

TOWN OF BROOKFIELD
TOWN BOARD MINUTES
DECEMBER 19, 2023

The regular meeting of the Town Board, Sanitary District No. 4, and Utility District No. 1 was held in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.

1) CALL TO ORDER.

Chairman Keith Henderson called the meeting to order at 7:00 p.m. with the following people present: Supervisors John Charlier, Steve Kohlmann, Ryan Stanelle, and John Schatzman; Assistant Fire Chief Anthony D'Amico, Town Planner Representative Amy Barrows, Town Attorney Michael Van Kleunen and Administrator/Interim Clerk Tom Hagie.

2) MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA.

Motion by Supervisor Schatzman to approve.
Seconded by Supervisor Stanelle.
Motion Passed Unanimously.

4) APPROVAL OF MINUTES.

Motion by Supervisor Stanelle to approve the minutes of December 5, 2023 Town Board meeting with a verification of the adjournment time.
Seconded by Supervisor Charlier.
Motion Passed Unanimously.

5) CITIZEN COMMENTS.

None.

6) NEW BUSINESS.

- a. Discussion and possible action regarding the 2024 Short Elliot Hendrickson Inc. Planning Services Agreement.
Motion by Supervisor Kohlmann to approve.
Seconded by Supervisor Charlier.
Motion Passed Unanimously.
- b. Discussion and possible action regarding Ordinance 2023-07 amending certain sections of Chapter 14 of the Town Code, revising references to the Uniform Dwelling Code and related to Delegated Appointed Agent Municipality Status.
Motion by Supervisor Stanelle to approve.
Seconded by Supervisor Schatzman.
Motion Passed Unanimously.
- c. Discussion and possible action regarding Ordinance 2023-08 amending certain sections of Chapter 5 of the Town Code.
Motion by Supervisor Schatzman to table to a subsequent Town Board meeting.
Seconded by Supervisor Kohlmann.
Motion Passed Unanimously.

7) DEPARTMENTS, BOARDS, COMMITTEE/COMMISSION REPORTS/RECOMMENDATIONS.

- a. Plan Commission
 - i. Discussion and possible action regarding a recommendation for Conceptual Approval for Ryan Janssen, representing Avery & Birch, for a new building consisting of a three-story salon suite facility, located at 21055 Crossroad Circle.
Motion by Supervisor Kohlmann to approve.
Seconded by Supervisor Charlier.
Motion Passed Unanimously.

- ii. Discussion and possible action regarding a recommendation for a site plan approval for Discount Tire (Steve McCleary, RA Smith, Inc. representing) for proposed changes to the subject property site plan to expand parking area on north side of the property and along the building and to update the landscaping plan, located at 20120 West Bluemound Road.

Motion by Chairman Henderson to deny the request since it does not meet the standard discussed in prior town planning documents.

Seconded by Supervisor Schatzman.

Motion Passed 4-1 with Supervisor Charlier dissenting.

8) OLD BUSINESS.

- a. Discussion and possible action regarding the E-Plan Exam proposal to provide plan review services.

Motion by Supervisor Stanelle to approve the proposal with a 75/25 fee split for building and HVAC plan review and a 90/10 fee split for plumbing plan review contingent upon review and acceptance by the town attorney.

Seconded by Supervisor Schatzman.

Motion Passed Unanimously.

- b. Discussion and possible action regarding a Wisconsin Department of Natural Resources Urban Nonpoint Stormwater Management Grant to update the Stormwater Quality Management Plan.

Motion by Supervisor Kohlmann to approve.

Seconded by Supervisor Charlier.

Motion Passed Unanimously.

- c. Discussion and possible action regarding a Strand Associates, Inc. Stormwater Quality Management Plan Update task order.

Motion by Supervisor Stanelle to approve in the amount of \$164,000 with a start date of June 1, 2024.

Seconded by Supervisor Kohlmann.

Motion Passed Unanimously.

9) APPROVAL OF VOUCHERS AND CHECKS.

Motion by Supervisor Schatzman to approve vouchers dated 12/6/2023-12/19/2023 in the amount of \$150,287.75.

Seconded by Supervisor Stanelle.

Motion Passed Unanimously.

10) COMMUNICATION AND ANNOUNCEMENTS.

None.

11) ADJOURN.

Motion by Supervisor Kohlmann to adjourn at 8:49 p.m.

Seconded by Supervisor Charlier.

Motion Passed Unanimously.

Respectfully submitted,
Tom Hagie
Town Administrator/Interim Clerk