



Office of the Town Clerk

Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045

Office: 262-796-3788 | Clerk@TownofBrookfield.com

MEETING AGENDA

Tuesday, February 20, 2024 7:00pm	Town Board Utility District No. 1 Sanitary District No. 4	Eric Gnant Room TOB Municipal Building 645 N. Janacek Rd., Brookfield, WI
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<u>Item #</u>	<u>Topic</u>	<u>Attachments</u>
1.	Call to Order.	
2.	Meeting Notices.	
3.	Adoption of the Agenda.	
4.	Approval of Minutes: February 6, 2024 - Joint TB, UD1, SD4, CBA Meeting.	Pending 2/19
5.	Citizen Comments. <i>Three minute limit.</i>	
6.	Old Business. <i>None.</i>	
	New Business:	
7.	Town Board Meeting Schedule Updates.	Included
8.	Fire Department / IAFF Union Contract.	Pending 2/19
9.	Discussion regarding Galleria West signage from Last Mile Investments.	
10.	Departments, Boards, Committee / Commission Reports and Recommendations. <i>None.</i>	
11.	Treasury: Review of Vouchers and Checks.	Included
12.	Communications and Announcements.	
13.	Adjourn.	

Posted February 16, 2024

Deanna Alexander, MPA
Town Clerk, Town of Brookfield

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 individuals with disabilities through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above.



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Memo

To: Town Board - 2/20/24 Agenda Item 7
From: Deanna Alexander, Town Clerk
cc: Town Administrator
Date: February 16, 2024
Re: Town Board Meeting Schedule Updates

Summary

The Town Clerk recommends and requests that the Town Board consider moving certain meetings on the calendar to avoid key schedule conflicts.

Details

The Town Board is presently scheduled to meet on certain dates that pose scheduling conflicts for staff or facilities usage as shown below.

- Spring Election: The Town Board is scheduled to meet on Tuesday, April 2, 2024 which is also the date of the Spring Election. I advise moving the meeting to Wednesday, April 3, 2024 or Thursday, April 4, 2024.
- Fall Election: The Town Board is scheduled to meet on Tuesday, November 5, 2024 which is also the date of the General Election. I advise moving the meeting to Wednesday, November 6, 2024 or Tuesday, November 12, 2024.
- Next Year: The Town Board is scheduled to meet on Tuesday, April 15, 2025 for the Annual Town Meeting. The Chairman has requested Board review of this date to potentially avoid a conflict with proximity to Good Friday (4/18/25) and Easter (4/20/25), which are largely celebrated by residents. Please note that state statute 60.11(2) requires that the annual town meeting be held on the 3rd Tuesday of April (4/15/25) or the Town Board may set a different date within 10 days after the 3rd Tuesday of April (4/25/25).

Please consider how you wish to proceed with the meeting schedules.

If the board desires to alter the schedule, a corresponding motion and vote is required.

DA/Clerk

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
Wrinn, James							
02/24	02/16/2024	123163	2023 TAX REFUND	1	BKFT 1125058	700-121000	243.38-
Total 123163:							243.38-
EMC Insurance Companies							
02/24	02/08/2024	123397	7001646479	1	Liability	620-165000	4,540.39
02/24	02/08/2024	123397	7001646479	2	Liability	610-165000	6,810.55
02/24	02/08/2024	123397	7001646479	3	Liability	421-514100-510	1,188.91
02/24	02/08/2024	123397	7001646479	4	Liability	100-519300-513	7,951.63
02/24	02/08/2024	123397	7001646479	5	Liability	100-519300-519	5,934.68
02/24	02/08/2024	123397	7001646479	6	Liability	100-519300-511	101.34
02/24	02/08/2024	123397	7001646479	7	Liability	421-514100-510	1,240.82
02/24	02/08/2024	123397	7001646479	8	Liability	100-519300-511	8,302.62
02/24	02/08/2024	123397	7001646479	9	Workers Comp	620-165000	381.63
02/24	02/08/2024	123397	7001646479	10	Workers Comp	610-165000	572.45
02/24	02/08/2024	123397	7001646479	11	Workers Comp	421-514100-518	3,617.05
02/24	02/08/2024	123397	7001646479	12	Workers Comp	100-519300-518	24,206.42
Total 123397:							64,848.49
Menards - Waukesha							
02/24	02/09/2024	123401	58538	1	DPW	100-532400-340	55.89
02/24	02/09/2024	123401	58538	1	DPW	100-532400-340	55.89-
Total 123401:							.00
New Berlin Professional							
02/24	02/09/2024	123402	2-9-24	1	FD union dues	100-215500	989.30
Total 123402:							989.30
TBFFA							
02/24	02/09/2024	123403	2-9-24	1	Fire fighters payroll deduction	100-215700	296.18
Total 123403:							296.18
Wisconsin SCTF							
02/24	02/09/2024	123404	2-9-24	1	Case #6479297 Smerz	100-215800	553.84
Total 123404:							553.84
1stAYD Corporation							
02/24	02/16/2024	123405	PSI675710	1	DPW	100-532400-139	350.26
Total 123405:							350.26
A.M. Leonard Inc.							
02/24	02/16/2024	123406	CI24004209/SO240	1	Parks	100-552000-340	50.43
Total 123406:							50.43

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
Accurate Sewer & Hydro							
02/24	02/16/2024	123407	2119	1	Televise & Clean Sewer System	620-831000-000	79,455.00
Total 123407:							79,455.00
Amazon Capital Services							
02/24	02/16/2024	123408	1JJL-YMKH-VWP6	1	PD	100-521200-340	51.64
Total 123408:							51.64
AT&T Mobility							
02/24	02/16/2024	123409	01202024	1	FD- Wireless Service 287322397991	100-522700-225	100.47
02/24	02/16/2024	123409	02012024	1	PD- Wireless Service 287295301679	100-521700-225	142.96
Total 123409:							243.43
Automotive Parts & Equip. Corp							
02/24	02/16/2024	123410	047952	1	Police Dept	100-521200-380	66.60
02/24	02/16/2024	123410	623648	1	DPW	100-532400-240	17.76
02/24	02/16/2024	123410	623727	1	DPW	100-532400-240	50.29
02/24	02/16/2024	123410	624462	1	DPW	100-532400-240	32.99
02/24	02/16/2024	123410	624716	1	DPW	100-532400-240	51.96
02/24	02/16/2024	123410	625710	1	DPW	100-532400-240	106.65
02/24	02/16/2024	123410	625941	1	DPW	100-532400-240	55.74
Total 123410:							381.99
Axley Brynelson LLP							
02/24	02/16/2024	123411	942457-	1	Town Hall	100-513400-210	2,646.00
Total 123411:							2,646.00
Batteries Plus LLC							
02/24	02/16/2024	123412	P70114866	1	Misc Supplies	610-623000-000	16.45
Total 123412:							16.45
Bredan Mechanical Systems, Inc							
02/24	02/16/2024	123413	3087	1	FD	100-522700-350	3,216.00
Total 123413:							3,216.00
Bruckner, Gwen							
02/24	02/16/2024	123414	2-2024	1	Reimbursement	100-521000-340	38.83
Total 123414:							38.83
Central Garden & Pet Company							
02/24	02/16/2024	123415	18662158	1	Park & Rec	100-551010-344	124.08
Total 123415:							124.08
CHARTER COMMUNICATIONS							
02/24	02/16/2024	123416	0015108020524	1	Town high speed online service	100-516000-225	915.39

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
Total 123416:							915.39
City of Brookfield							
02/24	02/16/2024	123417	20240120	1	1st Qtr Process Charges	620-822000-000	128,123.68
02/24	02/16/2024	123417	20240120	2	1st Qtr Process Charges	620-831000-000	287,344.66
Total 123417:							415,468.34
Diggers Hotline Inc.							
02/24	02/16/2024	123418	240 1 68001	1	Locate Tickets for Month	610-641000-000	31.50
02/24	02/16/2024	123418	240 1 68001	2	Locate Tickets for Month	620-827000-000	31.50
Total 123418:							63.00
Diversifled Benefit Services							
02/24	02/16/2024	123419	401679	1	CLERK	100-514200-133	4.75
02/24	02/16/2024	123419	401679	2	DC	100-514200-133	4.75
02/24	02/16/2024	123419	401679	3	ADMIN	100-514100-133	4.75
02/24	02/16/2024	123419	401679	4	PARK	100-552000-133	2.45
02/24	02/16/2024	123419	401679	5	REC	100-553100-133	2.35
02/24	02/16/2024	123419	401679	6	HR	100-515100-133	4.75
02/24	02/16/2024	123419	401679	7	MC	100-512000-133	4.75
02/24	02/16/2024	123419	401679	8	FD	100-522000-133	4.75
02/24	02/16/2024	123419	401679	9	PD ADMIN	100-521000-133	4.75
02/24	02/16/2024	123419	401679	10	PD ADMIN	100-521000-133	4.75
02/24	02/16/2024	123419	401679	11	PD	100-521200-133	52.25
02/24	02/16/2024	123419	401679	12	DPW	100-531000-133	2.45
02/24	02/16/2024	123419	401679	13	SWU	421-531000-133	2.35
02/24	02/16/2024	123419	401679	14	M&E	100-532400-133	2.40
02/24	02/16/2024	123419	401679	15	R&B	100-533100-133	5.15
02/24	02/16/2024	123419	401679	16	S&I	100-533180-133	7.07
02/24	02/16/2024	123419	401679	17	P&L	100-552010-133	1.02
02/24	02/16/2024	123419	401679	18	UD#1 M&E	421-532400-133	2.95
02/24	02/16/2024	123419	401679	19	UD#1 SW	421-534400-133	9.00
02/24	02/16/2024	123419	401679	20	WATER	610-926001-000	6.65
02/24	02/16/2024	123419	401679	21	SEWER	620-854001-000	2.85
Total 123419:							136.94
Elmbrook Humane Society							
02/24	02/16/2024	123420	257	1	Annual Fee	100-541100-212	3,500.00
Total 123420:							3,500.00
Emergency Medical Products Inc							
02/24	02/16/2024	123421	2611621	1	FD-medical supplies	100-523100-341	233.39
02/24	02/16/2024	123421	2615351	1	FD-medical supplies	100-523100-341	605.27
02/24	02/16/2024	123421	2615375	1	FD-medical supplies	100-523100-341	391.68
Total 123421:							1,230.34
EPR Systems USA Inc.							
02/24	02/16/2024	123422	2264	1	FD	100-522000-214	10,232.00

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
Total 123422:							10,232.00
Fastsigns Greenfield							
02/24	02/16/2024	123423	INV-71273	1	Fire Dept	100-522100-340	120.57
Total 123423:							120.57
Fearing's Satellite & Sound Inc.							
02/24	02/16/2024	123424	73212	1	FD	100-522100-340	124.99
Total 123424:							124.99
GALLS LLC							
02/24	02/16/2024	123425	026969959	1	Police Department	100-521200-139	183.98
02/24	02/16/2024	123425	026928489	1	Police Department	100-521200-139	118.16
02/24	02/16/2024	123425	026874847	1	Police Department	100-521200-139	91.99
Total 123425:							394.13
General Fire Equipment Co.,Inc							
02/24	02/16/2024	123426	150810	1	PD supplies	100-521200-380	10,000.00
02/24	02/16/2024	123426	150810	2	PD supplies	412-521000-810	4,463.90
Total 123426:							14,463.90
Grainger Inc.							
02/24	02/16/2024	123427	9006185020	1	UD#1 supplies	421-532400-340	551.29
Total 123427:							551.29
Grainger Inc.							
02/24	02/16/2024	123428	9002854397	1	Misc Supplies	610-623000-000	151.11
02/24	02/16/2024	123428	9975842395	1	Misc Supplies	610-632000-000	4.70
02/24	02/16/2024	123428	9973977250	1	Misc Supplies	610-632000-000	350.10
02/24	02/16/2024	123428	9002854405	1	Misc Supplies	610-623000-000	205.23
02/24	02/16/2024	123428	9005837555	1	Misc Supplies	610-623000-000	31.29
Total 123428:							742.43
Greater Brookfield							
02/24	02/16/2024	123429	INV_3141555	1	Keith Henderson- Membership Investme	100-511000-330	990.00
02/24	02/16/2024	123429	4TH.QTR 2023	1	Town Room Tax	100-567000-211	121,977.18
Total 123429:							122,967.18
Hopson Oil Co Inc.							
02/24	02/16/2024	123430	710671	1	No Lead/Diesel Fuel	100-524000-385	3.95
02/24	02/16/2024	123430	710671	2	No Lead/Diesel Fuel	100-521200-385	320.24
02/24	02/16/2024	123430	710671	3	No Lead/ Diesel Fuel	100-522100-385	63.26
02/24	02/16/2024	123430	710671	4	No Lead/Diesel Fuel	100-523100-385	63.26
02/24	02/16/2024	123430	710671	5	No Lead/Diesel Fuel	100-532400-385	158.14
02/24	02/16/2024	123430	710671	6	No Lead/Diesel Fuel	421-532400-385	118.61
02/24	02/16/2024	123430	710671	7	No Lead/Diesel Fuel	100-552000-385	15.81
02/24	02/16/2024	123430	710671	8	No Lead/Diesel Fuel	610-933000-000	23.72
02/24	02/16/2024	123430	710671	9	No Lead/Diesel Fuel	620-828000-000	23.72

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
02/24	02/16/2024	123430	717875	1	No Lead/Diesel Fuel	100-524000-385	4.99
02/24	02/16/2024	123430	717875	2	No Lead/Diesel Fuel	100-521200-385	403.81
02/24	02/16/2024	123430	717875	3	No Lead/ Diesel Fuel	100-522100-385	79.76
02/24	02/16/2024	123430	717875	4	No Lead/Diesel Fuel	100-523100-385	79.76
02/24	02/16/2024	123430	717875	5	No Lead/Diesel Fuel	100-532400-385	199.41
02/24	02/16/2024	123430	717875	6	No Lead/Diesel Fuel	421-532400-385	149.56
02/24	02/16/2024	123430	717875	7	No Lead/Diesel Fuel	100-552000-385	19.94
02/24	02/16/2024	123430	717875	8	No Lead/Diesel Fuel	610-933000-000	29.91
02/24	02/16/2024	123430	717875	9	No Lead/Diesel Fuel	620-828000-000	29.91
02/24	02/16/2024	123430	717863	1	No Lead/Diesel Fuel	100-524000-385	4.91
02/24	02/16/2024	123430	717863	2	No Lead/Diesel Fuel	100-521200-385	397.79
02/24	02/16/2024	123430	717863	3	No Lead/ Diesel Fuel	100-522100-385	78.58
02/24	02/16/2024	123430	717863	4	No Lead/Diesel Fuel	100-523100-385	78.58
02/24	02/16/2024	123430	717863	5	No Lead/Diesel Fuel	100-532400-385	196.44
02/24	02/16/2024	123430	717863	6	No Lead/Diesel Fuel	421-532400-385	147.33
02/24	02/16/2024	123430	717863	7	No Lead/Diesel Fuel	100-552000-385	19.64
02/24	02/16/2024	123430	717863	8	No Lead/Diesel Fuel	610-933000-000	29.47
02/24	02/16/2024	123430	717863	9	No Lead/Diesel Fuel	620-828000-000	29.46
Total 123430:							2,769.96
Intelligent Video Solutions							
02/24	02/16/2024	123431	2308231609KM-NP	1	Police Department	412-521000-811	2,185.00
Total 123431:							2,185.00
James Imaging Systems Inc.							
02/24	02/16/2024	123432	35785693	1	FD copier contract #7098-02	100-522000-310	122.69
Total 123432:							122.69
James Imaging Systems Inc.							
02/24	02/16/2024	123433	1408033	1	PD copier contract #10293-01	100-521000-240	203.05
Total 123433:							203.05
JOHNS DISPOSAL SVC INC							
02/24	02/16/2024	123434	1273940	1	Garbage	421-573630-211	28,132.88
02/24	02/16/2024	123434	1273940	2	Recycling	421-573630-212	17,673.50
02/24	02/16/2024	123434	1273940	3	Yard Waste	421-573630-210	520.52
Total 123434:							46,326.90
JX Enterprises, Inc.							
02/24	02/16/2024	123435	12259369P	1	FD	100-522100-380	143.16
Total 123435:							143.16
LexisNexis Risk Solutions							
02/24	02/16/2024	123436	1388164-20240131	1	Police Dept	100-521000-214	49.20
Total 123436:							49.20
Martelle Water Treatment Inc.							
02/24	02/16/2024	123437	26384	1	Cylinders of Chlorine	610-631000-000	1,955.00

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
Total 123437:							1,955.00
Menards - Waukesha							
02/24	02/16/2024	123438	57801	1	FD supplies	100-522700-340	183.55
02/24	02/16/2024	123438	58599	1	FD supplies	100-522700-340	31.98
02/24	02/16/2024	123438	58506	1	FD supplies	100-522700-340	81.67
Total 123438:							297.20
Moraine Park Technical College							
02/24	02/16/2024	123439	S0094592	1	Class Registration	610-930000-000	650.90
Total 123439:							650.90
Northern Lake Service Inc.							
02/24	02/16/2024	123440	2400110	1	Drinking Water Analysis	610-632000-000	27.50
02/24	02/16/2024	123440	2400264	1	Drinking Water Analysis	610-632000-000	58.00
02/24	02/16/2024	123440	2400515	1	Drinking Water Analysis	610-632000-000	58.00
02/24	02/16/2024	123440	2400863	1	Drinking Water Analysis	610-632000-000	58.00
02/24	02/16/2024	123440	2401216	1	Drinking Water Analysis	610-632000-000	29.00
02/24	02/16/2024	123440	2401644	1	Drinking Water Analysis	610-632000-000	174.00
Total 123440:							404.50
Perket, Christopher							
02/24	02/16/2024	123441	2-13-24	1	reimbursement	100-521300-330	42.43
Total 123441:							42.43
Pitney Bowes Inc.							
02/24	02/16/2024	123442	2-2024	1	Postage- acct #8000-9090-1005-2210	100-514200-311	1,005.00
Total 123442:							1,005.00
ProHealth Care							
02/24	02/16/2024	123443	321198	1	DPW	100-531000-342	97.00
Total 123443:							97.00
Prohealth Pharmacy- Waukesha							
02/24	02/16/2024	123444	1-2024	1	FD	100-523100-341	234.34
Total 123444:							234.34
Russ's Mulch & Topsoil							
02/24	02/16/2024	123445	4250	1	Park & Rec - shredded bark	100-552000-340	108.00
Total 123445:							108.00
San-A-Care, Inc.							
02/24	02/16/2024	123446	614192	1	Fire Department	100-522700-340	215.80
Total 123446:							215.80

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
Short Elliott Hendrickson, Inc.							
02/24	02/16/2024	123447	461001	1	General Engineering	100-563000-211	5,000.00
02/24	02/16/2024	123447	461009	1	Town Planner	100-524000-212	1,219.00
02/24	02/16/2024	123447	461002	1	Accounts Receivable	100-563000-211	2,062.50
02/24	02/16/2024	123447	461484	1	General Engineering	100-563000-211	4,425.74
Total 123447:							12,707.24
Shred-it USA							
02/24	02/16/2024	123448	8006014363	1	PD Shredding	100-521000-340	28.38
02/24	02/16/2024	123448	8006014363	2	FD Shredding	100-522000-340	32.89
02/24	02/16/2024	123448	8006014363	3	TH Shredding	100-514200-340	32.89
Total 123448:							94.16
Signs & Lines by Stretch							
02/24	02/16/2024	123449	57464	1	Police Department	100-521200-340	164.42
Total 123449:							164.42
State of Wisconsin							
02/24	02/16/2024	123450	1-2024	1	State share of Court revenue	100-451100	4,236.13
Total 123450:							4,236.13
Superior Chemical Corporation							
02/24	02/16/2024	123451	383421	1	Misc Supplies	610-933000-000	63.63
02/24	02/16/2024	123451	383421	2	Misc Supplies	620-856000-000	63.63
Total 123451:							127.26
Taylor Computer Services, Inc.							
02/24	02/16/2024	123452	25890	1	Police Department	100-521000-214	4,131.97
02/24	02/16/2024	123452	25507	1	Police Department	100-521000-214	916.50
02/24	02/16/2024	123452	25628	1	Police Department	100-521000-214	493.00
Total 123452:							5,541.47
TITAN CPR ASSOCIATES							
02/24	02/16/2024	123453	7500	1	CPR TRAINING	100-523400-330	65.00
Total 123453:							65.00
UnitedHealthcare							
02/24	02/16/2024	123454	498761836307	1	Health insurance premium	100-215310	147,164.01
Total 123454:							147,164.01
USA Blue Book							
02/24	02/16/2024	123455	INV00262088	1	misc Parts	610-632000-000	127.39
02/24	02/16/2024	123455	INV00262088	2	misc Parts	620-832000-000	324.40
Total 123455:							451.79
Verizon Wireless							
02/24	02/16/2024	123456	9953979149	1	Fire Department	100-522700-225	14.65

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
Total 123456:							14.65
Visu-Sewer Clean & Seal Inc.							
02/24	02/16/2024	123457	CONTRACT 2-2023	1	Poplar Creek Inceptor Lining	620-143000	28,663.88
02/24	02/16/2024	123457	CONTRACT 2-2023	2	Poplar Creek Inceptor Lining	620-300000	78,211.13
Total 123457:							106,875.01
Waukesha County Tech College							
02/24	02/16/2024	123458	S0822580	1	FD training	100-523400-330	323.89
Total 123458:							323.89
Waukesha County Treasurer							
02/24	02/16/2024	123459	1-2024	1	County share of Court revenue	100-451100	1,740.99
Total 123459:							1,740.99
We Energies							
02/24	02/16/2024	123460	00025-224	1	#8099-072-016 / Fire Station gas	100-522700-224	362.27
02/24	02/16/2024	123460	00025-224	2	#8099-072-016 / Town Hall gas	100-516000-224	362.27
Total 123460:							724.54
We Energies							
02/24	02/16/2024	123461	00024-224	1	#7099-803-083 / Street lighting - flashers	100-534200-221	761.66
Total 123461:							761.66
We Energies							
02/24	02/16/2024	123462	00027-124-	1	Services Janacek Ct Tower	610-622000-000	172.29
02/24	02/16/2024	123462	00017-124-	1	Services Mary Lynn Dr	620-821000-000	15.85
Total 123462:							188.14
We Energies							
02/24	02/16/2024	123463	00030-224	1	Bluemound Road Electric	100-534200-221	296.99
Total 123463:							296.99
We Energies							
02/24	02/16/2024	123464	00008-224	1	LED Outside PD Lightbulb	100-529000-221	13.80
Total 123464:							13.80
Wrinn, James							
02/24	02/16/2024	123465	2023 TAX REFUND-	1	BKFT 1125058	700-121000	243.38
Total 123465:							243.38
Wurth USA Inc.							
02/24	02/16/2024	123466	98007400	1	DPW	100-532400-240	66.00
Total 123466:							66.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Invoice Number	Inv Seq	Description	Invoice GL Account	Check Amount
Grand Totals:							1,062,539.70

Keith Henderson

Steve Kohlmann

John Charlier

John R Schatzman

Ryan Stanelle