



Office of the Town Clerk

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

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

MEETING MINUTES

Tuesday, December 3, 2024 7:00 p.m.	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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1. Call to Order & Roll Call.
Chairman Henderson called the meeting to order at 7:00 p.m.
Present: Chairman Keith Henderson; Supervisors John Charlier, Steve Kohlmann, John Schatzman, and Ryan Stanelle.
A quorum was met (5-0).
Staff Present: Attorney Michael Van Kleunen, Deputy Clerk Emily Howells and Administrator/Interim Clerk Tom Hagie.
2. Meeting Notices.
Hagie confirmed the meeting notices were posted as required by law.
3. Approval of Agenda.
Motion by Schatzman to adopt the agenda; seconded by Stanelle.
Motion prevailed by a voice vote (5-0).
4. Approval of Minutes:
November 19, 2024 meeting of the TB, UD1, SD4.
Motion by Kohlmann to approve the minutes as presented; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
November 19, 2024 2025 Budget Public Hearing.
Motion by Kohlmann to approve the minutes as presented; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
5. Citizen Comments: Three-minute limit. None.
6. Old Business: None.
7. New Business:
 - a. Discussion and possible action regarding the 2025 Elmbrook Humane Society Service Agreement.
Motion by Charlier to approve the agreement as presented; seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).
8. Departments, Boards, Committee/Commission Reports/Recommendations.
 - a. Plan Commission
 1. Recommendation to approve a Conditional Use permit request by Adrian Deasy, representing Octane Coffee, for a drive-thru coffee business, located at 19555 West Bluemound Road.
Motion by Charlier to approve the Conditional Use Permit with the following conditions:
 - Plan Commission recommendations and conditions are incorporated into the permit and
 - The Conditional Use Permit be reviewed and prepared in a form acceptable to town staff.Motion seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).

2. Recommendation for Final Approval of Octane Coffee, a drive-thru coffee business, located at 19555 West Bluemound Road.

Motion by Charlier for final approve with the following conditions:

- Plan Commission recommendations and conditions are incorporated into the permit.
- The Conditional User Permit be reviewed and prepared in a form acceptable to town staff, and
- The property owner enter into a non-annexation agreement with the Town.

Motion seconded by Kohlmann.

Motion prevailed by a voice vote (5-0).

3. Recommendation to approve an updated landscape plan for Brookdale Alzheimer's & Dementia Care (Michael Powell representing) located at 685 Woelfel Road.

Motion by Charlier to approve the revised landscape plan with the following conditions:

- Plantings completed by August 1, 2025, and
- Owner provide a landscape bond in the amount of 25-percent of the project costs and that the bond be for two years from the date of planting or August 1, 2025 whichever is earlier.

Motion seconded by Stanelle.

Motion prevailed by a voice vote (5-0).

4. Recommendation for Conceptual Approval for an addition to an existing manufacturing building located at 21550 Doral Road requested by Luke Sebald (Keller, Inc), representing Bancroft Engineering.

Stanelle noted that the Plan Commission reviewed the orientation of the loading dock facing Doral Road. He noted that the Town Code states the loading dock shall not face a street right-of-way. However, the Plan Commission agreed that this was acceptable given that this condition exists at several other properties along Doral Road.

Motion by Stanelle for Conceptual Approval; seconded by Schatzman.

Motion prevailed by a voice vote (5-0).

9. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$223,569.92; seconded by Stanelle. Chairman Henderson and Supervisor Kohlmann voting present.

Motion prevailed by a voice vote (3-0-2).

10. Communication and Announcements. None.

11. Adjourn.

Motion by Kohlmann to adjourn at 7:24 p.m.; seconded by Charlier.

Motion prevailed by a voice vote (5-0).

Respectfully submitted by,
Tom Hagie, Administrator/Interim-Clerk