



Office of the Town Clerk

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

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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
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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. 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 and Henderson.
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 and Charlier.
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 and Henderson.
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