



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, September 17, 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, and John Schatzman
Absent: John Charlier. A quorum was met (4-0).
2. Meeting Notices.
The Administrator/Deputy Clerk Tom Hagie 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 (4-0).
4. Meeting Minutes: Minutes from the September 3, 2024 meeting of the TB, UD1, SD4.
Motion by Kohlmann to approve as presented; seconded by Stanelle. Motion prevailed by a voice vote (4-0).
5. Citizen Comments.
No members of the public requested to speak.

Old Business. None.

New Business, Including Topics from Departments, Committees and Commissions

6. Convene into **CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Town Clerk Resignation
Motion by Kohlmann to convene into closed session; seconded by Schatzman. Motion prevailed by a voice vote (5-0).
7. Reconvene into **OPEN SESSION**, according to Wis. Stat. §19.85(2), for any necessary action resulting from the Closed Session.
Motion by Kohlmann to re-convene into open session; seconded by Schatzman.
Motion prevailed by a voice vote (4-0).
Action: Motion by Kohlmann to approve the Town Clerk Resignation Agreement, Waiver and Release Agreement; seconded by Stanelle. Motion prevailed by a voice vote (4-0).

8. Discussion and possible action regarding the appointment of Administrator Tom Hagie as the Interim Town Clerk and Interim Town Clerk contract.

Motion by Schatzman to appoint Hagie as Interim-Town Clerk; seconded by Kohlmann. Motion prevailed by a voice vote (4-0).

Motion by Schatzman to table the Interim-Clerk contract to the next meeting; seconded by Kohlmann. Motion prevailed by a voice vote (4-0).

9. Discussion and possible action regarding the 2025 Budget.

Administrator Hagie presented the draft 2025 budget.

No action taken.

10. Treasurer: Vouchers and Checks.

Motion by Kohlmann to approve vouchers and checks in the amount of \$223, 728.52; seconded by Schatzman. Motion prevailed by a voice vote (4-0).

11. Communications & Announcements.

Kohlmann inquired about the status of the Master Z's signage. Attorney Van Kleunen summarized the current status of the situation.

Henderson inquired about the status of the stolen check. Hagie noted the money has been recovered and the Waukesha County Sherriff's Department is working on the case.

Hagie noted that a Deputy Clerk was recently hired.

12. Adjourn.

Motion by Stanelle to adjourn at 8:20 p.m.; seconded by Kohlmann. Motion prevailed by a voice vote (4-0).

Respectfully Submitted

Tom Hagie, Administrator/Deputy Clerk, Town of Brookfield