



Office of the Town Clerk

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

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

MEETING MINUTES

Wednesday, April 3, 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 7:05pm.
 - Town Board Membership – Present: Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlier (remote), 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, Sanitary Superintendent Tony Skof, 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. Meeting Minutes: **March 19, 2024 Meeting of the TD, UD1, SD4.**
 - Motion by Stanelle to approve the March 19, 2024 meeting minutes inclusive of correcting a scrivener's error noted by the Clerk in the distributed draft; seconded by Kohlmann. Motion prevailed by a voice vote of 5-0.
5. Citizen Comments.

No members of the public requested to make open comment.

Old Business: *None.*

New Business:

6. Presentation: Discover Brookfield Quarterly Update.
Anna Matel Antoine, Town of Brookfield Tourism Director.
 - Brand development has included blogging, directory page updates, and working with influencers.
 - Upcoming events include Derby Day on May 4th, the Town Food Truck Festival on May 15th, and the Dog Dash on June 1st.
 - Advertising is occurring in MKE Lifestyle, the Travel WI Co-Op Program, and a 6-month TV campaign with the Sinclair Group. Goals include developing connections and partnerships with other Tourism organizations and events such as the RNC and the Top Chef shows, and increasing advertising reach with Travel Wisconsin and distribution of Visitor's Guides.
7. Wisconsin Towns Association 2024-2025 Membership.
 - Supervisor Stanelle serves as Secretary and Treasurer of the organization.
 - Motion by Kohlmann to approve membership renewal in the Wisconsin Towns Association; seconded by Schatzman. Motion prevailed by a voice vote, (5-0).

8. **Ordinance 2024-02: Amending 14.01 of the Town Code for State Code Adoption.**
- The Administrator and Attorney explained that the State reviewed the Town's requests and requires the code to be updated with this ordinance amendment.
 - Motion by Schatzman to adopt Ordinance 2024-02, Amending 14.01 of the Town Code; seconded by Kohlmann. Motion prevailed by a voice vote (5-0).
9. Sign Code Enforcement Discussion. *Requested by Supervisor Kohlmann.*
- Supervisors discussed how some businesses' signs no longer meet the requirements of the code. The Attorney will be sending a letter to some businesses that are in non-conforming status due to having signs advertising a business that is no longer on the property or that have other issues with non-compliance.
 - Supervisors discussed preferred ways for multi-tenant sign boards to be displayed, including issues with style conformity and legibility from the road as drivers pass by, balanced with the need for business tenants to be able to advertise their locations.

Departments, Boards, Committee / Commission Reports and Recommendations:

10. Sanitary District #4: **HydroCorp Cross Connection Control Program - Proposal and Service Agreement.**
- The Superintendent explained that the cost of this service has increased to be \$2,400 more than the prior year, and while not explicitly budgeted for with the increase, the service was budgeted for 2024. It will be a two-year contract on the water side of operations and prevents water from being sucked back into the system if there was a pressure drop.
 - Motion by Kohlmann to approve the proposal and service agreement for the Hydrocorp Cross Connection Control Program as presented, and subject to approval by the Town's attorney; seconded by Schatzman. Motion prevailed by a voice vote (5-0).
11. Plan Commission: **Recommendation for Conceptual Approval** – A new warehouse building for the property located at 21675 Doral Road.
- Motion by Schatzman to grant conceptual approval for the warehouse building located at 21675 Doral Rd; seconded by Stanelle. Motion prevailed by a voice vote (5-0).
12. Plan Commission: **Recommendation for Conceptual Approval** – Continuation of the Eagles Nest Condominium Project with updated building plans, located at Eagle Drive and Aerie Circle, off of Brookfield Road (BKFT1124974016).
- The Planner shared that there are two buildings on the east side of the subject property. Stanelle discussed seeking a remedy for timeframes for new buildings so that a 18 month gap between developments and a 20 year gap between developments could be handled appropriately and the Attorney advised having a development agreement. Schatzman asked if he sold the home to the applicant if that was a conflict; the Attorney confirmed it was not.
 - Motion by Stanelle to grant conceptual approval for the continuation of the Eagle's Nest Condominium Project; seconded by Kohlmann. Motion prevailed by a voice vote (5-0).
13. Treasury: **Review of Vouchers and Checks.**
- Kohlmann announced intention to abstain from the vote.
 - Motion by Stanelle to approve the payment of vouchers and checks; seconded by Schatzman. Motion prevailed by a voice vote (4-0-1; Abstain: Kohlmann).
14. Communications and Announcements.
- The Administrator provided an update on the partial recovery of Town funds previously thought to be lost to a recent fraud event involving Chase Bank. About \$90,000 of the original \$150,000 has been recovered.

- The Chairman shared that the Easter Egg Hunt went well.
 - The Administrator provided overview on the successes of running the election with a new clerk in place.
15. Adjourn.
- Motion by Schatzman to adjourn; seconded by Stanelle. Motion prevailed by a voice vote (5-0).
 - The meeting adjourned at 8:30pm.

Submitted April 13, 2024. Approved by a vote of the Town Board on April 16, 2024.



Deanna Alexander, MPA. Town Clerk, Town of Brookfield