

ORDINANCE # 5.25

Title: Purchasing Procedures

Adopted: January 12, 2026

Town of Brooklyn, Green County, WI

Purpose and Scope: The purpose of this ordinance is to authorize the purchase of materials and supplies between Town Board meetings, without requiring prior approval from the Board of Supervisors.

Authority: The Town Board has specific statutory authority, powers and duties pursuant to WI Stat. 125 and duly adopted (in 1992) village powers under WI Statue 60.22 granting to the Town Board powers to regulate, control, license, prevent or permit certain uses and activities for the good order of the Town and for the health, safety and welfare of the public.

The Town of Brooklyn does ordain as follows:

Specific provisions:

- a. The purchase of materials and supplies with an anticipated cost of less than \$500 may be made by the Town Chair, Town Clerk, Town Treasurer, or Town Maintenance Person without prior approval of the Town Board of Supervisors. "Materials and supplies" include paper, stationery, postage, office supplies, cleaning materials and supplies, maintenance materials, equipment repairs, consultation, and other similar items. All such purchases shall be reviewed and approved by the Town Clerk for fund and budget availability prior to purchase.
- b. The purchase of materials and supplies, permanent personal property, and services with an anticipated cost between \$500 and \$2,000 shall be authorized by the Town Chair. These purchases shall be reviewed and approved by the Town Clerk for fund and budget availability prior to purchase.
 - (1) "Permanent personal property" includes furniture, furnishings, automation equipment, calculating equipment, small machines, parts, tools, equipment, and any other property that customarily has a useful life of more than one year.
 - (2) Purchases under this subsection may be made on the open market and directly from a dealer or supplier without obtaining sealed quotations.
 - (3) All purchases made by the Town Chair shall be presented at the next Town Board meeting to keep the Board of Supervisors informed.
- c. The purchase of materials and supplies or permanent personal property with an anticipated cost of \$2,000 or more shall require approval of the Town Board of Supervisors, after obtaining, if applicable, at least three quotations.
- d. Road project bids require a minimum of three bids. Bids may be opened by the Town Clerk and the Town Highway Commission. All results shall be presented to the Town Board of Supervisors at the next Town Board meeting.
- e. Attendance of Town officers and employees at seminars and conventions shall require the approval of the Town Board of Supervisors.

Severability: If any provision of this ordinance or its application to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of the ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

Penalties/Enforcement:

- a. A person who commits a violation of this ordinance is subject to forfeiture as prescribed by WI Stat 125.11
- b. For purposes of determining whether a previous violation has occurred, if more than one violation occurs at the same time, all those violations shall be counted as one violation.
- c. Any person who fails to comply with the provisions of this ordinance shall, upon conviction, forfeit all privileges granted under this ordinance. The Town Board of Supervisors shall issue a written notice of the conviction, including the duration of the forfeiture and any applicable conditions.

Effective Date: This ordinance is effective on publication or posting. Pursuant to WI Stat 60, the Town Clerk shall post this ordinance as required.

Chairperson/Date Kathy Pennington 1/13/2026

Kathy Pennington

Attested by/Date: Chris Gallagher 1/13/2026

Chris Gallagher, Town Clerk

3 Yes
0 No
0 Absent
CWG