



## Office of the Town Clerk

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

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

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### MEETING AGENDA

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Tuesday, August 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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Item #   Topic

1. Call to Order & Roll Call:  
Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlier, and John Schatzman.
2. Meeting Notices.
3. Adoption of the Agenda.
4. Meeting Minutes: **Minutes from the August 6, 2024 meeting of the TB, UD1, SD4.**
5. Citizen Comments. *Three minute limit.*

New Business, Including Topics from Departments, Committees and Commissions

6. Administrator: **Intergovernmental Agreement between the City of Brookfield and the Town of Brookfield regarding Bridge Inspection.**
7. Clerk: Recap Overview of the Fall Partisan Primary Election on August 13, 2024.
8. Treasurer: **Vouchers and Checks.**
9. Communications & Announcements.
10. Adjourn.

Posted August 16, 2024.

Deanna Alexander, MPA  
Town Clerk, Town of Brookfield



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### MEETING MINUTES

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Tuesday, August 6, 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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#### Item #   Topic

1. Call to Order & Roll Call: Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlier, and John Schatzman. A quorum was met 5-0.
2. Meeting Notices. The Clerk confirmed the meeting was publicly noticed.
3. Adoption of the Agenda.  
Motion by Schatzman to adopt the agenda, seconded by Stanelle. Motion prevailed by a voice vote (5-0).
4. Meeting Minutes: **Minutes from the July 16, 2024 meeting of the TB, UD1, SD4.**  
Motion by Stanelle to approve the minutes, seconded by Charlier. Motion prevailed by a voice vote (5-0).
5. Citizen Comments. No members of the public requested to speak.

#### New Business, Including Topics from Departments, Committees and Commissions

6. Plan Commission: **Recommendation of Conceptual Approval for a boiler room and warehouse / mechanical room addition for the property located at 21027 Crossroads Circle.**  
Ken Krahe, MSI General Corp, Representing Silgan Containers.  
Motion by Kohlmann to grant Conceptual Approval for a boiler room and warehouse / mechanical room addition for the property located as 21077 Crossroads Circle; seconded by Charlier.  
Motion prevailed by a voice vote (5-0).
7. Plan Commission: **Recommendation to set a date for a public hearing to consider a conditional use permit for a fitness center in the M-1 Limited Manufacturing District, located at 21975 Doral Road.**  
Katelynn Zingsheim, Ryzing Fitness.  
Motion by Kohlmann set a public hearing for August 27, 2024 to consider a conditional use permit for a fitness center in the M-1 Limited Manufacturing District, located at 21975 Doral Road; seconded by Charlier.  
Motion prevailed by a voice vote (5-0).
8. Treasurer: **Vouchers and Checks.**  
Motion by Charlier approve the vouchers and checks as presented; seconded by Schatzman.  
Motion prevailed by a voice vote (5-0).

9. Communications & Announcements.

The Administrator discussed a plan for Master Z's to submit a signage application and to take down the existing sign, for Town Bank to potentially manage the CDA account in the future, and that the town is in the final stages of upgrading accounting software to a new version and updating utility bills to have a full sheet rather than a postcard and for accounts to have online user access to a utility bill payment portal.

10. Adjourn. Motion by Charlier to adjourn at 7:20pm; seconded by Kohlmann. Motion prevailed by a voice vote (5-0).

*Submitted August 16, 2024.*



*Deanna Alexander, MPA  
Town Clerk, Town of Brookfield*