

TOWN OF BROOKFIELD  
TOWN BOARD MINUTES  
FEBRUARY 7, 2023

**The regular meeting of the Town Board, Sanitary District No. 4, and Utility District No. 1 was held on Tuesday, February 7, 2023 in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.**

1) CALL TO ORDER.

The Town Board meeting was called to order by Chairman Henderson at 7:00 p.m. with the following people present: Town Chairman Keith Henderson; Supervisors Steve Kohlmann, Ryan Stanelle, John Schatzman and Michael Schmitt; Town Administrator Tom Hagie; Town Attorney Michael Van Kleunen.

2) MEETING NOTICES.

Administrator Hagie confirmed that the meeting agenda was noticed as required by law.

3) APPROVAL OF AGENDA.

Motion by Supervisor Schatzman to approve the agenda.

Seconded by Supervisor Stanelle.

*Motion Passed Unanimously.*

4) APPROVAL OF MINUTES.

Motion by Supervisor Stanelle to approve the minutes of January 17, 2023 Town Board meeting.

Seconded by Supervisor Schmitt.

*Motion Passed Unanimously.*

Motion by Supervisor Stanelle to approve the minutes of the January 17, 2023 Joint Town Board and Community Development Authority meeting with corrections.

Seconded by Supervisor Kohlmann.

*Motion Passed Unanimously.*

Motion by Supervisor Stanelle to approve the minutes of the January 31, 2023 Joint Town Board and Community Development Authority meeting.

Seconded by Supervisor Schatzman.

*Motion Passed Unanimously.*

4a) CITIZEN COMMENTS.

Julie Heyen at 21675 Doneswood Drive commented on a downed tree that had fallen on the neighbor's house at 21715 Doneswood Drive in December. She requested the tree be removed and the roof repaired and the general landscaping of the property be brought up to the neighborhood standard. Ms. Heyen also requested a speed limit sign on Donneswood Drive that was removed eight years prior be reinstalled.

5) OLD BUSINESS.

None.

6) NEW BUSINESS.

a. Discussion and possible action to reschedule the February 21, 2023 Town Board meeting.

Motion by Supervisor Kohlmann to move the meeting to Wednesday, February 22, 2023.

Seconded by Supervisor Schmitt.

*Motion Passed Unanimously.*

- b. Discussion and possible action to reschedule the April 4, 2023 Town Board meeting.  
Motion by Supervisor Kohlmann to move the meeting to Wednesday, April 5, 2023.  
Seconded by Supervisor Schmitt.  
*Motion Passed Unanimously.*
- c. Discussion and possible action regarding updates to the Master Fee Schedule.  
Motion by Supervisor Kohlmann to approve the updates with changes.  
Seconded by Supervisor Stanelle.  
*Motion Passed Unanimously.*

7) DEPARTMENT, BOARDS, COMMITTEE/COMMISSION REPORTS/RECOMMENDATIONS:

- a. Plan Commission
  - i. Recommendation to schedule a Public Hearing for a Conditional Use Permit request to allow an Adult Day Care Center in the B-3 Office and Professional Business District, located at 20711 Watertown Road.  
Motion by Supervisor Schatzman to set the Public Hearing for Tuesday, February 28, 2023.  
Seconded by Supervisor Kohlmann.  
*Motion Passed Unanimously.*
  - ii. Recommendation to the Town Board of approval of a Conditional Use Permit to allow a Commercial Day Care Center in the B-3 Office and Professional Business District, located at 20711 Watertown Road.  
Motion by Supervisor Schatzman to table this item to the February 22 Town Board meeting.  
Seconded by Supervisor Stanelle.  
*Motion Passed 4-1 with Chairman Henderson dissenting.*
  - iii. Discussion and possible action for approval of the 2022-2042 Comprehensive Plan.  
Motion by Supervisor Schatzman to approve the 2022-2042 Comprehensive Plan as presented.  
Seconded by Supervisor Stanelle.  
*Motion Passed Unanimously.*
- b. Sanitary District No. 4
  - i. Discussion and possible action regarding the Water Rate Study presentation by Baker Tilly.  
Motion by Supervisor Kohlmann to authorize Baker Tilly to submit the Water Rate Study as presented to the Public Service Commission for review.  
Seconded by Supervisor Schatzman.  
*Motion Passed Unanimously.*

8) APPROVAL OF VOUCHERS AND CHECKS.

Motion by Supervisor Schmitt to approve the vouchers and checks dated 1/18/2023-2/7/2023 in the amount of \$310,649.21.  
Seconded by Supervisor Kohlmann.  
*Motion Passed Unanimously.*

9) ADJOURN

Motion by Supervisor Kohlmann to adjourn at 8:53 p.m.  
Seconded by Supervisor Schmitt.  
*Motion Passed Unanimously.*

Respectfully submitted,  
Tom Hagie  
Town Administrator