



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, 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.
- The Administrator discussed a pending possible plan for Town Bank to potentially manage the CDA account in the future.
- The Administrator shared 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).

Revised Draft - Submitted August 19, 2024.



Deanna Alexander, MPA
Town Clerk, Town of Brookfield