



Office of the Town Clerk

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

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

MEETING AGENDA

Tuesday, October 15, 2024
Immediately following Joint Town
Board/CDA Meeting – Approx. 1 hr.

Town Board
Utility District No. 1
Sanitary District No. 4

Eric Gnant Room
TOB Municipal Building
645 N. Janacek Rd., Brookfield, WI

Item # Topic

1. Call to Order & Roll Call.
2. Meeting Notices.
3. Adoption of the Agenda.
4. Meeting Minutes: Minutes from the October 1, 2024 meeting of the TB, UD1, SD4.
Amended Minutes from the July 16, 2024 meeting of the TB, UD1, SD4.
5. Citizen Comments. *Three minute limit.*

Old Business. None

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

7. Discussion and possible action regarding Waukesha County 2024 Tax Collection Agreement.
8. Treasurer: Vouchers and Checks.
9. Communications & Announcements.
10. Adjourn.

Posted October 11, 2024

Tom Hagie, Administrator/Interim-Clerk



Office of the Town Clerk

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

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

MEETING MINUTES

Tuesday, October 1, 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

Item # Topic

1. Call to Order & Roll Call:

Present: Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlier, and John Schatzman. Absent: None. A quorum was met (5-0).

Staff Present: Town Planner Bryce, Attorney Michael Van Kleunen, Hembrook, and Administrator/Interim Clerk Tom Hagie.

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

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 September 17, 2024 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes as presented; seconded by Kohlmann. Henderson requested change to Item 7 to change "convene into closed session" to "re-convene into open session". Amendment accepted by Stanelle.

Motion prevailed by a voice vote (4-0). Charlier voting present.

5. Citizen Comments. *Three minute limit.*

Tom Slavinsky, 21005 George Hunt Circle, Executive Director with Elmbrook Senior Taxi, provided an update on service to the Town. Highlights include, increased rides with 14,000 so far in 2024, purchase of a new car, 1,000 rides to 70 Town residents, and a rate increase in 2025.

Old Business. None

6. Discussion and possible action regarding conceptual approval to allow a drive-through coffee business, located at 19555 W Bluemound Rd. (From the August 27, 2024 PC meeting).

Adrian Deasy, 601 N Talisin Road, Wales, WI 53183, representing Octane Coffee presented additional information requested by the Board including parking impact, peak traffic analysis, and alternative location analysis.

Motion by Charlier for conceptual approval; seconded by Henderson. Schatzman requested to amend the motion to approve Option 3B locating the proposed structure in the center parking bank east of Aldi. Change accepted by Charlier.

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

New Business, Including Topics from Departments, Committees and Commissions

7. Discover Brookfield Quarterly Update.
Anna Matel Antoine, Director of Tourism, and Miranda Boerger, Marketing & Events Manager provided an update on 2024 marketing plan, events, and advertising. She also noted new events they are exploring for 2025.
No action taken.
8. Discussion and possible action regarding an Inter-Municipal Agreement with the Village of Menomonee Falls for the reconstruction of Weyer Road.
Motion by Kohlmann to approve the agreement subject to attorney review; seconded by Charlier. Stanelle requested language be added to include stormwater improvements. Schatzman requested the cost share percentages be checked by staff. Amendments accepted by Kohlmann.
Motion prevailed by a voice vote (5-0).
9. Discussion and possible action regarding a Temporary "Class B" (wine) application from the Elmbrook Education Foundation for an event to be held on Thursday, October 17th, "Boos & Ghouls Night Out" at the Corners of Brookfield Plaza.
Motion by Charlier to approve the application as presented; seconded by Henderson. Henderson requested the business participation list and associated map be confirmed with applicant prior to Clerk issuing license. Amendment accepted by Charlier.
Motion prevailed by a voice vote (5-0).
10. Discussion and possible action regarding dog license fees increase.
Hagie presented to the Board a resolution to increase the dog license fees. The increase is in response to a recent increase by Waukesha County dog tag fee increase and increased costs related to dog licenses.
Motion by Schatzman to approve the resolution as presented; seconded by Kohlmann.
Motion prevailed by a voice vote (4-0). Henderson dissenting.
11. Discussion and possible action regarding interim-clerk contract.
Motion by Kohlmann to approve the contract with a changes to the interim clerk salary; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
12. Discussion and possible action regarding the 2025 Budget.
Hagie presented final draft budget, noting the budget has been balanced, and requested approval to publish.
Motion by Kohlmann to approve publishing the 2025 Budget; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
13. Treasurer: Vouchers and Checks.
Motion by Schatzman to approve in the amount of \$94,672.41; seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).
14. Communications & Announcements.
Hagie noted the Spring and August elections have been reconciled and closed and that preparations for the November election are going well.

15. Adjourn.

Motion by Charlier to adjourn at 8:27 p.m.; seconded by Kohlmann.

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

Respectfully Submitted,

Tom Hagie, Administrator/Interim-Clerk

DRAFT



Office of the Town Clerk

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

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

MEETING MINUTES

Tuesday, July 16, 2024

7:20 p.m.

Town Board
Utility District No. 1
Sanitary District No. 4

Eric Gnant Room
TOB Municipal Building
645 N. Janacek Rd., Brookfield, WI

Item # Topic

1. Call to Order & Roll Call:
Present: Supervisors John Schatzman (Chair), Steve Kohlmann, Ryan Stanelle, and John Charlier.
Absent: Chairman Keith Henderson. A quorum was met, (4-1).
2. Meeting Notices. The meeting was publicly noticed on July 12, 2024.
3. Adoption of the Agenda.
Motion by Charlier to adopt the agenda as presented; seconded by Kohlmann.
Motion prevailed by a voice vote (4-0).
4. Meeting Minutes: **Minutes from the July 2, 2024 meeting of the TB, UD1, SD4.**
Motion by Stanelle to adopt the minutes as presented; seconded by Kohlmann.
Motion prevailed by a voice vote (4-0).
5. Citizen Comments. No members of the public appeared or requested to speak.

New Business, Including Topics from Departments, Committees and Commissions

6. DPW: Operations Update.
Administrator Tom Hagie and DPW Superintendent Scott Hartung discussed operational difficulties including that the department was understaffed to a level of only two persons remaining, some of the last persons hired only worked a few days before realizing the match or fit was not going to be mutually beneficial, and that many applicants are appearing like feasible fits, but then failing background checks before hire. The winter months upcoming are the biggest concern, as there are five routes for snowplowing that need drivers. The Town may need to contract out for snowplowing services if there are not enough workers hired and successfully trained by then.
7. *The Board may convene into closed session pursuant to Wis. Stat 19.85(1)(g), Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*

Clerk: Prime Cigar Litigation.

Motion by Kohlmann to move into closed session; seconded by Charlier.
Motion prevailed by a roll call vote (4-0).

The board convened into closed session with only board members and staff present, then re-entered open session with no action taken on this topic.

8. Treasurer: **Vouchers and Checks.**

Motion by Kohlmann to approve the vouchers and checks as presented; seconded by Charlier.

Motion prevailed by a voice vote (4-0).

9. Communications & Announcements.

10. Adjourn.

Motion by Kohlmann to adjourn at 8:07pm; seconded by Charlier.

Motion prevailed by a voice vote (4-0).

Draft Submitted August 2, 2024.

Approved by the Town Board August 6, 2024.

Deanna Alexander

Deanna Alexander, MPA
Town Clerk, Town of Brookfield

Amended by the Town Board on October 15, 2024.

Tom Hagie
Interim-Clerk

2024 TAX COLLECTION AGREEMENT

This agreement between **Waukesha County**, (hereinafter referred to as "COUNTY"), and **Town of Brookfield** (hereinafter referred to as "MUNICIPALITY") for property tax collection is entered into on _____. Section 74.10 of Wisconsin Statutes permits the COUNTY and the MUNICIPALITY to enter into an agreement under Section 66.0301 of Wisconsin Statutes for the COUNTY to receive all payments for property taxes for which the MUNICIPALITY has billed under Section 74.09(5) of Wisconsin Statutes.

A. SCOPE OF SERVICES

By executing this agreement, the MUNICIPALITY agrees to:

1. Designate the COUNTY as its agent for collection of all real estate and personal property taxes, special assessments, special charges and special taxes levied by the MUNICIPALITY and its underlying taxing jurisdictions.
2. Certify received date on payment envelope and forward payments received by the MUNICIPALITY to the COUNTY without issuing any form of receipt.
3. Pay the COUNTY the specified per parcel costs in accordance with this agreement.

By executing this agreement, the COUNTY agrees to provide service for the first installment collection of property taxes to the MUNICIPALITY. Printing and mailing of tax bills shall be the responsibility of the MUNICIPALITY.

B. TAX INFORMATION

The COUNTY will only collect payments related to real estate and personal property taxes, special assessments, special charges and special taxes levied by the MUNICIPALITY as shown on its tax roll. Collections of any other taxes, assessments, fees or charges assessed by the MUNICIPALITY shall be the responsibility of the MUNICIPALITY.

1. The MUNICIPALITY shall furnish a document for inclusion with their tax bill mailing which instructs the taxpayers to not make payments directly to the MUNICIPALITY. Tax payments may be made by mail, drop box or in person to Waukesha County Treasurer's Office or through the COUNTY website at <http://tax.waukeshacounty.gov>.
2. The MUNICIPALITY is responsible for all costs of printing and mailing tax bills and enclosures.
3. The MUNICIPALITY shall have a return envelope included with the tax bill that is return addressed to the Waukesha County Treasurer's Office at 515 W Moreland Blvd, Room AC148, Waukesha, WI 53188.

4. If the MUNICIPALITY chooses to incorporate a lockbox bank (hereinafter referred to as "BANK"), all return envelopes included with their tax bills shall be addressed to the BANK.

C. COLLECTIONS

1. The COUNTY will process all payments of property taxes billed by the MUNICIPALITY that are mailed, forwarded to the COUNTY, electronically transferred or entered through the COUNTY website. All payments collected by the COUNTY will be deposited into the COUNTY's general checking account.
2. If the MUNICIPALITY chooses to use a BANK for payment collections, collections by the BANK will be deposited directly into the MUNICIPALITY'S account. The MUNICIPALITY shall be responsible for the BANK providing to the COUNTY, at least weekly, detail of all payments collected through the BANK in excel format that is compatible with the COUNTY'S tax collection system. The MUNICIPALITY shall be responsible for any fees or charges from the BANK for lockbox services.
3. All payments collected by the COUNTY will be processed and deposited regardless of amount. The MUNICIPALITY shall be responsible for refunding overpayments of property taxes. The COUNTY shall be responsible for providing a list of any overpayments to the MUNICIPALITY on a daily basis.
4. Any payments received directly by the MUNICIPALITY shall be forwarded to the COUNTY in a timely manner, along with either the postmarked envelope or other certification as to date received. The COUNTY will honor either the postmark or received date certified by the MUNICIPALITY when processing the payment.
5. Receipts will be issued by the COUNTY to taxpayers for all payments collected by the COUNTY and BANK. The COUNTY will be responsible for the cost of mailing receipts to the taxpayers.

D. TRANSFER OF FUNDS

The COUNTY will transfer funds to the MUNICIPALITY's general checking account by ACH credit every Tuesday and Friday during the collection period. If the banks are closed for business on the day that a transfer is to occur, the transfer will occur on the next business day. Amounts transferred on Tuesdays will represent collections deposited on Wednesday and Thursday of the prior week, while amounts transferred on Friday will represent collections deposited on the previous Friday, Monday and Tuesday. The minimum amount that will be transferred by the COUNTY is \$50,000 during the December 15th through February 5th period. Funds will be transferred at least once every two weeks even if the minimum transfer amount is not met. Any interest earned on funds deposited in the COUNTY'S account until such time as funds are transferred to the MUNICIPALITY, will accrue to the COUNTY.

E. SETTLEMENT

1. The MUNICIPALITY will, on or before January 15th and February 20th of each year, settle for all collections of taxes, special assessments, charges and taxes, in accordance with Chapter 74 of Wisconsin Statutes.
2. The MUNICIPALITY shall pay all taxing districts in accordance with information provided by the COUNTY on or before the statutorily provided dates.

F. CHARGE FOR SERVICES

The COUNTY will provide to the MUNICIPALITY the services outlined in this agreement at the rates outlined in Appendix A of this agreement.

G. TERMINATION OF CONTRACT

This contract will remain in force until terminated by either party. The MUNICIPALITY may terminate the agreement by providing notice in writing to the COUNTY by October 1st of the tax year. The COUNTY reserves the right to terminate the agreement, or change the per parcel collection fee in Appendix A, by giving notice to the MUNICIPALITY by May 1st of the tax year.

Dated: _____

Dated: _____

Town of Brookfield

Waukesha County

By: _____
(Mayor/President/Chairman)

By: _____
(Treasurer)

(Clerk)

(Clerk)

APPENDIX A

TAX COLLECTION RATES – 2024/2025 TAX COLLECTION CYCLE

MUNICIPALITY: Town of Brookfield

Please check applicable rate:

_____ Municipality does not use a bank lockbox for tax collection - \$2.30 per parcel billed

_____ Municipality uses its own bank lockbox for tax collection - \$1.60 per parcel billed

MUNICIPALITY shall pay the per parcel charge for tax collection, as billed by the COUNTY, on or before March 1, 2025.

The rates shown in this appendix shall apply through February 28, 2025.

Dated: _____

Dated: _____

Town of Brookfield

Waukesha County

By: _____
(Mayor/President/Chairman)

By: _____
(Treasurer)

(Clerk)

(Clerk)