipment purchases); and unassigned fund balance, which is at 30% of total general fund expenditures. Good range is 15-25%, so 30% is a healthy range of ending fund balance.

McCallum asked why there was nothing in 2015 for future capital per village policy and 2016 is \$256,438. Bast wasn't sure if the policy is new or wasn't calculated last year. McCallum doesn't remember passing an ordinance. Bast explained it's GASB 54 from a few years ago, and according to that the Village passed a related policy. Kuhlman will look for the policy. Bast said it was passed in 2012 and possibly just never calculated before. She said if the village feels like that's something they don't want to do, it can revert to unassigned fund balance.

Bast explained the Water and Sewer utility financial statements. Both reported operating income for 2016 and 2017 before any debt repayment. She explained the general fund and debt service fund expenditures. The increase in public safety expenditures in 2016 includes the borrowing for the fire tender truck. General fund revenues were explained – most from taxes and intergovernmental revenue. General obligation debt versus capacity – municipalities are allowed to issue up to 5% of equalized value. The village is well below allowable level of \$4.6 million. The village is at just under \$1.7 million. Timeline of TIF #2 was explained as far as funds.

Bast explained the communication packet that is issued with the audit. Auditing standards require them to look at internal controls. 90% of municipalities audited see findings related to financial statement preparation or segregation of duties, and it comes down to Village relying on auditors to prepare the statements and keep up with accounting standards. She went through the management letter comments regarding internal controls, but with only two employees, there will be overlapping of duties; expenditures more than budgeted amounts is included to watch for any changes throughout the year; the sewer debt coverage refers to the covenants included with the Clean Water Fund loans, which requires the Village to have 110% of net revenues to cover principal and interest payments, and the village is at 109%. That should be reviewed and the board should be aware of requirements with the loan. TIF advances were explained with a recommendation for village to charge an interest rate to the TIF. Accounting and budgeting for TIF #2 refers to the land purchase transactions. Water impact fees and connection fees should be discussed for balances and what the funds can be used for, and also the equipment replacement fund has certain requirements with the CWF loan. Kirkpatrick asked if the joint ventures like the senior center will come off the report next year. Bast said yes. Board thanked Tara Bast and Hui Meng for their report.

McCallum stated this audit has the most comments in all the years she's been here. It's an expanded list of internal control comments and she stated it seemed to be more than normal. Kirkpatrick said she sees the same comments in other audits. McCallum said the Village needs to look at the fees and see what they can be used for. She would like to see the finance committee resurrected to meet and discuss the issues in the audit, like how the TIF will pay back the general fund, what to do with the connection fees and impact fees. Kirkpatrick agreed things need to be looked at for the future. Klahn discussed S. Kerch Street area needs to be redone. Mike Brusberg asked about the upgrades needed for phosphorus, what items as part of that are eligible for some of these funds. Klahn agreed the board needs to review items. Crubaugh suggested putting it on the agenda for next meeting to assign a finance committee to look at these



issues. Klahn suggested the committee should deal with the audit questions and then be disbanded again. Brusberg recommended designing a three-year roadmap for the future expenditures. Kirkpatrick said that's why the board requested goals from the departments, to help plan for the future. Schulz will put together a committee to look at the audit and will bring it to the next meeting for approval. McCallum made a motion to accept the 2016 draft audit report. No second. Board will wait for the final report. Motion withdrawn. The Board will wait for the final audit.

**Schulz read proposed Ordinance 2-542(3) Recreation Committee, changing language from one board member up to two board members and from eight citizens to up to eight citizens. Schulz made a motion to approve the ordinance as read.** Klahn seconded. AYES – Kirkpatrick, McCallum, Crubaugh, Klahn and Schulz. None opposed. Motion carried.

**McCallum made a motion to postpone discussion on the Hotel Street block party.** Schulz seconded. Motion carried.

Springer submitted draft text for the newsletter regarding fireworks. Discussion on changes to the text. McCallum asked who the contact will be. Recommendation is to contact the clerk's office.

**Schulz made a motion to approve the revised wording of the announcement for the next newsletter, looking for community members to spearhead the Brooklyn fireworks revival.** Klahn seconded. Motion carried.

Schulz and Crubaugh reviewed bills. **Schulz made a motion to approve bills.** Klahn seconded. Motion carried.

Kuhlman presented a list of special meeting fee charges from municipalities around the state. Kirkpatrick suggested \$400 minimum fee, which covers cost of all board members to attend the meeting and other associated costs. Schulz stated the average of amounts on list is \$211. If you take out the amounts for the towns, it's \$257.50. **Kirkpatrick made a motion to accept a special board meeting fee of a minimum of \$400, additional costs incurred will be billable and board can waive any and all fees at their discretion.** Schulz seconded. McCallum asked about turning this into an ordinance. Will have to change the ordinance at a later date. Motion carried.

McCallum stated the board received the complete text for the Legislative Bill 158 regarding assessments. McCallum doesn't agree that resident can refuse entry but come to Board of Review and object to it anyway. McCallum would like to send a letter against this bill. Discussion. Board decided to take no action on the bill.

Recreation Committee did interviews for summer youth coordinator.

**Planning & Zoning – Genesis Housing** parking lot plans were handed out and discussed. Changes talked about -- areas in yellow are new parking spots. Eight in total will be added. Largest spot is unpaved currently. Meier said spots 1 and 2 are not paved currently either. Second addition will be the light pole. Meier stated they will be doing an analysis and may move or raise it. He will submit the plans to Rob for approval. They will be putting a wooden enclosure around the trash to screen it. Klahn asked about parking stalls 17 and 18. Meier stated those were changed from loading dock area to parking stalls. Klahn stated he likes the changes. Schulz added that two additional items are changing the location of the downspout in the center of building, and relocating should aid in not having standing water by the sidewalk. There will be a few landscaping changes of additional trees, some of which have been planted. Kirkpatrick stated in relation to trash, the ordinance states it should be on the side or rear, but that's not possible given this is an existing structure. The question is does the board give a variance and should it come from Roth or if the board approves the plans, is that good enough. Meier stated in most instances the board approves the site plan. **Klahn made a motion to approve the site plan as presented, pending the photometric study.** Schulz seconded. Motion carried. Kirkpatrick thanked Meier for cooperating. She was disappointed none of the residents spoke at the PZ meeting. Schulz stated that Carol had a stroke recently so she was having difficulty with communicating. She did want to but it was overwhelming with her speech. She came today and talked to Schulz and the clerk. She voiced her concerns, which were her original concerns. Kirkpatrick stated Carol wasn't the only one present and no one else spoke either. She said it's wonderful that Carol stopped in.

Kirkpatrick explained that **stormwater plans for the new businesses in the Business Complex** should have gone to engineer for review and that didn't happen when new businesses went in. The additional costs were not planned on by the owners. The Village screwed up and should make it right. The two adjacent property owners discussed having a

joint drain with a covenant and the village would be a party to it. Planning & Zoning recommended the Village make it right. CARPC should have been given plans before starting. Kirkpatrick said to keep in mind that the Village is asking owners to put in better screening on the berm and they're amenable to that. McCallum asked if it will become part of TIF expense. Kirkpatrick said the general fund will pay now and TIF will pay it back. Kirkpatrick said there is another possible cost coming with the bulk tree buy with owners currently in the Business Complex and the third would be a party. If there is no one there yet, Village will buy the trees and then it would be part of reimbursement from third. Klahn agreed the Village dropped the ball and needs to make it right. **Kirkpatrick made a motion to approve up to \$15,000 for engineering and planning costs for the stormwater plans.** Klahn seconded. Motion carried.

**Crubaugh made a motion to adjourn.** Klahn seconded. Motion carried.

Adjourned 8:15 p.m.  
Linda Kuhlman  
Clerk-Treasurer

### **Brooklyn Village Board Special Meeting Minutes May 30, 2017**

The May 30, 2017 Village Board special meeting of the Village of Brooklyn was called to order at 6:17 p.m. at the Brooklyn Village Hall by President Clayton Schulz. Trustees present were Todd Klahn, Brittany Springer and Bruce Crubaugh. Trustee Kirkpatrick arrived late. Trustees Russell Cazier and Sue McCallum were absent. Others present were Michael Hahn, Village attorney, and Clerk-Treasurer Linda Kuhlman. There were no public comments.

Schulz made motion at 6:18 p.m. to convene into closed session Pursuant to WI Stats 19.85 (1)(e) to deliberate or negotiate the possible sale of public properties and WI Stats 19.85 (1)(g) conferring with legal counsel. Klahn seconded. AYES – Springer, Crubaugh, Klahn and Schulz. NOES – none.  
Trustee Kirkpatrick arrived during closed session.

Klahn made a motion to reconvene to open session at 6:47 p.m. Crubaugh seconded. AYES – Springer, Kirkpatrick, Crubaugh, Klahn and Schulz. NOES – none.

Kirkpatrick made a motion to cancel the offer to purchase pursuant to lack of meeting the milestone of completing the Developer's Agreement by May 26, 2107. Crubaugh seconded. Motion carried.

Crubaugh made a motion to adjourn. Klahn seconded. Motion carried.

Adjourned at 6:48 p.m.  
Linda Kuhlman  
Clerk-Treasurer

# Public Works Department



## NO mowing into the streets.

Per Village Ordinance Section 24-93 (c) Regulation of dumping - *Protection of street, public places and water.* No part of the contents of or substance from any sink, privy, cesspool or drywell, nor any manure, garbage, ashes, refuse or other waste shall be thrown by any person or persons, or be allowed to run or drop upon or remain in any street or public place, nor shall the same be thrown into or allowed to fall or run into any of the water surrounding said village save through the public sewers.



## **Please remember to keep your lawns and weeds mowed.**

According to Village Ordinances 24.56 regarding noxious weeds and/or 24.57 regarding the length of lawn. It is declared in said ordinances that “every person shall destroy all noxious weeds on all lands which he/she shall own, occupy or control in the Village” (24.56), and “lawns on lots or parcels of land which exceed six (6) inches in length adversely affect the public health and safety of the public in that they tend to emit pollen and other discomforting bits of plants, constitute a fire safety hazard in that debris can be hidden in the grass, interfere with the public convenience and adversely affects the property values of other land within the village”.

# Clerk's Office

**Board of Review** will be held on June 21<sup>st</sup> from 6 pm to adjournment at the Village Hall (210 Commercial St).  
**(You must make an appointment.)**



Both the Clerk's office and the Public Works Department will be closed on Tuesday, July 4th in observance of Independence Day.

# Police Department

Brooklyn Officer Engelhart provides a Safety Talk with children at the Heart of Brooklyn daycare



**Police Dept. Activity Report for  
2017 May**

**Law of the Month  
June 2017**

<b>Calls for Service</b>	
Thefts	2
Suspicious Activity	0
Animal	0
Damage to Property	1
911 Disconnect/Mis-Dial	1
Open Records Request	5
Assist Citizen	0
Assist Fire/EMS	1
Assist Other Agencies	4
Assist Village Dept.	0
<b>Traffic Incident</b>	
Traffic Crashes	0
Incident	28
Citations	5
Warnings	6
<b>Enforcement/Gen. Activity</b>	
Misc. Comp/Arrests	3
Drug Charges/Comp	0
Referral to Dist. Attorney	0
Phone/Internet/Social Media	0
Domestic/Family/Assaults	0
Disturb. /Disorderly/Threats	0
Financial/Fraud	3
Missing Person/Welfare	0
Municipal Ord./Violations	4
Alarms	2
Juvenile Offenses/Comp	2
Found Property	0
Community Policing	0
Parking Citations/Comp	1
<b>TOTAL CALLS</b>	<b>68</b>

**Move Over Law: Drivers must provide a safety zone for stopped law enforcement and other emergency vehicles**

A Wisconsin State Patrol trooper was fortunate to sustain only minor injuries when his cruiser, which was stopped on the side of a highway with its emergency lights activated, was hit in the rear by a vehicle in December. The trooper reported, "I sustained minor injuries but will live to serve another day without permanent or life-altering effects. Other troopers and officers have not been so lucky, losing limbs or their lives."

To provide a safety zone for law enforcement officers and other workers on the side of roadways, drivers must comply with Wisconsin's Move Over Law.

"Drivers are required to shift lanes if possible or at least slow down when encountering a law enforcement vehicle, ambulance, fire truck, tow truck, highway maintenance vehicle or utility vehicle that is stopped on the side of a road with its warning lights flashing. On interstate highways and other divided roads with multiple directional lanes, you must move over to vacate the lane closest to the emergency vehicle if you can safely switch lanes. If the road has a single directional lane or you can't safely move over because of traffic, you must reduce your speed until safely past the vehicle.

A citation for a Move Over Law violation costs \$263.50 with three demerit points added to your driver's license.

"During winter months, law enforcement officers, tow truck operators and others frequently must respond to crashes and assist motorists whose vehicles have slid off icy roads. Officers and other workers are in danger of being hit while inside or outside their vehicles by out-of-control or speeding vehicles that did not move over. "Drivers have a legal and moral responsibility to help protect those who must work on the side of busy roads. By obeying the Move Over Law, drivers can protect themselves, their passengers, our officers and others who work on highways from serious injuries and deaths."

Chief Barger briefing with local junior police patrols



**Brooklyn Elementary  
School News**  
From PTO  
**Support BKE when shopping at  
AMAZON.COM**

- Set up your account at:  
<https://smile.amazon.com/ch/81-5067871>
- Amazon donates 0.5% of the price of your eligible purchases to the charitable organization of your choice.
- Amazon Smile is the same Amazon you know. Same products, same prices, same service.

#### **PLAYGROUND CAMPAIGN**

‘Operation Playground Power’ is in full swing and will continue through the summer. We are in the process of launching the campaign to the local community and businesses. Consider a donation or brick sponsorship. Information can be found at [www.brooklynpto.com](http://www.brooklynpto.com). If you have any questions contact [brooklynpto@yahoo.com](mailto:brooklynpto@yahoo.com).

## **Community News & Events**

### **COMMUNITY POTLUCK**

**June 22nd at Noon**

Brooklyn Methodist Church

Bring a dish to pass.

Table service and beverages  
are provided.

All ages welcome.



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## **Brooklyn United Methodist Church - Summer Bible Camp**

“Camp in the Community”

July 24<sup>th</sup> – 28<sup>th</sup>, 2017

Daily: Monday through Friday

9 am to 3 pm

Lunch Provided

Any Youth Grades 1 to 6

No Cost for Campers!

Registration and More Information

[brooklyncommunityUMC@gmail.com](mailto:brooklyncommunityUMC@gmail.com)

or 608-455-3344



## News from Your Senior Center June 2017

By Rachel Brickner

Did you know that twice each month the Senior Center shows recently released movies, and that there is no cost to attend (although the donation box is available for anyone who wishes to make a donation)? The seats are not as plush as the ones in a theater, and the screen certainly isn't as large, but the price is easy on the pocketbook. The next scheduled film is "Hidden Figures," which will be shown on Thursday, June 22, at 1:00 pm. There is no need to call ahead to reserve a seat for the movie.

For those of you who prefer outdoor entertainment in the summer, you are welcome to join us for Senior Day at the Duck Pond. The Mallards are playing a 12:05 game on June 20, and a \$20 ticket gets you a reserved field box stadium seat; an official Mallards hat; a tailgate party before the game that includes all-you-can-eat sandwiches, chips, coleslaw and soft drinks; and a pre-game opportunity to meet with players for autographs. Gates open at 10:35. Please call Anne at 835-5801 if you have questions or would like to reserve a seat. On June 19 at 10:00 there will be two antique Allis-Chalmers tractors in the Senior Center parking lot. Dan Crapp owns the tractors and would be happy to talk with you about them. The Senior Center's annual BBQ & Ice Cream Social will be held on Thursday July 13, from 4:30-7:00 pm. There will be BBQ sandwiches, hot dogs, chips, beverages and build-your own sundaes available for sale. The Sutters Brothers will provide live entertainment from 5:00-7:00. Please come join us at the Center for any of these events, and call the Center if you have questions about any of them. We would love to see you!

## Fun for the whole family



**Stoughton Jr Fair**  
**July 4-9, 2017**  
Stoughton Fair Grounds  
Mandt Park  
[www.stoughtonfair.com](http://www.stoughtonfair.com)



**Dane County Fair**  
**July 19-23, 2017**  
Alliant Energy Center  
[www.DaneCountyFair.com](http://www.DaneCountyFair.com)



**Green County Fair**  
**July 19-23, 2017**  
Green County Fairgrounds  
Monroe, WI  
[www.greencountyfair.net](http://www.greencountyfair.net)



**Rock County Fair**  
**July 25-30, 2017**  
Janesville, WI  
[www.rockcounty4hfair.com](http://www.rockcounty4hfair.com)



# Recreation Department



Get Fit classes are taking a little break, we will be back in the FALL.

Be sure to check our website or follow us on Facebook for updates.

[www.brooklynrecreation.org](http://www.brooklynrecreation.org)

<https://www.facebook.com/BrooklynRecWI.com>

Starts  
June 26th

SUMMER  
Youth Recreation

Registration form available online 05/01/2017  
<http://brooklynrecreation.org/summeryouthrecreation/>



Brooklyn

NIGHT OUT

Aug 3rd 2017

PETTING ZOO • MUSIC • GAMES • FOOD



Saturday, September 2nd

9am-3pm

Brooklyn Community Building

102 N. Rutland Ave

Support Your Local Businesses

Still Accepting Applications for Crafters/Vendors  
for more information or to download an applications  
visit our website at

<http://brooklynrecreation.org/fallartscraftsfair/>

Fall Arts & Crafts Fair

Village of Brooklyn





# July 2017

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
<b>Stoughton Jr Fair July 4-9, 2017</b>	<b>Dane County Fair July 19-23, 2017</b>	<b>Green County Fair July 19-23, 2017</b>	<b>Rock County Fair July 25-30, 2017</b>			1
2	3 Summer Youth Rec 1 p – 4p	4 Clerk's office & Public Works closed 	5 Summer Youth Rec 1 p – 4p	6 Trash Pick Up Recreation Mtg Summer Youth Rec 1 p – 4p	7	8
9	10 Village Board- 6:30pm Summer Youth Rec 1 p – 4p	11 Brush pickup Summer Youth Rec 1 p – 4p	12 RECYCLING Summer Youth Rec 1 p – 4p	13 Summer Youth Rec 1 p – 4p	14	15
16	17 Summer Youth Rec 1 p – 4p	18 Summer Youth Rec 1 p – 4p	19 Summer Youth Rec 1 p – 4p	20 Summer Youth Rec 1 p – 4p	21	22
23	24 Village Board- 6:30pm Summer Youth Rec 1 p – 4p Church Youth Bible Camp	25 Summer Youth Rec 1 p – 4p Church Youth Bible Camp	26 RECYCLING Summer Youth Rec 1 p – 4p Church Youth Bible Camp	27 Senior Lunch – noon @ Brooklyn Methodist Church Summer Youth Rec 1 p – 4p Church Youth Bible Camp	28 Church Youth Bible Camp	29
30	31 Summer Youth Rec 1 p – 4p					

## notes

Clerk's Office Hours – Monday – Friday, 7 a.m. to 5 p.m.

Check out our Village website at [www.brooklynwi.gov](http://www.brooklynwi.gov)

**Facebook:** [brooklynvillagewi](https://www.facebook.com/brooklynvillagewi)    **Twitter:** [@BrooklynWIGov](https://twitter.com/BrooklynWIGov)