



Office of the Town Clerk

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

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MEETING MINUTES

Tuesday, September 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

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).

2. Meeting Notices. The Clerk confirmed the meeting notices were posted.

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 August 20, 2024 meeting of the TB, UD1, SD4.**

Motion by Stanelle to approve the 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. Plan Commission: **Preliminary and Final Approval for Ken Krahe – MSI General Corp., Representing Silgan Containers.**

Recommendation of preliminary and final approval for a boiler room and warehouse / mechanical room addition for the property located at 21027 Crossroads Circle. (From the August 27, 2024 PC meeting).

Flammable storage was discussed and the board was assured by Mr. Krahe that it would only be on the first level. Materials usage regarding masonry and chain link fencing was also discussed. May 2025 is the targeted move-in date.

Motion by Kohlmann to grant preliminary and final approval for Ken Krahe – MSI General Corp. representing Silgan Containers, for a boiler room and warehouse / mechanical room addition for the property located at 21027 Crossroads Circle, pending execution of a non-annexation agreement and the addition of a dumpster enclosure; seconded by Charlier.

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

7. Plan Commission: **Conditional Use Permit for Katelynn Zingsheim – Ryzing Fitness.**

Recommendation of approval of a Conditional Use Permit for a fitness center in the M-1 Limited Manufacturing District, located at 21975 Doral Road. (From the August 27, 2024 PC meeting).

Recreational facilities require a conditional use permit in an M-1 district and there is currently already a gymnastics center in the same area. There will be a face-change to the current signage for the new business, which will go to the ARC. Kohlmann noted that the applicant should see the Planner if considering a sign change.

Motion by Kohlmann to grant a Conditional Use Permit for Katelynn Zingsheim – Ryzing Fitness for a fitness center in the M-1 Limited Manufacturing District, located at 21975 Doral Road, pending execution of a non-annexation agreement; seconded by Charlier.

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

8. Plan Commission: **Conceptual Approval for Adrian Deasey – Octane Coffee.**

Recommendation of conceptual approval to allow a drive-through coffee business, located at 19555 W Bluemound Rd. (From the August 27, 2024 PC meeting).

- There is a location already up and running in Pewaukee and the owner has been working on this concept since 2018. The business brews Stone Creek Coffee and uses other local vendors for supplies. It is a fully-automated, 24/7 operation with robots creating the drinks and regular customers are picking up their orders in 10 seconds or less.
- The site being considered in the Aldi's parking lot. There were three concepts presented to the Plan Commission. Concept #1 was the preferred concept, but all three were approved. The Plan Commission also discussed the idea of potentially going from west to east in the parking lot instead of going east to west. The Planner reviewed Concept #2, which did not use parking to its full potential, and Concept #3, which was farther away from the road between Aldi's and Best Buy.
- Concept #4 was presented to the Town Board for the first time at this meeting as a response to concerns discussed on Concepts #1, #2, and #3 by the Plan Commission. Concept #4 is the preferred layout from both the landlord and the tenant which would keep traffic out of the fire lane, and allow entry and exit always going the same directions.
- The Planner noted that a Conditional Use Permit will be required for any drive-through coffee shop, and that if located less than 50 feet from the right-of-way, may also need a Variance.
- Schatzman asked about emergency situations and how long it takes to get a person to the location if needed. Mr. Deasey responded that there are cameras at the location both inside and outside and for their other location, they can get someone there in 10 minutes or less, and likely 15 minutes or less for the Town of Brookfield location.
- Kohlmann asked about the ordering screen size and brightness and it was confirmed that they would face Bluemound Rd. and could be dimmed if needed. Schatzman asked about audio functions and Mr. Deasey confirmed that there is no audio to the ordering system. Charlier asked if only the building will have signage, or if there is also desire to put up a monument sign. Mr. Deasey responded that they would not seek a monument style stand-alone sign.
- Administrator Hagie mentioned the idea of a traffic study due to the Town having had issues with drive-through restaurants having under-estimating traffic queues in the past.
- The Planner discussed having conditions that if the building would ever move, the company would need to return the parking lot to its prior condition.
- Henderson noted that there needs to be more information about parking before moving forward too far, because it's not yet known how many parking spots are required for the sites now and how the parking demands and staging would impact parking for other tenants' peak usage times.

Motion by Kohlmann to grant Conceptual Approval for Adrian Deasey – Octane Coffee, to allow a drive-through coffee business, located at 19555 W. Bluemound Rd.; seconded by Charlier.

Motion to table – Schatzmann, Kohlmann second – to the next meeting.
Motion prevailed by a voice vote (5-0).

9. Clerk: Alcohol Licensing for Class B Fermented Malt Beverage and Class B Liquor License

Entity: **Poplar Creek Hospitality, LLC; DBA Courtyard by Marriott / Residence Inn by Marriott**

Location: 20300 W Bluemound Rd., Brookfield, WI 53045 Agent: Thys V. Jones, Jr.

License Type: An “above quota” license created for restaurants and hotels meeting certain service capacity levels.

Motion by Charlier to grant an “above quota” Class B Fermented Malt Beverage and Class B Liquor License (created for restaurants and hotels meeting certain service capacity levels) to Poplar Creek Hospitality, LLC; DBA Courtyard by Marriott / Residence Inn by Marriott, located at 20300 W Bluemound Rd.; seconded by Kohlmann.

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

10. Administrator & Clerk: **Elected Compensation Report**

Follow-up on the directive to study the compensation paid to elected officials across other local municipalities and report back to the Town Board in time for any potential salary adjustments recommended to be included in the Town’s 2025 Budget. (From the April 16, 2024 Annual Town Meeting).

Chairman Henderson asked for information about assessed value. And sending a copy to Mike since he requested it. There will need to be a number for chairman pay and subsequent pay approved by the electors, and then a resolution binding on the town board, and it will go into effect for just those members.

Last change was in 1995. Salaries were set and things haven’t changed since then.

No action was taken on this item.

11. Treasurer: **Vouchers and Checks.**

Motion by Charlier to approve the vouchers and checks in the total of \$110,873.29 as presented; seconded by Kohlmann. Motion prevailed by a voice vote (5-0).

12. Communications & Announcements.

- Henderson: We have a new podium, that is on wheels and it’s a little top-heavy, so we will be adding something to the bottom to weigh it down a little more.
- Hagie: Working with Wimmer to set up walk-through dates.
- Hagie: We’ve started the draft budget process for 2025. Sent out draft budgets to each department. Right now it looks like we’re at just shy of a 3% levy increase, which is just over \$100,000. The estimates for state aids will finish coming out in October. The plan is that for the next meeting in September, he will come with a draft budget for discussion.
- Charlier – will not be at the September 17th meeting.

13. Adjourn. Motion by Kohlmann to adjourn at 8:30pm; seconded by Charlier. Motion prevailed by a voice vote (5-0).

Submitted September 3, 2024.



Deanna Alexander, MPA
Town Clerk, Town of Brookfield