

TOWN OF BROOKFIELD
TOWN BOARD MINUTES
MARCH 7, 2023

The regular meeting of the Town Board, Sanitary District No. 4, and Utility District No. 1 was held on Tuesday, March 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/Interim Clerk Tom Hagie; Town Attorney Michael Van Kleunen; Park & Rec Director Chad Brown; Sanitary District Supervisor Tony Skof.

2) MEETING NOTICES.

Interim Clerk 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 February 7, 2023 Town Board meeting with corrections.
Seconded by Supervisor Kohlmann.
Motion Passed Unanimously.

5) CITIZEN COMMENTS.

Dan Shea at 19145 Timberline Drive commented about the need for a full-time Park and Recreation Director and/or more attention to programming events at town parks. He also commented on his support of the pickleball courts proposed at Wray Park.

6) OLD BUSINESS.

a. Discussion and possible action for 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 Schmitt to approve the Conditional Use Permit.
Seconded by Supervisor Kohlmann.
Motion Passed 4-1 with Supervisor Schatzman dissenting.

b. Discussion and possible action for Wray Park Capital Improvements.

Motion by Supervisor Schatzman to receive bids for the improvements.
Seconded by Supervisor Stanelle.
Motion Passed Unanimously.

7) NEW BUSINESS.

- a. Discussion and possible action to approve the Waukesha County 911 Emergency System Joint Powers Agreement.

Motion by Supervisor Kohlmann to approve the agreement as presented.

Seconded by Supervisor Schmitt.

Motion Passed Unanimously.

- b. Discussion and possible action to appointment new Election Inspectors.

Motion by Supervisor Schatzman to approve the new election inspectors as presented.

Seconded by Supervisor Stanelle.

Motion Passed Unanimously.

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

- a. Plan Commission

- i. Recommendation to the Town Board to deny a request for a Conditional Use Permit 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 moved to deny the request as recommended by the Plan Commission and Wis. State Statue 60.63 limiting adult care facilities within 2,500 feet of each other.

Seconded by Supervisor Schmitt.

Motion Passed 4-1 with Supervisor Stanelle dissenting.

- ii. Recommendation to the Town Board for Conceptual Approval of a new building consisting of an office, product showroom, and product storage and shipping area located at 21055 Crossroads Circle.

Motion by Supervisor Stanelle for Conceptual Approval for the project as presented.

Seconded by Supervisor Schmitt.

Motion Passed Unanimously.

- b. Department of Public Works

- i. Discussion and possible action to approve the Kossow Road Reconstruction Bid.

Motion by Supervisor Schatzman to approve the bid as presented.

Seconded by Supervisor Kohlmann.

Motion Passed Unanimously.

- ii. Discussion and possible action to approve the Kossow Road Reconstruction Restoration Bid.

Motion by Supervisor Schatzman to approve the bid as presented.

Seconded by Supervisor Kohlmann.

Motion Passed Unanimously.

- c. Sanitary District No. 4

- i. Discussion and possible action regarding the Sanitary Sewer Relining Project presentation by Strand Associates.

Motion by Supervisor Schmitt to enter into an Intermunicipal Agreement with the City of Brookfield for the Town Engineer to begin planning and design of Phase I and II of the relining project as presented.

Seconded by Supervisor Kohlmann.

Motion Passed Unanimously.

- ii. Discussion and possible action regarding the release of a Temporary Construction Easement at 1480 Springdale Road.

Motion by Supervisor Stanelle to approve the release as presented.

Seconded by Supervisor Schatzman.

Motion Passed Unanimously.

- iii. Discussion and possible action for the approval of a Certified Survey Map for the property located at 1480 Springdale Road.

Motion by Supervisor Schatzman to approve the Certified Survey Map with the condition of a signed non-annexation agreement.

Seconded by Supervisor Schatzman.

Motion Passed Unanimously.

9) APPROVAL OF VOUCHERS AND CHECKS.

Motion by Supervisor Stanelle to approve the vouchers and checks dated 2/8/2023-2/22/2023 in the amount of \$517,583.39.

Seconded by Supervisor Schmitt.

Motion Passed Unanimously.

10) ADJOURN

Motion by Supervisor Schmitt to adjourn at 9:35 p.m.

Seconded by Supervisor Schatzman.

Motion Passed Unanimously.

Respectfully submitted,

Tom Hagie

Town Administrator/Interim Clerk

**GOVERNMENTAL RESPONSIBILITY RESOLUTION
FOR URBAN NONPOINT SOURCE AND STORMWATER GRANTS**

WHEREAS, Town of Brookfield is interested in acquiring a
(governmental unit applicant)

Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban storm water runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 154 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project:

THEREFORE, BE IT RESOLVED, that THEREFORE: Town of Brookfield
(applicant)

- HEREBY AUTHORIZES Tom Hagie, Administrator to act on
(position title) (department)

behalf of Town of Brookfield to:
(applicant)

**** *Please note: Following tasks are required to be listed in Governmental Responsibility Resolution:***

- Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit interim and final reports and other documentation as required by the grant agreement;
- Sign and submit an Environmental Hazards Assessment Form, if required; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that Town of Brookfield shall comply with all state
(applicant)

And federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Adopted this _____ day of _____, 20__.

I hereby certify that the foregoing resolution was duly adopted by Town Board at a legal meeting on _____ day of _____, 20__.

Authorized Signature: _____ Title: _____

(Signature of the governmental unit's executive officer, e.g., Village President, City Mayor, County Board Chair, etc.)

IMPORTANT NOTE: *The DNR expects the individual in the position authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, fulfilling the requirements of the grant agreement, carrying out acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting final report, grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance).*

Proposal For Professional Consulting Services

Executive Selection

Prepared for The



WAUKESHA COUNTY | WISCONSIN

March 16, 2023

Prepared By

Lori Gosz, Public Management Team Leader

Jeffrey R. Roemer, Public Safety Manager

McMAHON
ENGINEERS ARCHITECTS

1445 McMAHON DRIVE | NEENAH, WI 54956
Mailing P.O. BOX 1025 | NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

[Public Safety & Municipal Management](#)

Proposal For Professional Consulting Services

Executive Selection

Prepared for The



WAUKESHA COUNTY | WISCONSIN

Prepared By
McMahon Associates, Inc. | NEENAH, WISCONSIN
March 16, 2023

Table of Contents

LETTER OF INTEREST Page 3

QUALIFICATIONS Page 4

METHODOLOGY Page 5

SCOPE OF WORK Page 6

PROJECT FEE / SCHEDULE Page 8

PROJECT TEAM / RESUMES Page 10

REFERENCES Page 12

March 16, 2023

Town of Brookfield
Attn: Wendy Mills, Deputy Treasurer/HR
645 North Janacek Road
Brookfield, WI 53045

Dear Ms. Mills,

We are pleased to submit a proposal for Executive Selection for the Town of Brookfield Clerk. Our teams' passion for Public Management and working with Brookfield Municipal Officials provides the basis for our interest in submitting this proposal. The McMahon Associates, Inc. (McMAHON) team of consultants will not only meet your expectations but also has extensive Executive Selection experience.

McMAHON's Public Safety and Municipal Management Group has national and international public sector consulting experience. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Town Administration.

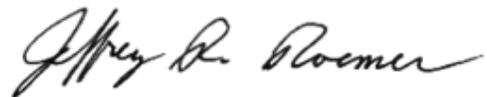
Our extensive operational and strategic experience in the public management area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public management experience.

Thank you again for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-875-0501 or by email at lgosz@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.



Lori Gosz
Senior Public Management Team Leader



Jeffrey R. Roemer
Public Safety Manager

JRR:kmh

Qualifications

McMAHON provides professional, high quality public management consulting, project management and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Our approach to this project requires a clear understanding of the current Town of Brookfield organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved and the goals and objectives.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Client Input

To complete a comprehensive Executive Selection Process and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the Town of Brookfield. Accordingly, our approach includes regular meetings with Administration, along with associated agencies that would have valuable information to communicate to the Service.

Practical Recommendations

Our goal is to provide you with recommendations that can be used now, and in the future, to improve the efficiency and effectiveness of the Town of Brookfield during this transition. These recommendations need to be based on industry standards and legal considerations.

Project Management

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments and frequent communications with Town Administration.

Preliminary Planning and Development of Candidate Profile

- Meet with the Town Board to discuss our recruitment approach, strategy, and methodology. During this meeting we will also discuss salary, benefits, and other terms of employment so that we can be clear to potential candidates regarding the expectations of the Town Board.
- Interview the members of the Town Board, Department Heads and other appropriate officials and staff for input on needed Town Clerk qualifications.
- Provide a questionnaire to be completed by elected officials, staff members and other potential stakeholders asking for their ranking of key management characteristics that will be used to develop the core position profile.
- Document and develop Town 's expectations for the position and characteristics deemed desirable in the candidate that will be necessary to continue to provide excellence in municipal services.
- Develop a candidate profile for the Town Clerk position and a community profile to attract top quality applicants.

Advertising/Candidate Search

- Develop the Town Clerk position advertisement based on the Town 's candidate profile.
- Recommend effective publications and announcement networks, avoiding those we have found costly and ineffective.
- Place advertisements to obtain national exposure for the position.
- Pursue potential candidates through firm resources and networks (i.e., websites inside and outside of Wisconsin, state, regional and national contacts we have developed over the years).

Resume Review

- Serve as the point of contact between candidates and the Town Board, answering candidate's questions and providing additional information to candidates.
- Review all resumes and match qualifications as indicated on resumes to the candidate profile and position requirements.
- Summarize applicant information in an easy-to-read format for the Town Board or Search Committee to review.

Pre-Qualify Candidates

- Facilitate a meeting with the Town Board or Search Committee to review and narrow the list of applicants to ten (10) maximum for personal contact (first cut).
- McMAHON will conduct telephone/virtual interviews with the first cut applicants.
- Based on the telephone interviews, we will develop a summary of first cut applicants for the Town Board or Search Committee review.
- We will facilitate a meeting with the Town Board or Search Committee to narrow the list of applicants to the top three to five (3 to 5) candidates (second cut) for further consideration.

Personal Interviews

- We will provide the Town Board or Search Committee with a list of appropriate interview questions and conduct a brief interview training session to discuss those questions they can and cannot ask by law, to avoid any legal entanglements.
- Schedule interviews with candidates.
- Facilitate candidate interviews and make all necessary interview arrangements.
- Review interview results with the Town Board or Search Committee after the interviews are completed.
- Offer our professional observations and assist the Town Board in reaching a consensus on a finalist through a facilitated meeting process which is designed to identify the strengths, weaknesses, and cultural fit of the finalists.

Pre-Employment Checks of Finalist

- Verify past employment history.
- Obtain 3 - 5 professional references of finalist (our vast network of contacts in the municipal management profession frequently allows us to obtain references beyond that which is provided by the applicant).
- Verify academic credentials of finalist.
- Conduct a criminal, internet, and financial background check of the finalist.

Employment Contract Negotiations

- Obtain authority from the Town Board on the acceptable range of salary, benefits, and other conditions of employment to offer to the finalist.
- Negotiate the employment agreement within the parameters established by the Town Board.
- Draft the formal employment agreement for consideration by the Town Board and applicant.

Employment Transition

- We will meet with the Town Administrator and Town Board (separately if desired) to discuss immediate and on-going issues in which the Town is involved.
- We will work with the Town Clerk finalist to ensure that he/she understands these issues and has a prioritized list that must be addressed to have a smooth transition.

Project Fee / Schedule

Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Executive Search Services as follows:

Time & Expense estimated at: \$12,000 to \$15,000

The breakdown of McMAHON hours for the various recruitment activities are based on estimates of what we know about the engagement at this time. Hours are flexible should circumstances require. The number of candidates in the pool will also have an impact on the consultant hours allocated for the project.

- Meetings to flesh out desired candidate qualifications and management qualities, conduct survey with Town stakeholders, prepare Candidate and Community Profile.
- Develop advertisement, advertising plan and place advertisements.
- Candidate Outreach – in state. Includes developing written correspondence and phone calls to potential candidates.
- Applicant screening – review all resumes, contact candidates for clarification of information provided, check candidate resumes against desired qualifications and prepare candidate summary report to Search Committee.
- Phone/Skype and on-site interviews, both 1st and 2nd rounds, includes question development, Search Committee interview training, question/exercise preparation for each round, participation in the interviews and community meet and greet.
- Prepare and negotiate Conditional Offer of Employment, Employment Agreement preparation, attend Board meeting.

Upon acceptance of this Proposal, McMAHON will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated March 19, 2020, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses.

Project Schedule

McMAHON has the staff available to begin this project immediately upon award. Based on our prior experience in projects like that requested in the RFP, an administrator recruitment of this nature typically will take 3 - 4 months to complete, plus any additional transition time needed for an individual to move to the area and begin employment.

Project Team / Resumes

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMAHON). The Project Manager supervises the Project Team and clerical personnel support the team. The combined resources assure that the client receives the best possible combination of professional attention.

Lori M. Gosz – Senior Public Management Specialist

Lori will act as Project Manager and is a self-motivated, results driven professional with over 25 years of municipal management experience in Northeast Wisconsin. A people, process and solution-oriented leader who appreciates the needs of the local government. Her focused experience is in human resource management, data research and analysis, operational and organizational studies, compliance to federal, state, and local regulations. She has worked successfully with the Wisconsin Department of Administration, Department of Natural Resources, and Department of Transportation on grant funding and administration of numerous projects.

Ed M. Henschel – Public Management Specialist

Ed is a Public Management Specialist with 40 years of municipal management experience. Prior to joining McMAHON, he served as a City Manager for 30+ years, serving municipalities in Wisconsin and Michigan. He was the Executive Director of the Wisconsin City/County Management Association for 10 years. He also has 20 years of municipal consulting experience conducting municipal recruitments, consolidation studies, department operation reviews, and labor negotiations. As a consultant, he has specialized in shared service and consolidation studies as well as management reviews for a wide range of municipal departments. In 2019 he published a book entitled Municipal Shared Service and Consolidation Handbook.

Paul M. Boening – Public Management Specialist

Paul will assist the Project Team and is a local government official with over two decades of municipal experience. He is skilled at utilizing a team approach to work with elected officials, residents, business representatives and colleagues. Paul possesses comprehensive knowledge of public administration theory. He is adept at interdepartmental coordination and communication and has experience managing various projects. Paul is currently the Village Manager in Whitefish Bay, Wisconsin.

Kelley A. Woldanski – Public Management Specialist

Kelley has been in the municipal arena for over 20 years and has dabbled a bit in many areas including parks & recreation, building inspection, planning and most recently human resources. She is an avid learner and likes to help others with whatever she can. She is passionate about employee engagement and work culture. Kelley has been working for the City of Pewaukee since 2001 and is currently their Director of People & Culture.

Jeffrey R. Roemer – Public Safety Manager

Jeff manages the PS&MM Division and will be a major resource for the entire project. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMAHON. Jeff is a certified public manager and has been providing full time public safety management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

TOWN OF BUCHANAN
Executive Selection and Management Counsel
Karen Lawrence, Supervisor 1
Supervisor1@townofbuchanan.wi.gov
920-734-8599

CITY OF WAUPACA
Executive Selection and Management Counsel
Aaron Jenson, City Administrator
ajenson@cityofwaupaca.org
715-258-4411

VILLAGE OF UNION GROVE
Executive Selection
Steve Wicklund, Village President
swicklund@uniongrove.net
262-878-1818

VILLAGE OF KIMBERLY
Executive Selection
Chuck Kuen, Village President
ckuen@valleymanagment.com
920-716-4502

CITY OF WISCONSIN DELLS
Executive Selection and Police Management Counsel
Karen Terry, Administrator
kterry@dellscitygov.com
608-254-2012 X403

CITY OF WAUTOMA
Police Chief Selection
Tommy Bohler, Administrator
tommybohler@cityofwautoma.com
920-787-4044

CITY OF CHILTON, WISCONSIN
Executive Recruitment and Interim Services
Tom Reinl, Mayor
chiltonmayor@chiltonwi.com
920- 849-2451

CITY OF NEW HOLSTEIN, WISCONSIN
Management Counsel and Executive Selection of Police Chief
Richard, Snelson, Mayor
rsnelson@cnhwi.org
920- 898-5766

CITY OF RHINELANDER, WISCONSIN
Executive Selection
Kristopher Hanus, Mayor
khanus@rhinelanderwi.us
715- 365-8600