



Office of the Town Clerk

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

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

MEETING MINUTES - DRAFT

Tuesday, March 5, 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.
 - The meeting was called to order at 7:00pm.
 - Town Board Membership – Present: Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlier, and John Schatzman. Absent: None. A quorum was met (5-0).
 - The meeting was staffed by Administrator Tom Hagie, Clerk Deanna Alexander, Planner Bryce Hembrook, and Attorney Michael Van Kleunen.
2. Meeting Notices: The Clerk confirmed the meeting was publicly noticed.
3. Adoption of the Agenda.
 - Motion by Schatzman to approve the agenda; seconded by Stanelle. Motion prevailed by a voice vote, (5-0).
4. Approval of Minutes: **February 20, 2024 - TB, UD1, SD4 Meeting.**
 - It was noted that the minutes should distinguish between the two votes for minutes approval to show that one vote was for each of two portions of the minutes.
 - Motion by Stanelle to approve the minutes with the noted change; seconded by Kohlmann. The motion prevailed by a voice vote (5-0).
5. Citizen Comments. *Three minute limit.*
 - No members of the public requested to be heard.

Old Business: *None.*

New Business: *None.*

Departments, Boards, Committee / Commission Reports and Recommendations:

8. Plan Commission: **A Recommendation for Final Approval of a New Building Consisting of a Three-Story Salon Suite Facility, Located at 21055 Crossroad Circle.**
Ryan Janssen appearing, representing Avery & Birch.
 - The Town Planner presented an overview. The developer sought to show they want to divide the lot and showed how the lot size and shape of the resulting parcels would continue to meet zoning requirements. The Architectural Review Committee and Plan Commission have both recommended approval.
 - The Chairman noted that the Plan Commission had a concern about the building being visible but that the height of the trees will cover the top and more trees are to be planted.
 - Schatzman stated that he thought that whenever there are signs or lighting for a new building, they are supposed to be included in the plans. The Attorney opined that the code is not presently written in a way that requires sign information to be included in the package for final approvals, so an applicant can bifurcate the process and seek separate sign approval on its own application. Schatzman asked if the landscape bond had been considered and asked for a non-annexation agreement.

- Kohlmann stated that he dislikes the design of the building.
 - Motion by Schatzman to approve, contingent upon a storm water maintenance agreement, non-annexation agreement, signs to come back to board for approval prior to installation, and town engineer approval, seconded by Stanelle. Motion prevailed by a voice vote of
 - Motion prevailed on a voice vote (4-1). No: Kohlmann.
9. Fire Department: **Fire Chief Job Description Approval.**
- Members discussed whether to include or exclude certain language about criminal records versus criminal convictions, and language about being a “Citizen of the United States in good standing.” The board made consensus to eliminate “in good standing” and the portion about the criminal record; and to add noting that there will be a Town phone provided.
 - Motion by Charlier to approve the Fire Chief Job Description as advised for amending; seconded by Kohlmann. Motion prevailed by a voice vote, (5-0).
11. Treasury: **Review of Vouchers and Checks.**
Motion by Kohlmann to approve the vouchers and checks as presented for \$215,026.87; seconded by Charlier. Motion prevailed by a voice vote, (5-0).
12. Communications and Announcements.
- Chair discussed request to WTA to get money for roads, putting out Davidson Road, in two projects, one west of Barker and one east of Barker; and neighboring municipalities would join in the project. We were rated the number one project in the district. There’s a 70% split, where the Town would still have to cover 30% of it. Out of 342 projects ranked, Town of Brookfield came out #1.
 - Reminder of Easter Egg Hunt on March 30th.
 - Administrator announced 20-year Carol White celebration at Town Hall next Thursday.
 - Administrator announced that on May 22nd there is a WISDOT Hwy59 informational meeting.
 - The Clerk asked about minutes and the Board members’ comfort level with the detail level.
 - Charlier asked what the state is doing around Doral Rd. Administrator responded its fiber installation.
 - Kohlmann asked if there was any discussion with the Waukesha highway department about the potholes at Barker & Bluemound. The Administrator responded no. He also asked if there was any update on the Master Z’s sign, and Don & Roy’s sign. The Attorney and Administrator said there seems to be an application forthcoming. Kohlmann asked for it to be a discussion item for a future meeting.
 - Stanelle noted that right at the end of the Melting Pot, there were some cold packs put in and there are some significant holes there. The Administrator stated that the Town is no longer involved in that maintenance and he can send a friendly letter recognizing the needed maintenance.
13. Adjourn.
- Motion at 7:45pm by Charlier to adjourn; seconded by Kohlmann.
 - Motion prevailed by a voice vote of (5-0).

Submitted March 15, 2024. Approved by a vote of the Town Board March 19, 2024.



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