



Office of the Town Clerk

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

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MEETING MINUTES

Tuesday, December 17, 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, John Charlier, John Schatzman and Ryan Stanelle. A quorum was met (5-0).

Staff Present: Attorney Michael Van Kleunen, Town Planner Bryce Hembrook, Sanitary District No. 4 Superintendent Tony Skof, 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 Schatzman to adopt the agenda; seconded by Stanelle.

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

4. Approval of Minutes:

December 3, 2024 meeting of the TB, UD1, SD4.

December 3, 2024 joint meeting of the TB & CDA.

Motion by Charlier to approve the December 3, 2024 TB, UD1, SD4 meeting minutes with corrections; seconded by Kohlmann.

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

Motion by Charlier to approve the December 3, 2024 TB & CDA meeting minutes with corrections; seconded by Kohlmann.

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

5. Citizen Comments: Three-minute limit.

Bob McKintire recommendation to improve the registration and reservation process of the pickle ball courts with an online system. Patrick Farrow voiced concern for the current registration process and reiterated the recommendation for an online reservation process for the pickle ball courts.

6. Old Business: None.

7. New Business:

a. Discussion and possible action regarding the proposed site plan for Discount Tire's trash enclosure.

Motion by Kohlmann to approve the proposed site plan with the addition of three bollards in the front, no refuge to exceed the height of the structure and the execution of a non-annexation agreement; seconded by Schatzman.

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

b. Discussion and possible action regarding the 2025 Short Elliot Hendrickson Inc. Planning Services Agreement.

Motion by Charlier to approve the agreement with the alteration of "City" to "Town"; seconded by Kohlmann.

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

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

a. Sanitary District No. 4

1. Discussion and possible action regarding a Strand Associates, Inc. Task Order 24-02 Well No. 2 Rehabilitation 2025 design services.

Motion by Kohlmann to approve the Strand Associates, Inc. Task Order 24-02 Well No. 2 Rehabilitation 2025 design services not to exceed \$40,000; seconded by Charlier.

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

2. Discussion and possible action regarding a Strand Associates, Inc. Task Order 24-03 Water System Demand and Capacity Evaluation.

Motion by Schatzman to approve the Strand Associates, Inc. Task Order 24-03 Water System Demand and Capacity Evaluation not to exceed \$36,500; seconded by Stanelle.

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

3. Discussion and possible action regarding Ordinance 2024-04 Sanitary District No. 4 Establishing Sewer Rates.

Motion by Charlier to approve Ordinance 2024-04 Sanitary District No. 4 Establishing Sewer Rates with an increase of 7%; seconded by Kohlmann.

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

4. Discussion and possible action regarding the proposed 2025 Sanitary District No. 4 Budget.

Motion by Kohlmann to approve the 2025 Sanitary District No. 4 Budget for sewer; seconded by Schatzman.

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

Motion by Kohlmann to approve the 2025 Sanitary District No. 4 Budget for water; seconded by Charlier.

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

5. Discussion and possible action regarding the Utility Acceptability of Construction at the Poplar Creek Town Center.

Motion by Stanelle to approve; seconded by Schatzman.

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

b. Utility District No. 1

1. Discussion and possible action regarding Resolution 2024-04 Utility District No. 1 Establishing Stormwater Utility Rates.

Motion by Schatzman to approve the rate change; seconded by Stanelle.

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

2. Discussion and possible action regarding the proposed 2025 Utility District (Stormwater Utility) Budget.

Motion by Charlier to approve; seconded by Schatzman.

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

9. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$641,793.91; seconded by Kohlmann.

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

10. Communication and Announcements.

Chairman Henderson: Merry Christmas and Happy Holidays.

Hagie: Email from Jim Pfeiffer regarding the concern surrounding the rehabilitation facility on Watertown Rd.

Chairman Henderson: Call from resident who wants a Deer Crossing Sign on Davidson Rd between Barker and Brookfield.

Stanelle: Recognize Sharon Leier is retiring from WTA in 2025.

11. Adjourn.

Motion by Charlier to adjourn at 8:27 p.m.; seconded by Kohlmann.

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

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