



Office of the Town Clerk

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

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MEETING MINUTES

Wednesday, November 19, 2024 7:00 p.m.	2025 Budget Public Hearing	Eric Grant Room TOB Municipal Building 645 N. Janacek Rd., Brookfield, WI
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1. Call to Order.

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, Administrator/Interim Clerk Tom Hagie, Deputy Clerk Emily Howells, Fire Chief John Schilling, Assistant Fire Chief Anthony D'Amico, Department of Public Works Superintendent Scott Hartung, Parks and Recreation Director Chad Brown, Municipal Court Clerk Kathy Stokke, Sanitary District No. 4 Superintendent Tony Skof and Police Lieutenant David Mironischen.

2. Meeting Notices.

Hagie confirmed the meeting notices were posted as required by law.

3. Pledge of Allegiance.

Chairman Henderson led the meeting in the Pledge of Allegiance.

4. Approval of Agenda.

Motion by Kohlmann to adopt the agenda: seconded by Charlier.

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

5. Presentation of the proposed budget by Chairman Henderson and Administrator Hagie.

Chairman Henderson thanked everyone for attending and introduced the Town Employees in attendance before turning the presentation over to Administrator Hagie.

Administrator Hagie introduced himself and said one of his responsibilities is preparation of the budget. The Town strives to be as efficient as possible with your tax dollars while providing the same or better services as our neighbors. He stated that the department heads have done a fantastic job this year staying within their budgets and finding ways to maximize savings. Administrator Hagie stated the Town's ability to increase the levy is once again very because a minimal allowable increase from net new construction. He noted the Town will be able to lower the use of fund balance to \$117,000 in the 2025 budget to meet next year's budget needs because of a significant increase in shared revenue from the State of Wisconsin.

Administrator Hagie noted that in 2025, once again the bulk of our revenue comes from our property taxes and the second biggest source is the hotel tax. The bulk of expenditures at 64% is public safety, which is mainly the police and fire departments. General government makes up about 18% of the overall budget. This points to how efficient we are with the money we have, while providing as many services to the Town residents as we possibly can. For each tax dollar, the bulk goes to schools at over 51%, and about 31% goes to the Town.

Administrator Hagie presented information related to the Town's room tax revenue. He noted the Town is collecting the maximum amount per state statute with the remaining funds being allocated to the Town tourism entity, Discover 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.

Administrator Hagie stated that the Town's Mill Rate increased 7 cents per thousand as compared to last year. This included a slight increase to the amount allocated to the General Fund for 2025. The Capital Equipment and Capital Improvement budgets went down slightly for 2025. The proposed 2025 Budget results in a nominal increase of approximately \$10 to the average single-family residential property owner.

The State calculated allowable municipal levy increase for 2024 based on the net new construction percentage is 0.27%, or roughly \$21,000. The Board is recommending utilizing the full 0.27% (\$21,000) levy increase allowable by the State and the use of \$117,000 of fund balance in the 2025 Budget.

6. Questions and comments regarding the proposed budget.

Sue Kohlmann asked about how capital expenditures were funded and can residents raise money to purchase additional equipment. Hagie responded that the capital expenditures are evaluated and funded on an annual basis. The amount allocated to each department will change dependent on the specific needs of the department for the budget year. Hagie also noted that, yes, residents, individually or as a group, would be able to raise funds to support a specific project, piece of equipment, or initiative supported by the Town Board. She also asked why the budget shows a significant increase in intergovernmental revenue. Hagie responded that the State legislature approved an updated allocation of shared revenue as well as an increase in state aid for the rescinding of the personal property tax code.

7. Adjourn.

Motion by Charlier to adjourn at 7:26 p.m.; seconded by Kohlmann.

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

Respectfully submitted,
Tom Hagie
Administrator/Interim Clerk