



## Office of the Town Clerk

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

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### MEETING MINUTES - DRAFT

Tuesday, March 19, 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 7:03pm.
  - Town Board Membership – Present: Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlie's, and John Schatzman. Absent: None. A quorum was met (5-0).
  - The meeting was staffed by Administrator Tom Hagie, Clerk Deanna Alexander, Planner 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. **PUBLIC HEARING:** Ordinance Repealing and Recreating Sections 5.23(1) and 5.23(1)(a) of the Municipal Code, relating to Fire Department Plan Reviews.
  - Motion by Schatzman to open the public hearing, seconded by Stanelle. Motion prevailed by a roll call vote of 5-0.
  - No members of the public requested to comment.
  - Motion by Charlier to close the public hearing, seconded by Kohlmann. Motion prevailed by a roll call vote of 5-0.
5. **PUBLIC HEARING:** Resolution 2024-02: Resolution of the Town Board to Vacate and Discontinue a Portion of Bluemound Frontage Road.
  - Motion by Charlier to open the public hearing, seconded by Kohlmann. Motion prevailed by a roll call vote of 5-0.
  - Lorrie Weichman asked for clarification on what the resolution meant and received an explanation.
  - Motion by Charlier to close the public hearing, seconded by Kohlmann. Motion prevailed by a roll call vote of 5-0.
6. Approval of Minutes: **March 5, 2024 Meeting of the TD, UD1, SD4.**
  - Chairman Henderson requested the meeting minutes be revised at Item 8, paragraph 2 from "The Chairman noted that the Plan Commission had a concern about the height of the building being the same height as the nearby trees, so there may be some unwanted visibility between the houses and

the building," to "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."

- Motion by Stanelle to approve the March 5, 2024 meeting minutes inclusive of the clarification by Chairman Henderson and the correction of a scrivener's error under Item 1 to change "Charlie's" to "Charlier", seconded by Kohlmann. Motion prevailed by a voice vote of 5-0.

7. Citizen Comments.

No members of the public requested to comment.

Old Business: *None.*

New Business:

8. **Contract with Johnson's Nursery for Yard Waste Collection.**

Based on the draft document "Yard and Wood Waste Processing Contract."

- Charlier: Will this contract affect procedures for the residents? Administrator: No.
- Kohlmann: Will this cost more money? Administrator: Yes. This was negotiated by the County and the next best option for a different vendor at this time would be to send waste to Whitewater. The Town has the capability to send residents announcements with a QR code web link on what is or isn't accepted and may do that in future outgoing mailings.
- Motion by Stanelle to approve the Contract with Johnson's Nursery for Yard Waste Services, subject to any changes required by the Town Attorney; seconded by Kohlmann. Motion carried on a voice vote of 5-0.

Departments, Boards, Committee / Commission Reports and Recommendations:

9. Planning Services & Administration: **Resolution 2024-02: Resolution of the Town Board to Vacate and Discontinue a Portion of Bluemound Frontage Road.**

- Stanelle: Announced that this resolution would affect Kopp's and his son is employed there. He asked if he needed to recuse himself from the vote. Attorney: Good to announce the association, it is not considered a conflict.
- Motion by Kohlmann to approve Resolution 2024-02; seconded by Charlier. Motion prevailed by a voice vote of (5-0).

10. Plan Commission: **Certified Survey Map** for the properties located at: 18900 W Bluemound Road (Tax Key #BKFT1124999002) and 18880 W Bluemound Road (Tax Key #BKFT1124999004).

- Motion by Charlier to approve the CSM proposed for 18900 W Bluemound Road (Tax Key #BKFT1124999002) and 18880 W Bluemound Road (Tax Key #BKFT1124999004); seconded by Kohlmann. Motion prevailed by a voice vote (5-0).

11. Fire Department: **Ordinance Repealing and Recreating Sections 5.23(1) and 5.23(1)(a) of the Municipal Code, relating to Fire Department plan reviews.**

- Motion by Schatzman to approve the Ordinance relating to Fire Department plan reviews; seconded by Stanelle. The motion prevailed by a voice vote of 5-0.

12. Treasury: **Review of Vouchers and Checks.**

- Motion by Schatzman to approve vouchers and checks totaling \$332,284.89; seconded by Stanelle. Motion prevailed by a voice vote (5-0).

13. Communications and Announcements.

- Henderson: The Easter Egg Hunt is upcoming.
- Kohlmann: Reminder to schedule a general discussion about signage that could include the Master Z's signage for a future meeting.
- Administrator: Advised of a recent fraud against the Town involving theft of approximately \$150k of monies intended to pay healthcare premiums. Law enforcement are investigating and the insurance company has been made aware.
- Charlier: Has completed Board of Review training. Alexander: The BOR now has two members currently trained, which meets the state's standard.

14. Adjourn.

- Motion at 7:45pm by Charlier to adjourn; seconded by Stanelle. Motion prevailed by a voice vote, (5-0).

*Submitted April 3, 2024. Approved by a vote of the Town Board April 3, 2024.*



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