

TOWN OF BROOKFIELD  
TOWN BOARD MINUTES  
OCTOBER 3, 2023

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

1) CALL TO ORDER.

Chairman Keith Henderson called the meeting to order at 7:14 p.m. with the following people present: Supervisors John Charlier, Steve Kohlmann, and Ryan Stanelle; Sanitary District No. 4 Superintendent Tony Skof, Town Attorney Michael Van Kleunen and Administrator/Interim Clerk Tom Hagie. Supervisor John Schatzman was absent and excused.

2) MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA.

Motion by Supervisor Kohlmann to approve.  
Seconded by Supervisor Charlier.  
*Motion Passed Unanimously.*

4) APPROVAL OF MINUTES.

Motion by Supervisor Stanelle to approve the minutes of September 19, 2023 Town Board meeting as presented.  
Seconded by Supervisor Kohlmann.  
*Motion Passed Unanimously.*

5) CITIZEN COMMENTS.

Carol Hartung at 21505 Greendale Drive commented on an issue with a neighbor's fence and general condition of the yard and requested Town staff look into and address the matter.

6) OLD BUSINESS.

- a. Discussion and possible action regarding an appeal of denial by Jack Cleland for a Beverage Operator (Bartender) License.  
Motion by Supervisor Kohlmann to approve.  
Seconded by Supervisor Charlier.  
*Motion Passed Unanimously.*

7) NEW BUSINESS.

- a. Discussion and possible action regarding a garage door replacement at the Sanitary District No. 4 garage.  
Motion by Supervisor Stanelle to approve the quote from Hartland Overhead Door in an amount not to exceed of \$15,320.  
Seconded by Supervisor Kohlmann.  
*Motion Passed Unanimously.*

8) DEPARTMENTS, BOARDS, COMMITTEE/COMMISSION REPORTS/RECOMMENDATIONS.

- a. Plan Commission  
i. Recommendation to schedule a Public Hearing for a zoning code text amendment to Section 17.02(14)(g)11 related to fences.  
Motion by Supervisor Charlier to set a date for a public hearing on Tuesday, October 24, 2023 and in addition to the public notice, the Town Planner is to send the notice to all individuals who attended or commented at prior meetings related to this topic.  
Seconded by Supervisor Stanelle.  
*Motion Passed Unanimously.*

- ii. Recommendation to set Public Hearing date to consider a Conditional Use Permit amendment to Northbrook Apartment Building to increase the number of proposed dwelling units by 3 units, located at 700 North Barker Road (BKFT1122993005).

Motion by Supervisor Charlier to set a date for a public hearing on Tuesday, October 24, 2023 to increase the units count at 700 North Barker Road (Building 8) from 32 units to 35 units.

Seconded by Supervisor Stanelle.

*Motion Passed Unanimously.*

- iii. Recommendation to approve a Conditional Use Permit request by Aaron Tesch for an Adult Day Care in the B-2 Limited General Business District, located at 20875 Crossroads Circle (BKFT112999004).

Motion by Supervisor Stanelle to approve the Conditional Use Permit with the following conditions:

1. The property owner enter into a new non-annexation agreement in a manner acceptable by the Town Attorney.
2. The Conditional Use Permit shall be subject to a compliance review after three years.
3. The applicant comply with all applicable State and County codes and requirements.

Seconded by Supervisor Charlier.

*Motion Passed Unanimously.*

- 9) ADJOURN INTO **CLOSED SESSION**, ACCORDING TO WIS. STAT. § 19.85(1)(A) DELIBERATING CONCERNING A CASE WHICH WAS THE SUBJECT OF ANY JUDICIAL OR QUASI-JUDICIAL TRIAL OR HEARING BEFORE THAT GOVERNMENTAL BODY AND WIS. STAT. § 19.85(1)(G) CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME INVOLVED – PRIME CIGAR LIQUOR LICENSE.

Motion by Supervisor Kohlmann to adjourn into closed session at 7:42 p.m.

Seconded by Supervisor Charlier.

*Motion Passed Unanimously.*

- 10) RECONVENE INTO **OPEN SESSION**, ACCORDING TO WIS. STAT. §19.85(2), FOR ANY NECESSARY ACTION RESULTING FROM THE CLOSED SESSION.

Motion by Supervisor Kohlmann to adjourn into open session at 8:10 p.m.

Seconded by Supervisor Charlier.

*Motion Passed Unanimously.*

*No action taken as a result of the closed session.*

- 11) APPROVAL OF VOUCHERS AND CHECKS.

Motion by Supervisor Kohlmann to approve vouchers dated 9/20/2023-10/3/2023 in the amount of \$164,130.87.

Seconded by Supervisor Charlier.

*Motion Passed Unanimously.*

- 12) COMMUNICATION AND ANNOUNCEMENTS.

Chairman Henderson and Supervisor Kohlmann noted they had attend Brooktober Fest over the weekend.

- 13) ADJOURN.

Motion by Supervisor Kohlmann to adjourn at 8:04 p.m.

Seconded by Supervisor Charlier.

*Motion Passed Unanimously.*

Respectfully submitted,

Tom Hagie

Town Administrator/Interim Clerk