

TOWN OF BROOKFIELD  
TOWN BOARD  
APRIL 8, 2015

The regular meeting of the Town Board was held on Wednesday April 8, 2015 in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.

Chairperson Keith Henderson called the meeting to order at 7:00 p.m. with the following people present: Supervisors: John Schatzman, Steve Kohlmann, Patrick Stroebel and Dan Shea, Attorney James Hammes, Administrator Richard Czopp, Building Inspector Gary Lake and the Town Clerk Jane Carlson to record the minutes.

APPROVAL OF AGENDA

Supervisor Shea move to approve the agenda as presented, seconded by Supervisor Stroebel, voted on, and carried unanimously.

APPROVAL OF MINUTES

Supervisor Schatzman moved to dispense with the reading of the minutes of the March 3, 2015 Town Board meeting and approve them as presented seconded by, Supervisor Kohlmann, voted on, passed 4 – 0 – 1, with Supervisor Shea voting present.

Chairman Henderson requested that it be noted in the minutes that the March 16, 2015 Town Board meeting was cancelled.

PUBLIC COMMENT

Bill Tenckhoff, 985 Larkspur Drive commented on a non-agenda item regarding the conservancy area that is across from his home on the north side of Larkspur.

OLD BUSINESS

None.

NEW BUSINESS

AUDIT REPORT 2014

Paul Frantz representative of Baker Tilley Virchow Krause the Town's auditing firm are present to answer questions and give a presentation of the 2014 Financial Highlights for the Town of Brookfield.

Mr. Frantz said that included in the financial statements is their opinion and they anticipate an unmodified opinion which is the highest level of insurance you can receive from the auditor. What this means is the financial statements are fairly presented in accordance with generally accepted accounting principles and all appropriate disclosures have been properly reflected in the financial statements.

Mr. Frantz reported that the General Fund excess revenues over expenditures were \$160,000.00. The revenues budgeted were 5 million and actual was 5.5 million. The expenditures budgeted was about 5 million and there was about 5.3 million spent. The numbers are a bit misleading because there are some reimbursable cost that is shown which is roughly \$350,000.00 in expense and revenue. That is the \$160,000.00 additional revenue and that can be attributed to additional room tax of \$40,000.00; property charge backs of \$133,000.00; building permits were up \$60,000.00 and court revenue was up \$57,000.00; ambulance revenue was down \$50,000.00 due to write offs of old receivables. The general fund ended the year with 1.7 million of fund balance and that is broken down into different categories. The assigned category earmarks \$350,000.00 for the future fire truck purchase planned for 2015 and this leaves an unassigned fund balance of 1.3 million. This is roughly 26% of the operating expenditures and it is recommended to be between 10% and 25% and this is after factoring out the \$350,000.00 for the fire truck.

The non-major funds which are the ambulance, park, special assessment, debt service and capital project fund ended the year with \$612,000.00. The biggest piece of that is the capital improvement fund of \$438,000.00.

Chairman Henderson asked what the \$26,000.00 for nonspendable is for.

Mr. Frantz said that is expenditures that have been prepaid for and have not run through the income statement.

Mr. Frantz said that the Business Type Activates Fund is the Utility District No 1 and Sanitary Districts No 4 funds. Under the Utility District is the storm water and refuse fund and the activity under that fund was the Brook Park/Gray Fox project. The Sanitary District is the water and sewer funds. The revenue and expenditures in all three of the funds were relativity comparable to previous years.

There is also an internal controls report for the board to read. This report contains what they found during the audit process, any recommendations they would have and the standard communication that they are required to present. In the communications will be 2 material weakness pertaining to internal control environment that being lack of segregation of duties over certain areas. This should be addressed in 2015 with the integration of the Sanitary District employees into the Town's accounting cycle. The second comment relates to internal controls over financial reporting and that is because the Town does not have someone on staff that can prepare the financial statement document. This is very common among communities of the Town's size.

He said that the Town staff was very helpful and they get a lot of support and enjoy working with everyone.

#### PICNIC PERMIT

Supervisor Stroebel moved to approve a picnic permit for Stephanie Pederson on Saturday, June 13, 2015 from 11:00 a.m. until 8:00 p.m., at Marx Park, seconded by Supervisor Shea, voted on, carried unanimously.

#### PICNIC PERMIT

Supervisor Kohlmann moved to approve a picnic permit for Robert & Lynn Jewell, on Saturday, June 20, 2015 from 10:00 a.m. until 8:00 p.m., at Marx Park, seconded by Supervisor Schatzman, voted on, carried unanimously.

#### APPOINTMENT OF ELECTION INSPECTORS

Supervisor Shea moved to appoint Judith Cafmeyer as Election Inspectors, seconded by Supervisor Stroebel, voted on, carried unanimously.

#### DESIGNATION OF WIRE WITHDRAWALS

Supervisor Schatzman moved to approve the Designation Account and Withdrawal Instructions to set up wire instructions with LGIP for BMO Harris account, seconded by Supervisor Stroebel, voted on, carried unanimously

#### BARTENDER LICENSES

Supervisor Shea moved to approve the April 8, 2015 through June 30, 2015 bartender licenses as listed (see attached), seconded by Supervisor Kohlmann, voted on, carried unanimously

#### DEPARTMENT, BOARDS, COMMITTEE/COMMISSIONS RECOMMENDATIONS

##### SANIARY DISTRICT NO 4

##### WELL #4 REHAB PROJECT

Supervisor Shea moved to accept the bid of \$60,344 from CTW Corporation for Well #4 Rehab Project, seconded by Supervisor Stroebel, voted on, carried unanimously

##### VOUCHERS

Supervisor Stroebel moved to approve the vouchers as presented in the amount of \$963,515.15 seconded by Supervisor Kohlmann, voted on, and carried unanimously.

Included in the approved vouchers were: \$394,996.97 to Sanitary District No 4 for special assessments; \$93,102.10 to Western Contractors Inc for Gray Fox Drive project; \$64,276.00 to Ewald Chevrolet Buick for 2 police vehicles; \$35,252.89 to Quarles & Brady for reimbursable services for the Corners Project; \$31,963.66 and \$32,500.87 to Advanced Disposal Services for recycling, refuse and yard waste collection; \$21,070.00 and \$7,259.10 to Cramer, Multhauf and Hammes for legal services; \$21,100.00 and \$14,000.00 to Baker Tilly Virchow Krause for auditing services; \$18,593.00 and \$6,807.00 to The Horton Group for insurance liability package; \$12,917.00 to Compass Minerals America for road salt; \$4,215.83 and \$5,522.61 to Strand Associates Inc for engineering services; \$3,674.11 and \$5,655.12 to Hopson Oil Co for vehicle fuel.

COMMUNICATIONS AND ANNOUNCEMENTS

The attached correspondence was review by the board with the following comments:

Chairman Henderson noted number 5.

Clerk Carlson reported that there were 1,277 registered voters that voted giving the Town almost a 28% turnout. She said that everything went very good and the Board of Canvas will meet on April 13, 2015 to certify the election results.

CLOSED SESSION

Attorney Hammes said that there is no need to go into Closed Session because Milwaukee Metropolitan Sewage District is still in negotiations with the property owners on the property they would like to acquire.

There being no further business Supervisor Schatzman moved to adjourn, seconded by Supervisor Kohlmann voted on and carried unanimously. The meeting adjourned at 7: p.m.

Respectfully submitted,

Jane F. Carlson  
Town Clerk

OPERATOR LICENSE LIST  
APRIL 8, 2015 THROUGH JUNE 30, 2015

**MAMA MIA'S**

1. Adamek, Glenn Jerome (R)
2. Tank, Markie Marie (**NEW**)
3. Tank, Michael Edwin (R)
4. Block, Bonnie Kay (**NEW**)

**THE HEALTH HUT**

5. Miller, Chelsea Marie (**NEW**)

**WALGREEN'S**

6. Elder, Thomas Steven (**NEW**)
7. Fails, Patricia Ann (**NEW**)

**THE SPEEDWAY INN**

8. Castro, Natalia Goncalves (**NEW**)

**CORRESPONDENCE**

**April 8, 2015**

1. FOCUS No.3 (02/02/2015)
2. FOCUS No. 4 (02/18/2015)
3. FOCUS No. 5 (03/11/2015)
4. The Wisconsin Taxpayer Vol. 83, Number 2 (February 2015)
5. Grota Appraisals – Letter re: Proposed County Assessments
6. Baker Tilly – Letter re: 2014 Year-End PSC Report (S.D.#4)

April 2, 2015

**MEETING NOTICE  
TOWN BOARD  
TOWN OF BROOKFIELD, WISCONSIN**

The Town Board of the Town of Brookfield will hold its regular semi-monthly meeting of Utility Districts No 1, and Sanitary District No 4 and General Town Business will be held on **Wednesday, April 8, 2015** at **7:00 p.m.** in the meeting room of the Town of Brookfield Municipal Building located at 645 N. Janacek Road, Brookfield, Wisconsin.

AGENDA:

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Citizen comments: Three-minute limit.
5. Old Business: None.
6. New Business:
  - a. Review of December 31, 2014 Audit Report by representative from Baker Tilly.
  - b. Approve Picnic Permit for Stephanie Pederson on Saturday, June 13, 2015 from 11:00 a.m. until 8:00 p.m., at Marx Park.
  - c. Approve Picnic Permit for Robert & Lynn Jewell, on Saturday, June 20, 2015 from 10:00 a.m. until 8:00 p.m., at Marx Park.
  - d. Approve Judith Cafmeyer as an Election Inspector.
  - e. Approve the Designation Account and Withdrawal Instructions to set up wire instructions with LGIP for BMO Harris account.
  - f. Bartender License.
7. Department, Boards, Committee/Commission Reports/Recommendations:
  - a. Sanitary District No 4:
    1. Discussion and necessary action regarding the bid for Well #4 Rehab Project.
8. Approval of Vouchers and Checks.
9. Communications and Announcements.
10. Adjourn into **CLOSED SESSION**, according to Section 19.85(1)(e) Wisconsin Statutes for conducting other specified public business regarding contract negotiations whenever competitive or bargaining reasons require closed session specifically with Milwaukee Metropolitan Sewage District for acquisition of a property in the Town.
11. Adjourn into **OPEN SESSION**, according to Section 19.85(2) Wisconsin Statutes, for any necessary action resulting from the Closed Session, and to adjourn the meeting.
12. Adjournment.

Jane F. Carlson, Town Clerk

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meetings to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above location.