

**BROOKLYN VILLAGE NEWS**  
**November 16, 2017**

Clerk's Office - 455-4201  
Fax - 455-1385  
PO Box 189 210 Commercial St  
Email: clerk@brooklynwi.gov

Police Department - 455-2131  
Fax – 455-1799  
Email: police@brooklynwi.gov

Public Works Dept. - 455-1842  
Fax - 455-1501  
102 Windy Lane  
Email: publicworks@brooklynwi.gov



**Winter Parking Enforcement**  
**In Effect Beginning November 15th**



**Parking regulations:** Between the hours of 1am and 7am, Nov. 15-April 15, on-street parking is only allowed on the north side of Sunrise Dr, the west side of N Kerch St north of Douglas Dr, the north side of Marcie Dr west of Pine St, and the north side of Daisy Lane west of Fourth St. On-street parking from 1am-7am during these months on any other street in the Village is prohibited.

\*(100 Block of Hotel St is 3am-7am)

**Chapter 32 – Article IV – Sec 32-87**

## **Brooklyn Village Board Meeting Minutes October 9, 2017**

The October 9, 2017 Village Board meeting of the Village of Brooklyn was called to order at 6:30 p.m. at the Brooklyn Village Hall by President Clayton Schulz. Trustees present were Todd Klahn, Brittany Springer, Sue McCallum, Heather Kirkpatrick, and Bruce Crubaugh. Russell Cazier was absent. Others present were Franklin Seitler, Emily Seitler, Acting Chief Engelhart, Mark Langer, and Clerk-Treasurer Linda Kuhlman. All present stood for the Pledge of Allegiance.

**Public Comments** – Franklin Seitler explained that his daughter would like permission to do an FFA project. Emily Seitler explained she's looking into doing an SAE grant and would like to show ducks but noticed they're not allowed per ordinance. She is wondering if she can work something out with the Village. She said it will be a pair of ducks with an enclosure. Mr. Seitler said she might get a grant to complete the enclosure and there are restrictions with the grant. Emily said with grant, she will say what she'd like to do and FFA will give the money, so she needs to have goals, restrictions. Schulz asked how long she would have them. Emily stated six months to a year. Klahn asked if she is raising just to show. Ordinance was read. Schulz thinks it's okay. Kirkpatrick said it's not on agenda to vote. Klahn doesn't think it's a problem, but it's not on agenda so she will have to come back. It's not specifically prohibited but not specifically allowed. Schulz said to bring in the application with an idea of size of enclosure, how long she will have them. Kirkpatrick said to check with neighbors and make sure they're okay with it. We will put it on the agenda for the next meeting. Klahn will be more than willing to make a motion with the information. Schulz thanked them for coming.

**Klahn made a motion to approve minutes of 9-25-17.** Springer seconded. Motion carried. Kirkpatrick and Crubaugh abstained.

**President's report** – Schulz was contacted by the PTO about Trunk or Treat. They wondered if the Village wanted to make a donation or sponsor this Friday. Schulz tried to make contact again for details, but couldn't reach anyone. Engelhart stated that Officer Kosharek will be there with the squad. Kosharek ordered some materials from the DOT to give away.

**Clerk's report – Financials** will be handed out at the next meeting. Clerk attended the **Wisconsin treasurer's conference**. It was 1-1/2 days. They spent one morning going through the State ETF program, which is making major changes. Everyone has been having problems with it, but she received an email that because of the problems, they're postponing the release date. The theme of the conference was safety so everyone received a first aid kit and CPR mask. The fire chief from Sturgeon Bay did fire extinguisher training, and Dane County Sheriffs did active shooter training in the afternoon. Friday morning was DOR updates. **Town of Rutland** is changing their comprehensive plan and Dane County is having the hearing next week. **Capital City Culverts** has their landscape plan done, which was handed out, and it is on the agenda for the Planning & Zoning meeting next week.

**Public Works – Dumpster Days** went well. They had 3, 30-yard trash dumpster; 1, 12-yard trash dumpster; and 1, 30-yard metal dumpster. He doesn't have the numbers yet. There was one minor issue and it was a judgment call. It was handled and everything was fine. Klahn stated he agreed with the judgment call. Kuhlman stated Deputy Clerk Olson said Kosharek was there with the squad briefly when a little boy was there and Kosharek was very good with the boy and let him turn on the siren. The boy had a great time. Since the village may possibly be getting loans for water/sewer underground work and/or treatment plant work, there's an Intent to Apply form that needs to be filled out. It doesn't have to be used, but should be sent in for CWF borrowing. **McCallum made a motion to have Langer submit the Intent to Apply for loans.** Schulz seconded. Motion carried.

**Langer discussed the Hwy 104 project and also the S. Kerch Street project that's been talked about many times to do work on street and underground.** The history on S. Rutland, earlier one of the Green County workers said the State would repave Highway 104 in 2018. Things went round and round, we ordered casting risers and then State canceled that project, so we canceled castings. Green County said to check with the state. Now they're only looking at 1-1/2 mill and repave for 2021 but may advance it to 2019 or sooner depending on funding and how projects are pushed through. It's Langer's opinion the Village should do underground. Might want to talk to the state and get their plans, because Village might want to look at putting in curb and gutter. Klahn asked about the right of way. Langer think it's 66 maybe. Langer asked the state about widening and they said it's not being looked at. State is saying mill and pave now and have a new surface for 7-10 years. McCallum asked if just milling and overlay, why do we want to do water and sewer. Langer said the sewer/water in several parts of town are 40-50 years old. S. Rutland has had four water main breaks in the last 7 years, but Spilde counted 12 that he knows of. McCann is fixing the sewer lining on Railroad Street and they did the lift station a few weeks ago. That one is about as bad as S. Rutland. His suggestion is it's time to start replacing the 40-50 year old infrastructure underground. If we do it now, and if we can push the state to do a better job on the road, then it will all be done. McCallum asked if they're not totally reconstructing the road, then why should we do the underground. Langer said they could speed it up, funds could become available and they could decide to reconstruct the road. That was one of the options they gave previously. The state went from milling to complete reconstruction, but we still have our list of some of the oldest infrastructure we have. McCallum said she can't see us doing everything with just a mill and overlay, unless state will partner with us and is completely redoing the road, then she'd be behind it. Langer said it's kind of like with 92. Did residents pay for curb/gutter. McCallum said they paid 25%. Langer said if we change, the residents have to pay for all if it's our project. McCallum asked if the state is going to reconstruct, what does that mean? Langer doesn't think so. Klahn said it doesn't sound like it. McCallum said if they're going to reconstruct within 10 years, why don't we wait. Crubaugh asked if it will last another 10 years. McCallum said do we just do water/sewer and not storm sewer unless they reconstruct. Langer is with her on that, water/sewer are the main purposes. Klahn is for going ahead with water and sewer, but if we have to do storm water in 5-10 years, we're doing it all again. Schulz asked what's the difference between doing it now and later. Langer said one option is to get a plan with the state and sit down with them. He wanted to talk to the board first. Kirkpatrick said if they're willing to go into partnership with us and we're not paying the lion's

share, let's see what would they be willing to do. Klahn said ideally he'd like to do water/sewer/storm sewer all at the same time. He said to meet with state and see what they say. McCallum asked if there is action needed on Kerch Street program. Langer just wanted options out there of what to look at. These two are priorities with streets and sewer/water.

**Brooklyn Commons Phase IV is 50/50 if they will start work this fall or next spring.** The developer's agreement hasn't been signed yet. **Utility report** – well and system worked okay during the fire and there were not issues from the Village. There's 10,000-15,000 less gallons going into treatment plant since fixing the lift station. McCanns is doing lining on Railroad Street today, which was approved by the board. Kirkpatrick asked where we are with the tabletop exercise. Engelhart said Dane County is writing up draft of exercises and discussion points and we should have something to look at the week of 16 of October. **Public Works report** – grass/weed letters were sent out for two properties. LRIP request to apply was sent in. Annual road certification is in. Skid steer and Skag mower are done and he got the price down \$250 so we don't have the overage problem. We had one cremation, one burial. Mowed 20 times at the cemetery this year. Smithfield bridge was repainted.

**Safety** – Engelhart gave an **update on Spillman**. The transition is going well. The September 26, 27, 28 admin training only took only 1 day instead of 3. The next conference call is on the 18<sup>th</sup>. **TraCs update** - Lantech went to training last week and so frontloaded server with basics and working with Madison PD to load data. He's going to get an estimate from Lantech. Dane County has WebTraCs and doesn't want to support another department. He will get information on what we're going to need. Everything is ready to go otherwise; waiting for training and loading everything up. Hopefully it will be a smooth transition.

Engelhart **met with the Sno Hornets** on October 2. It was a very good meeting. He brought up issues involving parking and accessibility for EMS/Fire/law enforcement and snowmobile clubs were more than happy to discuss, along with noise and tractor noise complaints. They talked about the accident involving the motorcycle and the club asked about putting speed bumps into entrance. He is discussing with Langer about putting them in, along with Green County. Langer said it's best to put into the ground rather than temporary. Engelhart told them he'd get back to them on that. There was no discussion who will pay. They phrased it as the Village took "their speed bump out", which was the tree that was at entrance, but that tree was almost hollow so it would have been a problem eventually. They're more than willing to change things on parking. Langer asked Green County about speed bumps but hasn't gotten a price yet.

**Chief's report** – Engelhart handed out graphs and data. He's trying to get some numbers out of the system. He gave the activity report for the last month. Klahn asked about the daily log. It says patrolled 32 hours and ran radar for one, what happened during the other patrols. Engelhart said he's out in the squad, driving around, going to the school. Crubaugh said the one hour is dedicated stationary radar, but when you're out patrolling you're still running radar. Engelhart said you might have contact with citizens on the street as well, dealing with issues that come up. Schulz said Village has received the responses to our questions from Dane County and gave them to the board.

Schulz and McCallum reviewed the bills. **Schulz made a motion to approve the bills as presented.** McCallum seconded. Motion carried. Schulz stated the police department hasn't had a chance to check on the operator license for Thomas Moreland. **Klahn made a motion to postpone the approval of the operator license for Thomas Moreland.** Schulz seconded. Motion carried. Schulz stated that according to the federal laws, the overtime for police officers now should be 86 hours instead of 96 hours. These changes are in compliance with federal laws. **Schulz made a motion to approve changes to employment manual stating that Section 2.13 sub C changes from 96 hours to 86 hours.** Klahn seconded. Motion carried. Kuhlman stated she researched the laws on lunch breaks and found that employers are not required to give **lunch breaks and 15-minute breaks to employees.** The current employment manual states that "lunch break and two 15-minutes breaks are allowed," so she assumes that means they're included. Kirkpatrick said that's not necessarily true. She said allowed means they're allowed to take a break, but it's not part of their time. Schulz said it's very vague. Kirkpatrick said it should be put on the next agenda.

**Community Building locks** – Kuhlman stated she spoke with J&K Lock and they quoted \$3,000 for rekeying and it would be the whole village. McCallum asked why rekeying whole village. Langer said the system that was purchased prior, there is a code and one key opens everything. The police department keys open up all but Public Works doesn't have the same key. That's the system that was purchased. McCallum said there's no reason to have it because the community building is an entity on its own. Kirkpatrick said we would want the community building key to be on bottom end and only open that. McCallum agreed and not put the community building as part of the hierarchy. Kirkpatrick asked where that key is in the hierarchy. Langer said Public Works has everything except the police department. The police department has one to open everything. One option is to get a separate key only. Board suggested **calling J&K to talk about options for rekeying.**

Kuhlman reminded the board that earlier in the year, they adopted a **sick leave policy** and would be putting fund balance money into a separate account. She asked if the board wanted to do that now or next year. **Kirkpatrick made a motion to postpone until fund balance is determined next year.** Schulz seconded. Motion carried. Kuhlman sent emails out to discuss the **water impact fees** with our representative and senator. McCallum asked Kuhlman to get office hours and she will visit them in person. Kirkpatrick also said to try phone rather than emails. **Resolutions 2017-11 and 2017-12 to carry over fund balances.** Kuhlman prepared resolutions to carry over the engineering leftover funds from this year into 2018, since the money was budgeted in 2017, and it will be used for the phosphorus engineering/design costs over the next year. The second one is for the water utility outlay account to be carried over into the next year to use for water utility and pumping equipment expenses to be used for well #2 maintenance next year. Langer said most of the money is there and he will budget some additional for next year. **Kirkpatrick made a motion to approve both resolutions to carry over funds to 2018.** Schulz seconded. Motion carried. The resolutions were read into the record. At

the last meeting, language was adopted for the Ordinance change to include the Media Committee. **Schulz made a motion to adopt the changes to Ordinance Chapter 2-542 regarding standing committees, adding the media committee.** Springer seconded. Motion carried.

Schulz moved up the committee reports on the agenda. **Fire/EMS** – McCallum explained the contribution to the **Service Award Program** will be starting in 2018 and is \$130 per person. It's a 2 to 1 contribution from the state and the total that can be invested each year is now at \$390. Volunteers are vested at 60 years old and 15 years of service, which is a law change. For the buyback program, they will use fund balance and EMS will kick in half, but fire service has not had the vote yet. The buyback discussion by the board is District will do 75% of contribution for each and 25% from each EMS and Fire. Town of Brooklyn representative brought up that we'd be leaving money on the table for doing first installment in 2018 instead of 2017. **Barn fire update** – O'Brien had been asked about why Stoughton ambulance responded in Brooklyn during the fire. He informed them of the mutual aid program. Kirkpatrick said that would be worth highlighting in the newsletter, how mutual aid works. **EMS handed out their call data info.** The next meeting date is 15<sup>th</sup> of November. Kirkpatrick asked about **Evansville mutual aid** issue. McCallum stated the meeting will be on 10<sup>th</sup>. She stated the **ambulance will be up on Marcie Drive this year on Halloween.** **They approved the commission moving funds from one budgeted line item to another during the year,** contingent upon negative approval from other municipalities. **Village was volunteered to be the municipality to sign the resolution for the Service Award program.** Kirkpatrick said we will have to do oversight before signing.

**Recreation Committee** – Springer stated **Get Fit classes** are back on Monday, Wednesday and Thursday. Next month they will try Friday yoga. They did not get the **Spark grant.** **Movie night** is the first Saturday of the month, with exception of next month. **Holiday light contest** starts in December and the committee **will decorate the tree outside of the community building** to kick off season on the same night as movie night.

**Media Committee** – Springer stated the committee talked about **redoing the website.** There's a couple of issues with the current version and they'd like to streamline it. Two years ago in January the website was redone and initially not at all consistent with the overall message. So they're hoping to potentially budget up to \$15,000 from the general fund to help with website updating and advertising. They want to help with some of the advertising costs across all departments and also would include the **Survey Monkey** yearly fee. Last survey was done back in 2011, 2010. Kind of hoping to get survey out when we get out more information for the police department. Kirkpatrick said the previous community survey was about what people wanted and they would like to do it again. It's a year-long fee. Schulz asked if the website has a hit counter. Springer said it has Google analytics. McCallum said she'd like to see quotes on redoing the website and outline the items in the \$15,000 and present to the board before we adopt the budget later this month. \$15,000 is a lot of money without telling why. Schulz asked to get history of website visits and top activity. McCallum said while it's a noble cause to get the survey out, it might not be possible. Springer said to send questions to her or Kirkpatrick. McCallum thinks it's poor planning to get together in less than a month. Schulz said it's just an idea, and we need more information. Springer said Media Committee will meet again so they can get more work done on it. **Public meeting presentation** – Clerk and Deputy Clerk have been working on the Power Point. McCallum asked how we're getting the word out. Clerk said we'll be sending another letter out. Kirkpatrick said the letter needs to go out now. She'd be happy to pay money to get the survey as well. Schulz said it's important to get quality. Kirkpatrick said she will bring something to next meeting. The clerk's office will send out a letter this week with the time, date and stating they'll get more information at the meeting.

**Planning & Zoning Commission** – Stahl gave us a lighting plan for his building. He hadn't included some information, and zoning administrator wanted more information. He will have to be informed of the additional information he needs to provide. Stormwater was talked about and if Aquafix would be willing to expand their basin to accommodate for the businesses in the complex or sell us back the property to be expanded to include all four properties. Kirkpatrick said Strand is exploring the size of the basin based on what regulations were when plot was approved. Schulz said it was 10-year flood but CARPC changed to 100-year. He asked Rasso to petition to the county. Strand will check with CARPC. **McCallum made a motion to approve the conceptual lighting plan from Greg Stahl based upon the following criteria being submitted and approved by the zoning administrator, including wattage and type of lights, site lighting with photometrics and all lighting directed downward, and if there any complaints, that the business will be required to correct or remove lights.** Schulz seconded. Motion carried.

**Budget discussion.** Kuhlman stated she put in the amounts that board requested at the last meeting and they need to cut about \$34,000 from the budget to qualify for Expenditure Restraint aid money next year. The board talked about police wages first. Klahn would like to see one chief, 2 full-time officers and 3 part-time officers. For budget purposes, he would like to go with **a full-time chief, full-time officer, and 270 hours each for 3 part-time officer hours.** Kirkpatrick would like to have full-time day and full-time night every day. Klahn would like to see next year, 2019 budget, possibly adding an additional officer. **Langer discussed possibly taking the rest out of Streets account. Police part-time wages are down by \$15,000; transportation aids went up by \$4,000; police fringe went down \$1,157. Langer said he can take \$500 from shop/office supplies.** Discussion on senior center donation and on cemetery costs. **Board decided to reduce the Streets account as needed and will possibly have to put back in from fund balance next year.**

Klahn made a motion to adjourn at 9:30 p.m. Crubaugh seconded. Motion carried.

Linda Kuhlman  
Clerk-Treasurer

## Brooklyn Village Board Meeting Minutes October 23, 2017

The October 23, 2017 Village Board meeting of the Village of Brooklyn was called to order at 6:30 p.m. at the Brooklyn Village Hall by President Clayton Schulz. Trustees present were Todd Klahn, Brittany Springer, Sue McCallum, Heather Kirkpatrick, and Bruce Crubaugh. Russell Cazier was absent. Others present were Franklin Seitler, Emily Seitler, Acting Chief Engelhart, Mark Langer, and Clerk-Treasurer Linda Kuhlman. All present stood for the Pledge of Allegiance.

Public Comments – none.

Schulz asked to move up on the agenda Emily Seitler's request to raise two ducks for her FFA project. Seitler reported she has signatures from their neighbors in support of her project. It's a supervised ag experience from FFA. They need to have three goals but can have more. One goal is to start thinking about a career with the project. She said she would do eggs. **Klahn made a motion to allow Emily Seitler to raise two ducks for her FFA project for a limited term.** Springer seconded. Motion carried. Board asked her to let them know how it goes.

Kuhlman stated she needs to change the date in the opening paragraph of the 10-9-17 minutes. **Klahn made a motion to approve the minutes of 10-9-17 with the date correction.** McCallum seconded. Motion carried.

**President's Report** – nothing. **Clerk's report – Financials from September** were handed out. At the end of September, total deposits were \$70,884.72, total withdrawals were \$115,776.29 for a balance in all accounts of \$1,615,320.34. The clerk will be looking at the Village bank accounts in the future to determine what they are and to possibly consolidate them. **The Grill for a Cause sent a thank you** to the board for letting them use the park. **Dane County Cities and Villages Association has a joint legal update with the Towns Association on October 30.** It's a free event from 6-8 p.m. at the Cottage Grove golf course. Kuhlman stated she will go. If anyone else is interested, they do need to RSVP. McCallum stated she will go as well.

**Public Works** – Langer commented the **Village and Strand received comments from the DNR on the phosphorus permit application for the treatment plant.** The comments are being reviewed and followed up on by Spilde and Strand and will have more at the November meeting. They're questioning a few things that DNR said one thing earlier and now they're backtracking. **Highway 104 update** – Langer has a meeting at 8:30 tomorrow morning with the state to find out their plans. It sounds like they're not doing a complete reconstruction for 8-10 years and now they just want to put a mat over. He will know more tomorrow. Klahn said if they're going to do something in 8-10 years, we need to find out what their plan is. If we have to do sewer and water, he would want to hold off and do stormwater with it. We won't finalize the budget until November 13. Langer said we will have to borrow for project anyway. Hopefully sitting down with state will get an answer. **S. Kerch/Hilltops** – Langer reported in the past the Village has received LRIP money. Two years ago we didn't get it. The meeting is next week and application has to be in. He and the clerk put together an application for S. Kerch and Hilltops. It's about \$950,000. The LRIP funds are \$58,000. Two years ago, he had put in a project and there were three other municipalities. At that meeting originally everybody would have gotten about \$16,000, so he bowed out with the comment put in the minutes that Brooklyn should get it all next time. He wants permission to apply for the project. We will have to look at underground and it has to be done in 2018-2019. **Kirkpatrick made a motion to give Public Works permission to submit an LRIP application for S. Kerch and Hilltops.** Schulz seconded. Motion carried. **Speed bumps in Legion Park** – Langer thinks we will need two speed bumps, 5-foot wide milled off and 5-6 inches in center, paved. Green County gave a price of \$2,800. He also looked at temporary speed bumps, but they don't last long, maybe 2 years. Two of those are about \$460. He also called Bartelt for a price and they said asphalt would be \$1,845. Kirkpatrick asked why we need speed bumps. McCallum asked if the temporary ones can be removed and placed as needed. Langer said yes. McCallum suggested it could be done just for events. Klahn said he's seen that people hate them and kids burn them out. He said if they're put up just for the event, that's not so bad. Public Works will have to redrill every time and anchor them. Langer said he can bring back to another meeting or could find the money in the budget for temporary ones. Klahn and Kirkpatrick said temporary ones make sense. **Schulz made a motion to approve the purchase of two temporary plastic speed bumps for Legion Park driveway.** Klahn seconded. Motion carried.

**Schulz made a motion to go into closed session at 6:48 p.m. pursuant to WI Stats 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee.** Klahn seconded. AYES – Springer,

Kirkpatrick, McCallum, Crubaugh, Klahn and Schulz; NOES – none. **Klahn made a motion to reconvene to open session at 7:04 p.m.** Schulz seconded. AYES – Springer, Kirkpatrick, McCallum, Crubaugh, Klahn and Schulz. NOES – none.

**Safety - Schulz made a motion for a 3.3% wage increase at the start of next payroll for police secretary Hartwig.** Klahn seconded. Motion carried. **Part-time employee roster** – Engelhart stated we have some part-timers who haven't worked for a long time. He would like permission to call these part-timers and see if they are still willing to work. McCallum said to call and ask and if they're unable to meet our needs, tell them thank you, bye. Crubaugh would like to leave it open if something changes in the future. McCallum suggested not giving an option. Engelhart is willing to give them an option. They're great when they work, but he will check with them and let board know in the future. His goal is to make sure everyone is on the same page. **In-squad camera** – He brought it to the board's attention a month ago about updating the in-squad camera using a \$4,000 grant. In getting quotes, the quotes were for a basic same system like we have. He started looking at the company called L3. Original quote was \$4,631.50. He asked about an upgrade to a wireless system and was quoted \$6,800. Engelhart asked if there was any deal he could get. Salesman came back with an offer of purchasing a body cam with the in-squad camera which comes with free wireless software, for a total of \$5,891. Engelhart stated there is money in the budget, with the grant, for this purchase. We don't have a policy for a body cam yet. He thinks it's well worth it to have equipment, and once we look at other communities' policies, we can develop one to fit our Village. Engelhart said there will be a front camera on the squad, one for rear of squad and body cam will integrate with squad cameras. Being wireless every time they pull up to PD, it will dump the video. Lantech works with it already. Springer thought Barger was against body cams and one of the reasons why was privacy. Engelhart likes body cams but there are issues with privacy. They're not a catch-all and have limitations. That's why it takes so long to get a policy. Engelhart stated the only reason why he's talking about it is because we're getting a deal with the software for the squad camera. There is a Legislative bill that's being presented for use of body cameras. The main goal was to get the software for latest in-squad camera. Kirkpatrick asked if the software comes with updates. Engelhart said they will be updated periodically for free, but updates rarely happen. We'll get the latest update they have and the last update before that was 4-5 years ago. **Crubaugh made a motion to approve the L3 camera system for a total cost of \$5,891 to be split with \$4,000 of grant money and \$1,891 out of police budget.** Schulz seconded. Motion carried. Klahn said the police are not to use the body cam until a policy is done. Engelhart said he will test it in the office but will not put it in service. He's looking at doing three new policies and one is for a body cam.

Schulz and McCallum reviewed the bills. **McCallum made a motion to approve the bills.** Schulz seconded. Motion carried. **Schulz made a motion to approve the operator licenses for Thomas Moreland and Sarah Collins.** Kirkpatrick seconded. Motion carried. **Schulz made a motion to change the wording in the Employment Manual, Section 7.2, line 5, from allowed to included at the end of the sentence to read, "One half hour for lunch and two fifteen minute breaks, one in the morning and one in the afternoon are included."** Klahn stated that means employees are paid for lunch and breaks. Crubaugh seconded. Kirkpatrick opposed. Klahn said it needs more discussion. **Motion was withdrawn.** Klahn said he has no problem paying office staff half-hour lunch, as long as they're answering phone and take lunch when it fits in, but PW generally can eat in office and don't take phone calls. Right now they're not taking lunch. He doesn't know if he wants to pay for lunch breaks. Board discussed paid lunch versus non-paid lunch. **Crubaugh made a motion to postpone discussion on lunch breaks.** Klahn seconded. Motion carried. **McCallum set up a meeting on October 30 at 4 p.m. with Senator Erpenbach's staff to discuss impact fees.** Erpenbach wanted to be at meeting, but isn't able to.

**Budget** – Kuhlman explained that she incorporated everything from last meeting. There are additional items she found, though. She changed the following: copy machine outlay under clerk was changed to zero budget for next year, ordinances needed to change from zero to a yearly charge of \$400, police typist and fringe was calculated wrong so that is additional amount, changes made to police part-time wages discussed, added in police copier budget amount, streets account was adjusted to make up for increases and decreases in other accounts, so it is now at \$19,000. With that current budget the mill rate would have been \$8.14 and \$19,000 lower on levy from last year. This is quite a reduction and could decrease next year's budget even more. She adjusted the following revenue accounts: Changed from \$12,000 to \$7,000 in building permits, lowered \$2,000 in garbage/recycling, took out park developer fees. That added \$10,000 to the levy. We would use \$142,000 out of a possible \$177,000 of debt limit to get a levy of \$766,344.94. That would make the mill rate at \$8.85. The difference from last year's mill rate of \$9.02 is due to a higher assessment rate. Expenditure restraint is at .9% currently. Last year's ceiling was 1.1%, but this year's might be more due to Village's increase in net new construction. We won't get the final figures until end of October, so there might be room to increase levy \$10,000-15,000 and still stay under the ERP. Kirkpatrick agreed we should look at that, otherwise might pay for it next year. Kuhlman informed board that within three years' time, three loans will be paid off, so the debt will

be going down, which will affect the levy. Klahn said we'll be taking out some loans for the roads and the treatment plant. McCallum reminded that loans for water/sewer are for that utility not the levy. Langer said we will need to borrow for stormwater, curb and gutter. McCallum said it doesn't mean we have to wait four years to take a loan out. Klahn said to coordinate two projects into one project. Kirkpatrick said that would be most cost effective. Langer said could add a building on landmark spot, just a thought, and move PD and clerk's office down there. McCallum agreed. Langer asked if he has any leftover money in current budget, or PD has any leftover, for small projects, is it okay to look at that and get back to the board. Board said okay. **Schulz stated budget will go to public hearing next meeting.**

**Capital projects and borrowing** -- Schulz said we will find out tomorrow on the Highway 104 project. With LRIP application, there's a timeline on use for S. Kerch/Hilltops and a loan will need to be taken out. Langer said won't have to borrow a lot for road until 2019. Will do underground in 2018 and put in one lift, let it settle and finish in 2019. Kuhlman said there aren't many capital items for police. They need a new laptop but she's discussed with Engelhart and there will be funds in budget from this year. Klahn thought board was saving discussion on fund balance until early next year. If there are funds in the budget, can use those funds but just tell the board. McCallum talked about using fund balance we have now to get down to 25% of the total fund balance. She said we've looked at what we have already this year towards some projects. Kirkpatrick said if there will be more funds available next year, it may make a difference on decisions. We should look at total money in the pot early next year. Klahn said one of choices from PW is getting a different loader and McCallum had brought up the idea of a new building. McCallum also suggested keeping the money to pay off debt service. Kirkpatrick said to start to have discussion in January with a pretty firm number. Klahn suggested making priorities after first of year. McCallum recommended rekeying the community building. Langer said we're meeting J&K on November 9, so will have more information at the next meeting.

**Planning & Zoning** – still waiting on **Aquafix to make a decision on the stormwater basin. Assembly bill 465** was reviewed at last meeting, but since then it's been changed. Kuhlman stated the bill has been reworked and they took out a sentence in the CUP portion and took out the section on regulatory takings and eminent domain.

**Media Committee** – Springer handed out survey that she and Kirkpatrick worked on. McCallum asked what the posting date will be and how long do people have to respond. Springer suggested not putting out until night of public hearing. It will be online or people can fill out a printed survey. It has to be fully completed, not partial. Schulz and McCallum suggested only keeping the police questions and adding more police and safety questions and keeping the last few pages of demographic information. Kirkpatrick has no issue with taking out the economic development section. Board went through questions. McCallum asked to add the question of what time of day would you like to see police coverage in the Village and what days of week. Also add after question 5; if no, what would you like to see. Add question, do you know where the police department is located. Crubaugh suggested doing police survey now and full economic development survey in the future. Klahn agreed, there's good information but do in a separate survey. Springer and Kirkpatrick suggested mailing out survey. Discussion continued. **Crubaugh made a motion to send out a postcard to everyone with detailed information.** Klahn seconded. Motion carried. Board went over the PowerPoint presentation for the public meeting and made some changes. The Clerk said she will post the meeting as a quorum posting, not an agenda board meeting. Board stated surveys should be returned by the end of November. Clerk will check on percent increase from 2017 to 2018 police budget and will check on liability insurance if contract with county. **Schulz made a motion to approve PowerPoint presentation for public meeting and public survey regarding the police department, pending changes and clarifications discussed tonight.** Klahn seconded. Motion carried.

**Schulz made a motion to adjourn at 10:10 p.m.** Crubaugh seconded. Motion carried.

Linda Kuhlman  
Clerk-Treasurer



## BUILDING PERMITS

To clarify questions we've been receiving lately, building permit applications and site plans for building outside of the home and new construction need to be submitted to the clerk's office at least 14 to 30 days before the permit can be issued. Each of these applications are reviewed for compliance with zoning codes by the contracted Village zoning administrator. After approval from the zoning administrator, the building inspector will write the permit.

Building permit applications for in-home requirements can be submitted at any time to the clerk's office. The Village, like many municipalities in the area, contracts with an outside building inspection firm and does not have an in-house inspector. The building inspector is only in the Village every Thursday at 7 a.m. to write permits; however, he is available for inspections as needed.

Applications and zoning codes can be found on the Village website. Please include a site plan, if needed, with your application. Deliver, mail or email the completed application and site plan to the clerk's office.

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## 2018 PET LICENSE FEES



Dog license fees for 2018 remain the same as last year. The cost is \$12.00 per spayed or neutered dog and \$17.00 per unaltered dog.

Cat license fees remain the same at \$5.00. Licenses for 2018 can be obtained from the Village Clerk's office beginning the week of December 12th.

Current rabies vaccination information needs to be provided to obtain license.

If you have any questions, please call the Clerk's office at 455-4201.



The Village of Brooklyn has once again partnered with Pellitteri Waste Systems to help collect food for the ThanksGIVING Back Program.

Non-perishable food items are being collected through November 24 to help those less fortunate. There is a collection box at the Village Clerk's office.

The donations are going to The Oregon/Brooklyn Food Pantry.

## PUBLIC WORKS DEPT



Only loose leaves will be collected. All pumpkins, sticks, grass, rocks and other debris must be kept out of leaf piles.

Do not pile leaves around trees, posts, hydrants or mailboxes.

Leaves should be raked off the grass and into the street or at the curb line.

Please contact the Public Works Department at 608-455-1842 with questions.

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**The Clerk's Office and Public Works Dept. will be closed on Thursday, November 23rd for Thanksgiving and Friday, November 24<sup>th</sup>.**



### **Ordinance of the Month**

#### **Sec. 6-1. License required.**

It shall be unlawful for any person in the village to own, harbor or keep any dog or cat more than five months of age after July 1 of the license year without complying with the provisions of this chapter relating to the listing, licensing and tagging of the same.

**Brooklyn Police Department**

# **POLICE DEPT**

## **Monthly Activity Report**

<b>2017 Monthly Activity Report</b>	<b>Oct</b>
<b>Calls for Service</b>	
Burglaries	0
Thefts	1
Suspicious Activity	6
Animal	0
Damage to Property	1
911 Disconnect/Mis-Dial	0
Open Records Request	3
Assist Citizen	3
Assist Fire Department/EMS	1
Assist other agencies	1
Assist Village Departments	1
<b>Traffic Incident</b>	
Total Traffic Crashes	2
Traffic Incident	30
Traffic Citations	5
Traffic Warnings	9
<b>Enforc. /Gen. Activity</b>	
Misc. Comp/Arrests	1
Drug Charges/Comp	2
Referral to District Atty	0
Phone/Internet/Social Media	0
Domestic / Family / Assaults	0
Disturbance/Disorderly/Threats	0
Financial/Fraud	0
Missing Person/Check Welfare	0
Municipal Ord. Comp/Violation	4
Alarms	1
Juvenile Offenses/Comp	0
Found Property	0
Community Policing	5
Parking Citations/Comp	3
Court Orders/Warrants	1
<b>Total Calls:</b>	<b>80</b>

## THREE TRUSTEE POSITIONS AVAILABLE



Three Trustee Positions are up for election this spring. If you are interested in running for any of these positions, please obtain nomination

papers at the Village Clerk's Office after December 1.

The final day for filing nomination papers is 5 pm on January 2, 2018. If a primary is necessary, it will be held in February.

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HO! HO! HO!



The Brooklyn Fire Department is planning their annual Santa Claus run for Village of Brooklyn residents in December. If you know of someone (retired/elderly/shut in) who would enjoy a visit from Santa, contact John Beranek at 608-576-7130.

He will need a name and address. Let's keep Santa busy!



## *Brooklyn Area Chamber Annual Santa Day*

Sat., Dec. 9, 11 am-1 pm

Brooklyn Methodist Church  
Corner of Rutland & Hwy 92

\*Bring Your Camera to  
take a photo with Santa

\*FREE Regifting center, Methodist Church's children's free store shop for family members, with gift wrapping (Children 12 and under)

\*Requesting new/like new items to be donated to the regifting center. Please contact Cleo (608)-455-8595.

Dairy Queens will be available to help with \*FREE craft projects.

\*Methodist Church will have a Concession Stand Available.



## News from Your Senior Center for November 2017

By Rachel Brickner

Each year between October 15 and December 7 Medicare has its Open Enrollment period. That means people who are enrolled in Medicare have several weeks in which to evaluate their current insurance situation and make changes if they desire.

The Senior Center staff meets with Medicare recipients each year to help them navigate the complex world of insurance. This is a free service that requires nothing more than an appointment. Open Enrollment offers an opportunity to make changes in insurance for the coming year. We strongly urge each senior to evaluate their Part D (drug) coverage each year, as the plans can change significantly from year to year. The plan that was best for a senior one year may not be the best in subsequent years.

Part D coverage is very specific to each individual and the medications that particular person takes. The least expensive plan for one person is not likely to be the least expensive for that person's spouse or neighbor.

Rarely does the same company's plan remain the best deal for a senior more than a year or two in a row. Insurance companies count on consumer loyalty and failure to check on the least expensive option each year. The insurance companies raise premiums and people fail to explore the alternatives and end up paying more than necessary for their coverage.

In addition to exploring Part D options with seniors, the Senior Center staff can provide information about Advantage Plans and Medicare Supplements (also known as Medigap Plans), as well as providing referrals to experts in the Insurance Commissioner's Office for complex situations.

Take advantage of Medicare's Open Enrollment period to find out if you are getting the most out of your insurance dollars. Call us soon at 835-5801 for an appointment, as we cannot see walk-ins during this busy time of the year.

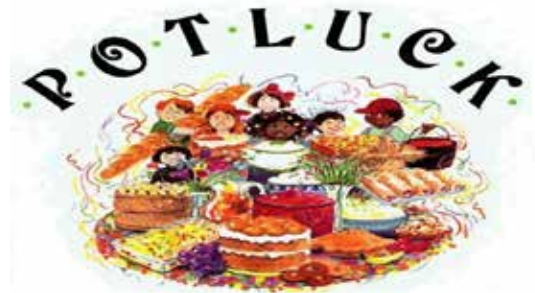
## COMMUNITY POTLUCK

December 7th at Noon

Brooklyn Methodist Church

Bring a dish to pass – table service and beverages are provided.

All ages welcome.



### Are you Ready for Thanksgiving? Safety tips from Ready Wisconsin

Did you know that most home cooking fires occur on Thanksgiving? That's why it's important to follow the safety tips below to help keep your holiday safe this year. "Taking these extra precautions can help ensure you and your family have a safe Thanksgiving," said Wisconsin Emergency Management Administrator Brian Satula. According to the U.S. Fire Administration, unattended cooking is the leading factor in home cooking fires. Most of those fires start when food or other cooking materials catch on fire. When preparing your holiday dinner, make sure you keep anything that can catch on fire such as oven mitts, wooden utensils, towels and food packages away from your stove. Stay in your kitchen if you are frying, boiling or broiling food. If you are baking, make sure you check it regularly. Turn pot handles towards the back of the stove to help prevent bumping. Keep children and pets away from the stove. Frying poses the greatest risk of fire. If using a turkey fryer, make sure you follow the manufacturer guidelines regarding appropriate use of the appliance.

In addition, make sure you have a fire extinguisher that has an "A", "B" and "C" rating and test your smoke alarms to make sure they are working properly. If using candles, consider using flameless candles. Many people will be traveling this holiday week to visit family and friends or to head to the hunting shack. Before you travel, check with 511 Wisconsin for the latest traffic and road conditions. This information, along with live traffic cameras and traffic alerts, can be accessed on the 511 Wisconsin system, which includes a free mobile app, @511WI on Twitter, or the mobile-friendly site [www.511wi.gov](http://www.511wi.gov).



## Are You Ready for Winter?

### Surviving Winter

#### Be Prepared

Some of the dangers associated with winter storms include loss of heat, power and telephone service and a shortage of supplies. To help protect your family, now is the time to put together a disaster supply kit. Here are some items to include:

- Flashlights and extra batteries
- Battery-powered NOAA Weather Radio and a commercial radio
- Bottled water and non-perishable food that requires no cooking
- First-aid supplies

- Fire extinguisher, smoke detector and carbon monoxide detector
- If appropriate, extra medications and baby items
- If you have an emergency heating source such as a fireplace or space heater, make sure you have proper ventilation
- Make sure pets have shelter and plenty of food and water

Wisconsin Emergency Management's ReadyWisconsin program reminds residents to use caution when using alternative heating sources such as space heaters.

- Keep anything flammable at least three feet away from heating equipment.
- Make sure portable electric space heaters have an automatic shut-off.
- Space heaters need constant watching. Never leave a space heater on when you leave a room or go to sleep. Never place a space heater close to any sleeping person.
- Make sure all cords on electric heaters are plugged directly into wall outlet (don't use an extension cord) and check cord for any frays or breaks in the insulation surrounding the wires.
- Check the cord and outlet occasionally for overheating; if it feels hot, discontinue use.
- Place the heater on a level, hard and nonflammable surface, not on rugs or carpets or near bedding or drapes.
- Use a heater that has been tested to the latest safety standards and certified by a nationally recognized testing laboratory.
- These heaters will have the most up to date safety features; older space heaters may not meet the newer safety standards.

#### Winter Driving in Wisconsin

Know before you go this winter season with the 511 Wisconsin Traveler Information System. By downloading the free 511 Wisconsin Smartphone app, following [@511WI](https://twitter.com/511WI) on Twitter, or visiting [www.511wi.gov](http://www.511wi.gov) you can access these current statewide travel resources:



- Road conditions
- Travel times
- Traffic delays
- Incident alerts
- Construction closures
- Traffic cameras



511 Wisconsin is a 24/7 travel service provided through the Wisconsin DOT.



### Driving Tips from the Department of Transportation:

- In the last five years, Wisconsin has averaged 18,600 motor vehicle crashes during the winter months when roads are covered with ice, snow or slush.
- On average, 48 people are killed and more than 4,00 injured in Wisconsin each winter season in crashed when roads are covered in ice, snow and slush.
- Many crashes are caused by "driving too fast for current conditions." Also, when the first blast of winter arrives, motorists often need to "re-learn" how to drive in slippery conditions.
- Be gentle with both the accelerator and brake. Don't use cruise control in wintery conditions. Don't be over confident in your four-wheel drive vehicle. You may get going quicker than others but you can't stop faster. Four-wheel drive vehicles can lose traction as quickly as two-wheel drive.

- Always wear your safety belt. You and your passengers absolutely need this protection even in low-speed "fender-bender" crashed that frequently occur on slick roads.
- Leave plenty of room for snowplows. By law, you must stay back at least 200 feet from the rear of a snowplow.
- Over the "Move Over" Law, which requires drivers to shift lanes or slowdown in order to provide a safety zone for a law enforcement vehicle, tow truck, ambulance, fire truck, highway maintenance vehicle, or utility vehicle that is stopped on the side of a road with its warning lights flashing.
- If your vehicle slides off the road, gets stuck, or becomes disabled, stay inside it if at all possible with your seat belt fastened until a tow truck or other help arrives. If you're with someone else, make sure at least one person is awake and keeping watch for help at all times.
- Stay in your vehicle: Walking in a storm can be very dangerous. You might become lost or exhausted. Your vehicle is a good shelter.
- Avoid Overexertion: Shoveling snow or pushing your car takes a lot of effort in storm conditions. Don't risk a heart attack or injury. That work can also make you hot and sweaty. Wet clothing loses insulation value, making you susceptible to hypothermia.
- Fresh Air: It's better to be cold and awake than comfortably warm and sleepy. Snow can plug your vehicle's exhaust system and cause deadly carbon monoxide gas to enter your car. Only run the engine for 10 minutes an hour and make sure the exhaust pipe is free of snow. Keeping a window open a crack while running the engine is also a good idea.

It is also important to check and winterize your vehicles before the winter season begins. Make sure your car's battery is in good shape – cold temperatures can reduce the effectiveness of a battery by 50 percent. Make sure your tires are suitable for winter driving conditions.

Join Us  
on  
December 2<sup>nd</sup>

For Hot Cocoa as we  
light the tree in front of the  
Community Bldg  
to kick off our 6th Annual



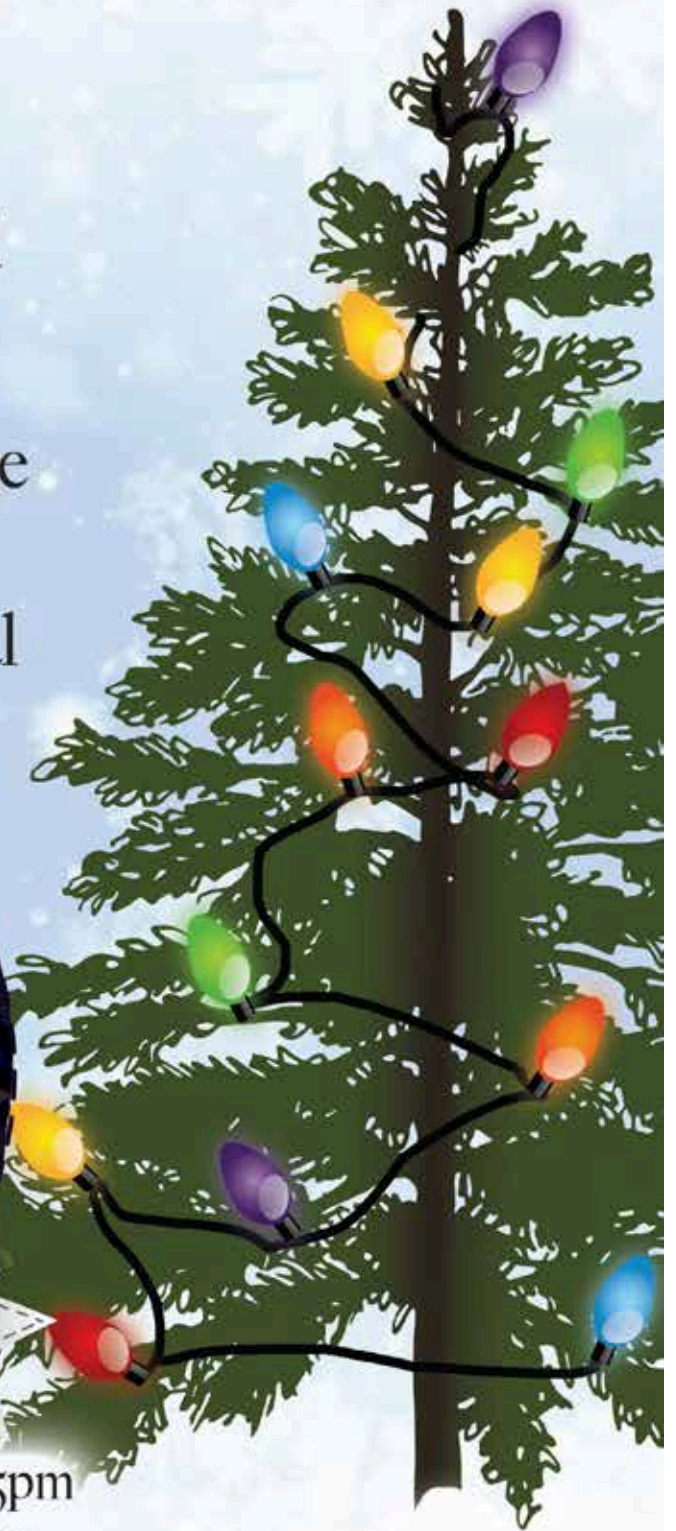
Holiday Lights  
Contest

Village of Brooklyn

Hot Cocoa Served 5:45pm

Tree Lighting 6:00pm

Following is Free Family Movie Night at 6:30pm





# November 18th

*Free!* Family Movie Night!  
6:30pm | Community Bldg  
Doors open at 6:00pm

**CLUE:**

*G: I guess you heard about the boy.*

*M: You know word travels fast in this town.  
How long has he been out there?*

*G: Six years.*

*M: You don't survive in a forest for six years  
alone.*

*G: He says he wasn't alone.*



**All Classes are held at the Brooklyn Community Building**

**GET FIT CLASSES  
are BACK!**











**Monday 6:00pm -  
Country Heat®**

**Wednesday 6:00pm -  
Yoga: Slow Flow**



# December 2017

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
					1	2 Christmas Tree Lighting Movie Night 
3	4 Get Fit - Cize 6 pm	5 Ballet	6 Rec Meeting Get Fit - Yoga 6 pm	7	8	9 Byn Chamber Annual Santa Day 
10	11 Board Meeting – 6:30 pm Get Fit - Cize 6 pm	12 Ballet	13 RECYCLING Get Fit - Yoga 6 pm	14 EDC Meeting – 630 pm	15	16
17	18 Get Fit - Cize 6 pm	19 Planning & Zoning Meeting – 630 pm	20 Get Fit - Yoga 6 pm	21 Media Meeting 630 pm 	22 CLERKS OFFICE & PUBLIC WORKS CLOSED	23
24 CHRISTMAS EVE 	25 CHRISTMAS CLERKS OFFICE & PUBLIC WORKS CLOSED	26	27 RECYCLING Get Fit - Yoga 6 pm	28	29 CLERKS OFFICE OPEN FOR TAXES  PUBLIC WORKS CLOSED	30 
31 NEW YEAR'S EVE 						

**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)