

BROOKLYN VILLAGE NEWS

October 12, 2018

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TRICK-OR-TREATING **HOURS**

When: Wednesday, October 31st
Time: 4:30pm – 7:30pm



**Trick or Treating
Location for Brooklyn EMS
will be located on Marcie Dr.**



**The Village of
Brooklyn wishes you a very safe
and Happy Halloween!**

Brooklyn Village Board Meeting Minutes September 10, 2018

The September 10, 2018 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, Sue McCallum, Kyle Smith, Scott Rosenow and Heather Kirkpatrick. Trustee Brittany Springer was absent. Others present were Pat Hawkey, Public Works Director Leif Spilde, Chief Wade Engelhart and Clerk-Treasurer Linda Kuhlman. All present stood for the Pledge of Allegiance.

Public comments – Pat Hawkey read a statement regarding the Fire/EMS documents handed out at the last board meeting and after listening to the audio of the last meeting. On June 11, Dan Dean, the EMS director, made a statement that he would resign if she was district representative because it required a lot of reports and in his opinion, they were a waste of time, and he talked about lies. In December of 2017 there were lots of comments by the Fire District Board, the public, and several newspapers and TV that reported that the Village of Brooklyn did not pay their fair share. The municipalities met and agreed on a contract and said they had to have an audit. That audit is now available. The current audit shows that the Fire and EMS have more than enough money in their fund balances at the end of 2016. There was no reason to say they didn't have any money. \$502,000 represents money not designated at that time. 2017 shows \$528,000 unrestricted balance, an increase of \$26,000. For all the people who said the Village of Brooklyn did not pay their fair share during this time period and that the Fire/EMS District was running out of money, that was a lie. They had more than enough money to cover expenditures for two years. In current statements made by McCallum, it was said the EMS is under budget for salaries this year by \$83,000, which brings her back to Dan Dean's comment, unnecessarily reporting. Reporting and accountability when it comes to public monies being spent is very important. As EMS director he should have developed a staffing plan based on the minimum and maximum usage based on a 5-10-year history of the department and including the current aging population of the Village. It was decided to create paid EMS staff. Where is the evaluation of that decision? What are the recommendations and requirements of the EMS director; where is the accountability? In the audit report it states that monies held by the organization as of December 31, 2017, \$400,000, and 2016, \$230,000, wasn't covered by the FDIC, and it also shows no checks and balances for expenditures and bank statements, which shows a lack of management within the organization and a disregard for taxpayer money. The documents given to the board do not constitute a budget. They are disjointed and do not add up. McCallum did not deliver what the job requires. Being a representative means you get the information delivered to the taxpayers. Why is the fund balance so high? Why take 20% of the budget and put aside in another account when they have so much of a fund balance? Where is the EMS staffing documents, the number of fire calls and EMS calls? What is happening to ensure that the money is covered by the FDIC? What is the amount of collected and uncollected revenue for EMS? Where did the money for the tender go? The district secretary is resigning, and the District Board is having a personnel meeting to decide what to do. Hawkey urges the board to speak up at the district meeting and request a team of people outside of the Fire/EMS District Board be created to design an accurate job description to assist in making sure they are more accountable. How much are you going to overtax the people of this Village, so the money can sit in an account that is not protected. Thank you.

Rosenow made a motion to approve the minutes of 8-13-2018. McCallum seconded. Klahn and Schulz abstained. Motion carried. **Rosenow made a motion to approve the minutes of 8-27-18.** Klahn seconded. Motion carried.

No president's report. Clerk's Report – August financial reports were handed out. There were total deposits of \$260,853.09, which includes \$177,344.64 in final tax payments. There were total withdrawals of \$583,408.14, which includes two payments to the contractor for S. Kerch Street and a debt service payment of \$11,007.80. There is a total in all accounts at the end of August of \$1,758,972.98. Kuhlman stated she spoke with **Pedro Ruiz at CDBG** regarding our January 1, 2019 deadline for the Business Complex. He stated he would speak with members of CDBG after the Labor Day holiday. Kirkpatrick suggested finding out who current members are, and it may be worth talking to them directly. **Schulz made a motion to approve the clerk to attend an open records training on November 29, 2018 at a cost of \$125 and reimbursement for a meal, if not included in cost.** Rosenow seconded. Motion carried.

Public Works – Director Spilde reported DNR does a five-year **inspection on WWTP** along with a review of the permit. They did the inspection on August 15th. It was quite intense and took almost five hours. There were three things to address – Golz's start date; there is new testing coming in November that all Public Works employees need to take; and on a form in 2006 there was a 1 as outfall instead of 2. The DNR email said it's a very good report. DNR also did a **CMOM review** and did not find any deficiencies, to the point they're going to use ours in training.

Phosphorus project – Spilde was going through prior minutes and in the March 5 minutes, the items to include in the loan for the project were discussed, but there was no action taken on some of the items. The **fabric cover replacement** on the clarifier building will be using ERF (equipment replacement funds) and there is \$11,000 in that account. The board previously approved spending up to \$40,000. We can spend ERF from one of the other clarifier accounts, but we will have to rebuild the ERF in the next three years. He has received a bid of \$28,000 for that cover. The board went through the list of other items for the project. Spilde stated if they put the cost of the pump in the bidding process, it can be taken out later. He's still looking for the best price on a pump. The seal coating can be taken out of the street budget. Not sure if it will be done in 2019 or 2020. McCallum asked about the **trade**. Spilde said we have five years to figure out the trade. When the addition goes in in 2019, the following year is to learn how to use, and year three will be when we try to get to the limit and must have trade active by then. There's been no updated discussion with DNR on the trades. Spilde spoke with Klahns about the trade. We don't want to upset the DNR, but we need an answer. Strand sent an email but hasn't heard back from them. Kirkpatrick asked about talking to someone else. Village Attorney Hahn is to be calling Strand as well. Spilde said they will figure out the trade. McCallum asked about the **50% forgiveness** on the loan. Spilde stated they should know before we open bids; should know in November. Kirkpatrick suggested to put everything in. McCallum said to take seal coating out and leave the rest. Smith questioned the asphalt paving. Spilde stated that was for the back of the plant. Smith stated there will be a lot of equipment being used during the project that will cause damage, so we should leave some in to repair and patch instead of taking out \$20,000 out of the village streets. Klahn suggested leaving the asphalt paving in, assuming we will not be doing the circle but will use it in some aspect in other ways, so leave the \$37,000 in and take out the \$6,500. **Kirkpatrick made a motion that the Village will ask for the WWTP CWF loan for \$1,072,000 to include the following: \$650,000 for plant upgrades, \$322,000 for PW components, \$8,000 for SCADA improvements, \$37,000 for asphalt pavement repair and maintenance, including the parking lot, \$40,000 for truck replacement and \$15,000 for a pump.** Smith seconded. Motion carried.

Public Works/Utilities report – Part of S. Kerch Street water main broke when the contractors weren't there. One of the old repair clamps had blown apart. They have fixed six breaks, and five they paid for and one was on us. Normal maintenance was done by SUEZ on the lift stations. Everything looks good. Roberts and Hollis went to an WRWA class. DNR required extra samples on wells after all the rainfall, and all passed. WWTP new permit should be coming back soon. Part of new permit is to do a WET test every year. It used to be only on year 1 and 5. It's about \$2,000, and in permit it says October-December of this year it's due. Golz went to a WRWA class. **Emergency Management** – Spilde met with Rosenow before the meeting tonight, so he's up to date. Smith received his plan. Rosenow did his ICS class. Spilde went to an LEPC meeting in Monroe. From August 1 to September 6 had 14.9 inches of rain and pumped pond twice, but we have been really fortunate. One pumping took two days. It's \$350/day for the pump. Painted streets with Green County on August 22. They prepared the park for Labor Day. There will be an after-action meeting regarding Labor Day, so before any discussion takes place he'd like to wait for that meeting. McCallum would like to see a plan from the organization on what they're proposing to do to repair damages in the park. Spilde said he's been in contact with three different people already; they called him first thing Tuesday morning. They have equipment and will rotary hoe up the ruts, seed it and roll it, the whole park. The whole park wasn't just from this year. They will roll the entire park. Spilde said their comment was they will bring it to a level better than they found it. The water was gone this afternoon. Board members commented they did a very good job. Klahn said only complaint he heard was on the speed bumps, and everyone was driving around them, so they put cones up. Spilde said cones did work. It can be discussed in the after-action meeting. Spilde informed the state we are not going to do anything on Highway 104. At the last meeting he said the S. Kerch Street project has been a good project and was on schedule, but then it started raining the next day. They put in half of the storm sewer in a month. There are gas lines in the way now, so Alliant has to come in. They are starting to stake Wednesday for curb/gutter. Spilde said it is Alliant's mistake. They received plans early. Urban Forestry Grant was submitted last week, and we should hear back by end of November. Green County Highway Commissioner is coming Thursday to do a review of roads.

Public Works Budget - Spilde gave the board a listing of equipment at PW and ages of that equipment. The Toolcat comes out of sewer equipment replacement fund every year. The biggest piece is the loader. Miller-Bradford is coming this week to give options on the loader. Smith asked that by the next meeting get ballpark information on some of these things. Spilde stated the backup mower broke down a week before Labor Day and then the second one broke down also. Village should look at a future upgrade. Spilde also suggested with ERF of \$20,000 and possible CWF of \$40,000, the Village should look at replacing one of the other trucks on the list. If we don't purchase any equipment, then operating budget for maintenance will start to go up in future years. Klahn said with the pickups it pays to trade every five years or less, because you're paying same amount of difference but then it's always under warranty. Price on trucks is all at state bid. **Smith made a motion to postpone this discussion until getting more information at next board meeting.** Klahn seconded. Motion carried.

Safety – Chief Engelhart stated not much has changed on pricing for **new squad** since the last meeting, other than he received a \$4,000 grant, which brought the total for equipment in the squad down to \$27,100.43, and that doesn't include what we might get for the Crown Vic at auction. SUV bid from Kayser is \$34,530 and Ewald is \$35,205.50. A sedan from Kayser is \$31,950 and it's the last year in production. The pricing is locked in until September 21 of this year. Board discussed the list of all equipment needed and installation costs, shop fees, etc., from Gencom. Engelhart stated it will be ordered under state bid from Gencom. McCallum asked if there are any items on squad equipment list that can be easily portable from one unit to next, so if a squad is down and need to go to backup unit, just need to move some equipment. Smith asked how often will we have two fully functioning police cars on the road at once. Engelhart can't answer to a specific degree, but Officer Johnson comes in between 2:00 and 3:00 and they will try to do some overlapping, but not every day. There might be a couple days a week, so they won't have to wait for each other. Board discussed list of equipment that would go into squad. Engelhart stated the camera might not be needed, as he's looking at the Crime Fighter app that would be used on a smartphone and utilized with the video/audio equipment in squad. He was told by the rep they would purchase it for us, but we don't have a smartphone yet. Engelhart wants to look at the app before making a decision. Engelhart has two cages/dividers on the list because he'd like to replace the dog cage they are using in the current squad. There are ballistic panels on the current squad. These can be switched from one squad to another. There is no need to get them for new squad. McCallum said she would vote to go ahead and order, but how would Village pay for it. Chief said in order to allocate the money, he would suggest order a 2019 and wait until first of year to accept delivery. Klahn stated he should have about \$34,000 left over from budget hopefully.

Klahn would like to reduce the **part-time officer hours for 2019**. Kirkpatrick said we're transitioning from largely part-time to full-time with part-timers staggered. McCallum said we're back to where we were before. Engelhart stated he's trying to overlap shifts, but there are 2-3 days of the week open. He doesn't want to put the full-time officer on every weekend. He's trying for two Saturdays a month. Chief works Friday days and some Sundays. McCallum stated people in survey said they want more coverage. Kirkpatrick would like to move to largely full-time and transition away from part-time. Klahn commented about how hard it's been to find part-timers to cover the shifts. Engelhart said he has them now and they're willing to work. With the full-time officer, he's looking to reduce part-time shifts from 8 per month to 6 shifts per month. That is plenty for part-time staff to get training and a few shifts throughout the month. If some are leftover, Labor Day weekend uses more. Kirkpatrick would like to see a calendar that shows what it would look like with six shifts.

McCallum made a motion to order the SUV from Kayser, the 2019 model, at \$34,530, outfitting it with the package of \$27,140.43, to be offset by the sale of the Crown Vic, and to be delivered in 2019 utilizing leftover monies from the 2018 budget and financing the rest. Schulz seconded. Motion carried.

Chief's Report – total calls last month with all three departments with traffic enforcement was 93. 67 by Brooklyn PD, 82 with traffic. Green County had 4 calls, and Dane County had 7 calls. Would like part-timers to start working Sunday 10-6 or 12-8 because most of the calls from Dane County were Sunday morning and Sunday afternoon. That's a normal Sunday. Went through chief's report of calls for the month of August. Engelhart is working with Public Works on putting speed board up on North Rutland. Officer Johnson is slowly getting up to speed, so they're starting slow with the speed board. They're continuing to check up on businesses. Officer Johnson stopped at church's summer camp and he showed the kids the squad. Department participated in Brooklyn Night Out. They were supposed to go to Belleville's Night Out, but it was cancelled due to the flooding. Chief Engelhart and Officer

Johnson attended terrorism training. Engelhart will be gone rest of the week for CIB conference. Kirkpatrick stated she was reading in Brooklyn Facebook group about concerns with cars passing other cars in front of the school and someone stated they interacted with an officer. Engelhart stated he was the officer they spoke to. He had someone call and ask if people can pass in a school zone. He explained that people/cars were in line waiting to get into the school, and the caller said someone had gone around the line of stopped cars and up to the stop sign and turned onto Fourth Street. He told her if the vehicles were stopped, it's fine. The school buses have been doing that as well because they can't wait. There's nothing illegal unless a vehicle is oncoming. Kirkpatrick suggested he be aware of posts. Engelhart agrees and wants to explore looking at Facebook for the police department in the future.

Safety Department Budget – Smith stated a lot of accounts are up and down by a lot of dollars. He asked if current needs and capital items are in the budget or does the Chief want them in the budget. Chief said the AED doesn't have to be in budget for 2019, but he put it out there to look at the end of 2019 if money is available, or in 2020. The AR15 isn't in the budget, but he wouldn't want to run a new squad without a rifle. Engelhart has his own, Johnson has his own, and the department has one. Smith confirmed two full-time officers have their own. Chief Engelhart stated at some point he'd like to discuss with the board allowing officers to purchase equipment such as ARs through a payroll deduction. Smith asked about increased uniform and equipment expenses; is it increased because of chief's vest and helmet or with bringing in part-time officers. Engelhart said we'll have one part-timer coming in, but he has enough in stock for that person. Smith doesn't want him to shortfall the categories. **Smith made a motion to postpone safety budget to the next meeting.** Klahn seconded. Motion carried.

Schulz made a motion to set the Halloween Trick or Treat for Wednesday, October 31 from 4:30 p.m. to 7 p.m. Smith seconded. Kirkpatrick doesn't mind if it's later than that. She suggested until 8 p.m. Smith and Chief Engelhart suggested 7:30 p.m. **Schulz amended motion to have Trick or Treat from 4:30 to 7:30 p.m.** Smith seconded the amended motion. Motion carried.

McCallum made a motion to approve bills as presented. Schulz seconded. Motion carried.

Schulz stated the additions/corrections were made to the Accurate Appraisal contract. **Schulz made a motion to approve the Accurate Appraisal, LLC contract as amended.** Rosenow seconded. Motion carried.

Schulz and Klahn don't see an issue with changing the employee health insurance program to include a dental option. Rosenow asked if the board is authorizing the Village to pay for the dental insurance. Schulz stated it just allows the option for the employees to take it, but it can be discussed with the budget if the Village will pay anything. **Schulz made a motion to approve the acceptance of the dental option into the health insurance at the expense of the employee.** Rosenow seconded. Motion carried.

Fire/EMS District Commission – McCallum handed out a listing of undesignated fund balances. Klahn stated \$110,000 should not be in CD. McCallum said it's for the SCBA equipment. It was going to be \$140,000, but they took out \$31,290 that they needed for a compressor now. Kirkpatrick said the organization does not understand cash management. The reality is it is actually more cost effective and cheaper for municipalities to borrow the \$140,000 for SCBA than to save money over time. When to save and when to go out and borrow, which one is more cost-effective use of money. In some cases, the big dollar stuff is better to borrow for. Only need to carry money over 20% of budget. The fund balances are going to need to be justified to the five municipalities; why do we have over 20% in any kind of fund in the budget. McCallum said we should figure out what cash fund balance is and look at it. McCallum and Marks have challenged it and they are going in that direction slowly. It hadn't been there before. Kirkpatrick said slowly is the problem, and in the meantime, our money is being held hostage by that entity while we can be putting it to better use. Smith asked what the undesignated amount of cash right now should be. The auditor said 20%. McCallum said they're contemplating what the reserve should be and they're discussing it. Board discussion of fund balances. Kirkpatrick said while she appreciates that progress has been made, the municipalities are saying they want the commission to operate in a transparent way, and they report to us, not the other way around. The majority of the Village Board, and from what she understands the towns are saying the same thing, if that is the case and the Village Board is saying we want you to carry the message to them that we don't want this to be slowly over time, we want to go to that level, the 20% is the undesignated and that's it, and whatever is

left, spend down in next year's budget as a one-time thing or give back to the municipalities, and that's the end of it. McCallum said that's what they're doing and they're getting there. Klahn would like to see it taken care of in this year's budget. Klahn would like to get fund balances down to 20% in 2019. McCallum said once the boards agree to the 20%, they'll look to see if it's there in undesignated funds, and that's where it will come from, because no one should have to pony up additional taxes for that when there are undesignated balances. Klahn said that's not a slow walk; that's taking care of it. McCallum said there's undesignated funds and there are funds being used. Kirkpatrick wants to know if this board will approve a budget over a reserve of auditor's recommendation. Klahn won't. Kirkpatrick wants them to think about it. Klahn said all that's important is what's sitting there. McCallum understands what needs to be done. She told commission to deal with it.

Personnel Committee – looking at decisions on **employee handbook** recommendations. One of the main items is regarding holiday pay on page 8. The question was if an employee gets a legal holiday off, like Christmas Day, and then they get called in to work later in the day, they get 8 hours of holiday and then what is the next portion; is it overtime, time and half straight time and then take holiday pay later. The committee is looking into that. Another item is training, when an employee goes to training and it's over 8 hours, does the Village pay for meals, mileage, and at what rate, what per diem, etc. Are meals taxable, not taxable, there's a bunch of laws. Klahn said it's different for police and Public Works. Smith said it's okay if it's different, but it needs to be documented. Clerk sent out email to employees and board for input on other items. Employee performance review forms were discussed. Springer is looking at it, to make it uniform and revamp for all. The next meeting is October 2 here at the village hall and after that it will be at the community building tentatively.

Schulz made a motion at 9:20 p.m. to convene into Closed Session Pursuant to WI Stats 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Police) and WI Stats 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental entity has jurisdiction or exercises responsibility (2019 Budget). Smith seconded. AYES – Rosenow, Klahn, Smith, McCallum, Kirkpatrick, Schulz. NOES - none.

Klahn made a motion at 10:11 p.m. to convene out of closed session. Schulz seconded. AYES – Rosenow, Klahn, Smith, McCallum, Kirkpatrick, Schulz. NOES – none.

Schulz made a motion to approve the terms of the claim presented to the Village by Attorney Ted Waskowski. Kirkpatrick seconded. Motion carried.

Klahn made a motion to give a cost of living increase of 55 cents to full-time employees on January 1 and an added 70 cent increase – **Klahn's motion died for lack of a second {added per motion at 9-24 meeting}**. **Smith made a motion to approve what was discussed for merit-based raises in closed session.** Klahn seconded. Motion carried.

Kirkpatrick made a motion to pay health insurance for employees at a rate \$1,429.55 per month per employee for family coverage and \$582.68 for single coverage. Klahn seconded. Motion carried.

Schulz made a motion to adjourn at 10:14 p.m. Smith seconded. Motion carried.

Linda Kuhlman
Clerk-Treasurer

Brooklyn Village Board Meeting Minutes September 24, 2018

The September 24, 2018 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 Sue McCallum, Kyle Smith, Scott Rosenow and Heather Kirkpatrick. Trustees Todd Klahn and Brittany Springer were absent. Others present were Ethan Monson, Dan Hedington, Chief Wade Engelhart and Clerk-Treasurer Linda Kuhlman. All present stood for the Pledge of Allegiance.

Public Comments – Ethan Monson, regarding his driveway on 212 S. Kerch Street. He's a new resident on S. Kerch Street. The engineer told him they would be repaving all but 11 feet left in his driveway. It's all cracked up in the 11 feet and he would like to have whole driveway redone. He understands people were told they would have to get it done themselves. He was hoping with the small piece he has, he could go through the Village. His whole driveway is 40-50 feet. Kirkpatrick said the original plan was to have the contractor interact with homeowners directly and the idea was whoever wanted it, could pay the contractor. The contractor was not willing to deal with owners, just the municipality. Schulz said we would have to talk to contractor again. Smith asked if he loses 90% of driveway from where sidewalk is going in. Monson said there would be one-quarter left. Hedington said it would be hard to find someone to do 11 feet. Kirkpatrick said if we do it for one, we have to do it for all. Discussion. Hedington said they can pay up front before the work is started. McCallum said if we do it for this person, do we contact every homeowner and say this has come before us and we're willing to do what. Kirkpatrick said the terms would be to pay up front. If paid from homeowner prior to work being done, she doesn't have a problem asking contractor to do it. Monson agreed. Kirkpatrick said we need to ask if contractor is willing to do it. Monson has contacted the contractor, and he said yes, if it goes through the village. **Smith made a motion to approve the Village contacting the contractor and the Village paying, only if Ethan Monson, after we get him the quote, pays up front, and anybody else who comes forward by Friday.** Kirkpatrick said we need to reach out to everyone and put a deadline on it. The contractor will give a price and we will accept it and we'll have to amend the contract with the contractor. Kirkpatrick seconded. Motion carried.

Planning & Zoning – Martinson CUP. Martinson stated he is putting an extension on his existing garage and the extension will go out the back, so you won't see it from the street. It will be the same construction as has right now, but he is making it deeper. Schulz stated it was approved at the PZ meeting. One concern that came up at PZ is the condition there is currently not a business and will not be a business run out of the property. Kirkpatrick asked if he's going to make it deeper to increase storage or what is the purpose? Martinson said he has a car he's restoring and wants to move it to the back to its own area and use the rest of the garage like normal. **Smith made a motion to approve the Conditional Use Permit for Dean Martinson.** Rosenow seconded. Motion carried. Schulz stated the property address is actually 215 N. Kerch. The notice and paperwork said 215, but the agenda was wrong.

9-10-18 Minutes – Smith asked about the third to the last paragraph, Klahn's motion is cut off. Kuhlman explained Klahn started to make a motion, didn't finish it, and Smith made a new motion. Smith said that referred to the clerk after certification is received. McCallum suggested, "and added 70-cent increase to employee upon certificate being received," without saying who. Smith's concern is if another employee gets a certification. Smith made a motion to alter the minutes to reflect that change. Kirkpatrick seconded. Discussion. Kirkpatrick suggested adding "Klahn's motion died for lack of a second." **Smith amended his motion to add after increase and before Smith made his motion, the wording "Klahn's motion died for lack of second."** Kirkpatrick suggested we'll fix the motion after closed session today. Kirkpatrick seconded the amended motion. Motion carried. **McCallum made a motion to approve the 9-10-18 minutes with changes.** Schulz seconded. Motion carried. **McCallum made a motion to approve the 9-12-18 Fire/EMS District Joint Municipality meeting minutes.** Rosenow seconded. Motion carried. Schulz abstained.

Clerk's Report – Kuhlman stated she attended the **District 4 Clerk's** meeting. There was a representative present from the League of Wisconsin Municipalities with a legislative update regarding personal property aid. The state has removed personal property taxes for machinery and tools, and they have developed a formula for calculating aid

payments for the future. One problem is that the formula doesn't account properly for personal property in TIF districts. The League has spoken with the Department of Revenue, and they both will be meeting in the future to

look at this calculation again. The DOR said it is too late to change it this year. Kuhlman stated it doesn't affect us, because we don't have much in the TIF currently for machinery. Kuhlman also stated the state is making the aid payment, but they have also subtracted it from our levy limit. Kuhlman also stated there was a representative from the State Historical Society present at the meeting to discuss their new **record retention schedule**. The state has been working on the schedule for a few years and have completed a schedule that municipalities can adopt as their own. She stated she is still looking over the schedule and will bring it back to the board for adoption in the future. Kuhlman also gave a list of **CDBG** staff and members to the board. She has not heard back from Mr. Ruiz yet. Kirkpatrick recommended contacting Dave Phillips directly at CDBG to schedule a meeting or call.

Safety – Chief Engelhart updated the board on the **squad purchase**. He called Kayser and ordered the squad. There has been discussion about Ford not making enough 2019s. He will know mid-October if we will get a 2019. There is an option of seeing if a 2018 is available and if Kayser can hold it until December and bill in January. Smith said to keep the board updated. **Whitebox data conversion** – Engelhart said Oregon told him at the CIB conference that their Whitebox conversion wasn't going well. Kuhlman explained that since moving to Spillman, we have read-only access to our reports at the City of Madison. We looked into Whitebox converting our data. The original price was \$9,000, but they have agreed to \$8,000. We have also contacted JJ at Lantech, but he was not able to write a data conversion program. She has contacted Whitebox, and they informed her that the problem Oregon was having has been resolved. Board discussed how Madison could not provide open records request after December 31.

McCallum made a motion to approve Village utilizing Whitebox for data conversion with the fee to come out of leftover monies from the 2018 budget, not to exceed \$8,000. Schulz seconded. Smith opposed. Motion carried.

Schulz and McCallum reviewed bills. **McCallum made a motion to approve the bills as presented.** Schulz seconded. Motion carried. Kuhlman stated that McCann has provided a new proposal for lift station cleaning. It is the same price as current, except for an additional \$100 disposal fee that MMSD is now charging. **Smith made a motion to approve McCann's contract.** Schulz seconded. Motion carried.

Committees – Fire/EMS District Commission – McCallum handed out copies of updated year-end **cash-on-hand charts** for both the fire department and EMS. Our clerk noticed that expenses were deducted twice from the one that the district secretary handed out. The fire amount does not include the CD of \$110,000 for the SCBA equipment. The District Board decided to advertise in various media for a **new secretary** – area newspapers, all the municipality websites, Facebook, etc. Applications are due by November 15. An adjusted job description was handed out, and two things that changed -- there was a description under the 8th bullet point under Essential Duties, after "authority" it was adjusted to read "responsible for all State and Federal Financial Reporting." 10th bullet point was taken out, "solve problems as they present themselves." And on the back page under position characteristics, salaried, exempt under FLSA, 2019 budget **salary is \$9,000 per year and hours are up to 30-50 hours per month.** **Kirkpatrick stated regarding the revised cash-on-hand, she met with Joanne Van Norman and John Marx,** and they went over everything using the corrected budgets. Van Norman is gathering the information, typing it up and sending to her and Marx for review. It was agreed that they're going to assign colors to the different categories of money. For example, we have money earmarked for certain things and it can only be spent for certain things. Those items will be red. The next category is for designating certain funds for certain purposes, and it will have to be stated what it is for, what's the target amount needed and a timeline for when it's going to be used. If it's not used in that timeline, it will go back to the general fund. That will be blue. And then green money is everything else. Radios would be an example of blue money; that's been sitting there for a long time. To make it easier for the new secretary, there will be designated accounts set up. Van Norman will set them up before she leaves. That policy will be written and approved by the district board. There needs to be a change in thinking for the whole group. They don't have to have a huge down payment for a fire truck because they can't borrow. The municipalities borrow. So it's re-educating why we're doing it this way. It was a very productive meeting. Once it's all written up, Marx will come to all the municipalities to present it and also to the district. He will try to do it in early October. McCallum said the job description was also compared to the contract so nothing was opposite to the contract. The district board will be appearing at the **business meetings** of the fire department on October 11 and EMS on October 16 to propose a new process that was discussed in closed session. The **records retention policy** that Marx worked on and the commission approved, he's going to take it to the State Board for approval. He thought we didn't have to, but we

do. Van Norman sent out a copy of a signed document from Steve Eager from **UBT to cover the money in the bank**. Kirkpatrick said they also discussed reviewing the agreement for the district. Some things it is silent on; one of which is moving money within different line items in the budget. What she suggested was they come up with a list of things that will fall into this category and that the commission should discuss, and then propose what they're interested in changing to the five municipalities at the next joint meeting.

Planning & Zoning Commission – Kuhlman explained that Rob Roth, the zoning administrator, explained to the Commission the surrounding **agriculture land and the zoning issues**. The Commission **agreed not to change any zoning ordinances for agriculture**. They informed **Lappleys that they could proceed** with the CSM next to the farm buildings. However, they need to list certain deed restrictions, like if they ever split the property or sell, the new owners cannot have any say about the farm buildings, and a few other items. Once we receive the updated CSM with the deed restrictions, the Commission would like it sent to the Village's attorney for review. Schulz stated they got a nice breakdown of where these zoning issues might be applicable in the future.

Budget – Smith directed the clerk to ask the auditor if it would help us to depreciate our portion of the fire/EMS building, because it's our debt, we own it.

Schulz made a motion at 7:49 p.m. to Convene into Closed Session Pursuant to WI Stats 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental entity has jurisdiction or exercises responsibility (2019 Budget). Smith seconded. AYES – Rosenow, Smith, McCallum, Springer and Schulz. NOES - none.

Schulz made a motion at 8:37 p.m. to reconvene into open session. Smith seconded. AYES – Rosenow, Smith, McCallum, Springer and Schulz. NOES – none.

McCallum made a motion to approve a 55 cent per hour cost of living adjustment effective January 1, 2019, for all full-time employees and the police secretary. Rosenow seconded. Motion carried.

Budget – Board discussed all budgets. Increases and decreases were discussed. Smith asked about the election category decreasing by \$2,000. Kuhlman explained we have only two elections next year. Smith suggested keeping it at \$4,000 to help with the new equipment that will be needed in the next two years. Kirkpatrick asked if we want to continue with the same Senior Center charges. Smith liked that director said we're paying our fair share. Schulz has a hard time taking money away from the Senior Center. Smith said he's glad it's there. He does think the numbers include the town also. He doesn't want to take money away. Discussion. Rosenow said they didn't ask for more, so he would keep it the same. Recreation expenses were discussed. Kirkpatrick would like to become a member of the GCDC again. She said they were really helpful in finding businesses for the BBC in the past. She asked to add that in to see what it looks like under EDC. Kirkpatrick asked if we want to fund the Oregon Youth Center or own youth program. McCallum thinks the level of professionalism is not achievable at our size. Smith stated Fitchburg doesn't spend any money and they have a lot of kids that use it. It was decided to discuss it later. Board instructed clerk to make changes discussed and bring back an amended budget to the next meeting.

Smith made a motion at 9:15 p.m. to adjourn. Schulz seconded. Motion carried.

Linda Kuhlman
Clerk-Treasurer

COMMUNITY POTLUCK

Brooklyn Methodist Church
October 25, 2018 at Noon

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

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.

***Delinquent utility amounts will be placed as a special charge on your tax bill. Payments should be made by 11/1/18 to avoid a 10% penalty. Delinquent amounts not paid will be placed on the tax roll.**



Have a Safe & Happy
Halloween!

POLICE DEPT

Monthly Activity Report

Calls for Service	Sept	Jan - Sept
Burglaries	0	0
Thefts	1	13
Suspicious Activity	3	30
Animal	1	5
Damage to Property	2	14
911 Disconnect/Mis-Dial	2	3
Open Records Request	1	21
Assist Citizen	5	23
Assist Fire Department/EMS	0	11
Assist other agencies	2	27
Assist Village Departments	0	8
Traffic Incident		
Total Traffic Crashes	0	0
Traffic Incident	46	189
Traffic Citations	7	23
Traffic Warnings	8	28
Enforc. /Gen. Activity		
Misc. Comp/Arrests	1	4
Drug Charges/Comp	0	1
Referral to District Atty	0	1
Phone/Internet/Social Media	0	1
Domestic / Family / Assaults	2	6
Disturbance/Disorderly/Threats	2	7
Financial/Fraud	0	3
Missing Person/Check Welfare	0	7
Municipal Ord. Comp/Violation	4	32
Alarms	0	2
Juvenile Offenses/Comp	1	9
Found Property	0	5
Community Policing	10	36
Parking Citations/Comp	11	36
Court Orders/Warrants	1	4
Total Calls:	110	549

CHILI FEED



Thursday, October 18th

4:00-7:00PM

Cost: \$5.00

Brooklyn Community
United Methodist Church
201 Church St, Brooklyn

Chili, with all the fixings, hot dogs,
assorted cheese/breads/crackers,
homemade desserts, milk, coffee, soda.

Help support our Brooklyn Elementary

All funds raised from the dinner are given
to the special needs fund to help
kids/families in our community.

Come enjoy good old-fashioned
conversation with your neighbors! Come
meet the Brooklyn Dairy Queen.

Oct. 2018 News from Your Senior Center

By Rachel Brickner

If you or a loved one receives Medicare benefits, you need to be aware that the period of time between mid-October and December 7 is the time when changes can be made. Medicare's Open

Enrollment period gives people an opportunity to make changes in their medical and drug coverage, and it can be a way for seniors to save money. Most seniors have insurance in addition to Medicare benefits. That insurance helps cover the costs of medications and other expenses that Medicare does not fully cover. The Open Enrollment period each year offers seniors a chance to make changes in those providers. It is a good idea to evaluate coverage each year. Drug plans, also known as Medicare Part D plans, do change, especially their premiums and the medications they cover, annually. Often it is cheaper to change to a new plan for the upcoming year. However, unless a senior has help evaluating the options, it can be very difficult to figure out which plan might be the least expensive.

Part D plans are very individualized. What is the least expensive plan for one person might not be the least expensive plan for a different person. This is where the Senior Center staff can provide guidance. The case managers are trained to evaluate plans and help seniors determine the cost of various options. **The service is free.** If you are interested in meeting with a case manager to evaluate your Part D options, please call the Center at 835-5801 and ask to speak to Carol or Noriko. We do request that you make an appointment for this popular service, rather than stopping in and asking for help without having an appointment scheduled. We also ask that you call early during the Open Enrollment period to get your appointment on the calendar, in order to make sure your request can be accommodated. By simply evaluating which drug insurance plan will be cheapest for a senior, the senior can then look at the cost savings associated with switching to a different plan. Sometimes a simple change can lead to savings of hundreds or even thousands of dollars during the course of the year. Any decision about whether to change is, of course, completely up to the senior involved. Part D plan comparisons may also be offered at pharmacies. If a senior has a comparison completed by a pharmacy, but needs help interpreting the information, the Senior Center staff is also available to help with that. Just call for an appointment!



COUNTY OF DANE

Department of Emergency Management

JOE PARISI, County Executive CHARLES A. TUBBS, SR., Director

Emergency Planning Division
(608) 266-4330

Emergency Medical Services Division
(608) 266-4387

Hazardous Materials Planning Division
(608) 266-9051

Dane County Emergency Notification System – Are you registered?

Dane County's Emergency Notification System is used to alert people and provide important information during an emergency. In the event of an emergency, officials can identify the affected area and send a message that describes the situation and recommends the protective actions residents should take. The system will automatically call out to all land-line telephone numbers within that geographic area and deliver a recorded message.

You can also sign up to receive alert messages on your cell phone, by text message, or by Email. These are a popular and effective means of receiving emergency information. You will, however, need to register your contact information in order to receive these alerts.

AtHoc Cloud provides these notification services for Dane County. Signing up with this service will enable local authorities to alert you about potential life-threatening and public safety threats in your community. Residents who sign up may be contacted with information about emergencies like:

- Hazardous materials incidents
- Emergency evacuations
- Missing persons
- Dangerous persons
- Public health alerts

You can also sign up to receive email and text messages for notification of severe weather Watches and Warnings issued by the National Weather Service.

When signing up, you will be prompted to create a new account. You will then be asked to provide your address and personal contact information, such as your email address or your cell phone number for text messages.

Dane County and AtHoc Cloud are serious about protecting your personal information. Your contact information will be used for emergency notification purposes only. Your information will not be used for any other reason and will not be released to the public.

Additional information on Dane County's notification system and a link to sign up can be found at:
<https://em.countyofdane.com/warning>

Joe Parisi,

Charles A. Tubbs Sr.

All Classes are held at the Brooklyn Community Building

**Monday 6:00pm -
Country Heat®**



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

Mark your calendar

Movie Night is

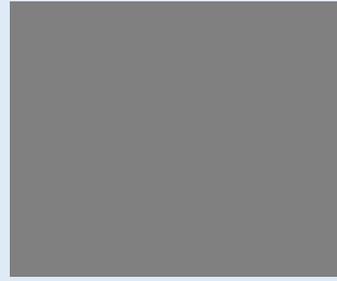
November 3rd

**Check our website after October
29th for the clue.**

<http://brooklynrecreation.org/events/movienight>



November 2018



Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2	3 Movie Night
4	5 Country Heat 6 p Community Bldg	6 Tires, Oil, Batteries Ballet 530 p-6 p Election Day VOTE TODAY ★★★★	7 Yoga – 6 p Community Bldg	8	9	10
11	12 Board Meeting 630 p Country Heat 6 p Community Bldg	13 Brush Pick-Up Ballet 530 p-6 p	14 Recycling Yoga – 6 p Community Bldg	15 Clerk's Office Closed 7 A – 1 P	16	17
18	19 Country Heat 6 p Community Bldg	20 Ballet 530 p-6 p	21 Yoga – 6 p Community Bldg	22 Happy Thanksgiving! Clerk's Office & Public Works Dept – Closed	23 Clerk's Office & Public Works Dept – Closed	24
25	26 Board Meeting 630 p Country Heat 6 p Community Bldg	27 Ballet 530 p-6 p	28 Recycling Yoga – 6 p Community Bldg	29	30	

notes

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

Check out our Village website at www.brooklynwi.gov

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