



## Office of the Town Clerk

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

Office: 262-796-3788 | Clerk@TownofBrookfield.com

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### MEETING MINUTES

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Wednesday, November 6, 2024 7:00 p.m.	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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1. Call to Order & Roll Call.

Chairman Henderson called the meeting to order at 7:00 p.m.

Present: Chairman Keith Henderson; Supervisors Steve Kohlmann and John Charlier (virtual).

Absent and Excused: Supervisors John Schatzman and Ryan Stanelle. A quorum was met (3-2).

Staff Present: Attorney Michael Van Kleunen, Fire Chief John Schilling and Administrator/Interim Clerk Tom Hagie.

2. Meeting Notices.

Hagie confirmed the meeting notices were posted as required by law.

3. Approval of Agenda.

Motion by Kohlmann to adopt the agenda; seconded by Henderson; Charlier voting present.

Motion prevailed by a voice vote (2-0-1).

4. Approval of Minutes:

October 15, 2024 meeting of the TB, UD1, SD4.

Motion by Kohlmann to approve the minutes as presented; seconded by Henderson; Charlier voting present.

Motion prevailed by a voice vote (2-0-1).

October 15, 2024 joint meeting of the TB & CDA.

Motion by Kohlmann to approve the minutes as presented; seconded by Henderson; Charlier voting present.

Motion prevailed by a voice vote (2-0-1).

5. Citizen Comments: Three-minute limit. None.

6. Old Business: None.

7. New Business:

a. Discussion and possible action regarding Baker Tilly 2024 Audit Engagement Letter.

Motion by Kohlmann to approve the agreement in an amount not-to-exceed of \$65,000; seconded by Charlier.

Motion prevailed by a voice vote (3-0).

b. Discussion and possible action regarding new street sign design and intersection sign placement.

Motion by Charlier to approve the new street sign design; seconded by Kohlmann.

Motion prevailed by a voice vote (3-0).

- c. Discussion and possible action regarding Ordinance Amending Sections 9.02(3)(b)3., 9.25(2) and 9.25(5) of the Town Code related to sex offender registry.

Motion by Kohlmann to approve the ordinance amendment as presented; seconded by Charlier.

Motion prevailed by a voice vote (3-0).

8. Departments, Boards, Committee/Commission Reports/Recommendations.

a. Plan Commission

1. Recommendation to set a public hearing date to consider a Conditional Use permit request by Adrian Deasey for a drive-thru coffee business, located at 19555 West Bluemound Road.

Motion by Kohlmann to set a date for a public hearing on Tuesday, November 26, 2024 at 7 p.m.; seconded by Charlier.

Motion prevailed by a voice vote (3-0).

9. Approval of Vouchers and Checks.

Motion by Kohlmann to approve vouchers and checks in the amount of \$286,811.07; seconded by Charlier.

Motion prevailed by a voice vote (3-0).

10. Communication and Announcements.

Hagie update the Board on the November 5 General Election results. Highlights included a 91% voter turnout (4,541 of 4,975), 60% of registered voters requested an absentee ballot (2,926) with a 97% return of absentee ballots, and both polls balanced at closing.

Henderson noted the Town Tree Lighting will be held at the Corners of Brookfield on Saturday, November 30<sup>th</sup> from 3:00 p.m. to 5:30 p.m.

11. Adjourn.

Motion by Kohlmann to adjourn at 7:35 p.m.; seconded by Charlier.

Motion prevailed by a voice vote (3-0).

Respectfully submitted by,  
Tom Hagie, Administrator/Interim-Clerk