



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 20, 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:

Present: Chairman Keith Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlier, and John Schatzman. A quorum was met (5-0). The meeting was called to order at 7:00pm.

2. Meeting Notices. The Clerk confirmed the meeting was publicly noticed.

3. Adoption of the Agenda.

Motion by Stanelle to approve the agenda; seconded by Charlier. Motion prevailed by a voice vote (5-0).

4. Meeting Minutes: **Minutes from the August 6, 2024 meeting of the TB, UD1, SD4.**

Motion by Stanelle to approve the second draft version of the meeting minutes as presented; 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. Administrator: **Intergovernmental Agreement between the City of Brookfield and the Town of Brookfield regarding Bridge Inspection.**

The Administrator shared that the version of the agreement presented would need an additional edit because one of the “whereas” clauses describes Brookfield Road spanning Poplar Creek rather than Deer Creek but that this would be updated and also approved by the City of Brookfield prior to executing.

Motion by Stanelle to approve the Intergovernmental Agreement between the City of Brookfield and the Town of Brookfield regarding Bridge Inspection, inclusive of the recommended alteration to update the “Poplar Creek” description to “Deer Creek,” and subject to the town attorney’s approval; seconded by Kohlmann.

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

7. Clerk: Recap Overview of the Fall Partisan Primary Election on August 13, 2024.

The Clerk provided a verbal overview of activities in the recent election including the challenges of overseeing two polling sites at one time while facing technology / machine operation problems and the successes of ensuring things were able to be corrected and kept moving despite the obstacles; along with the successes of having many new poll workers, conducting multiple trainings, and having balanced and reconciled numbers at the end of the day.

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

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

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

9. Communications & Announcements.

- Kohlmann asked for an update on signage concerns. The Administrator is working with a sign company to see what it would look like to put signs in parks and working with a specific file type to see if they can put the logo on the signs.
- Kohlmann asked about progress on the review of elected official salaries as requested at the Town's Annual Meeting. The Clerk confirmed intentions to bring the responsive data to the next Town Board meeting.
- The Administrator shared that the DPW – recently hired three new employees, bringing the department up to five.
- Kohlmann asked about the pond being full of algae, per Matt Paris at the ARC meeting. The Administrator stated he would look into the situation.
- The Administrator mentioned considering a few drainage projects in the near future.
- Supervisors asked about the status of The Dollar Store as it has been non-operational for almost a full year after fire damage. No further information was available at the time.

10. Adjourn. Motion by Charlier to adjourn at 7:34pm; seconded by Stanelle. Motion prevailed by a voice vote (5-0).

Submitted August 29, 2024.



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