

TOWN OF BROOKFIELD
TOWN BOARD MINUTES
NOVEMBER 7, 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 7:00 p.m. with the following people present: Supervisors John Charlier, Steve Kohlmann, Ryan Stanelle, and John Schatzman; Sanitary District No. 4 Superintendent Tony Skof, Assistant Fire Chief Anthony D'Amico, Town Attorney Michael Van Kleunen and Administrator/Interim Clerk Tom Hagie.

2) MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA.

Motion by Supervisor Schatzman to approve.
Seconded by Supervisor Stanelle.
Motion Passed Unanimously.

4) APPROVAL OF MINUTES.

Motion by Supervisor Stanelle to approve the minutes of October 17, 2023 Town Board meeting as presented.
Seconded by Supervisor Kohlmann.
Motion Passed Unanimously.

5) CITIZEN COMMENTS.

None.

6) OLD BUSINESS.

None.

7) NEW BUSINESS.

a. Discussion and possible action regarding the 2024 Waukesha County 9-1-1 Joint Powers Agreement.

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

b. Discussion and possible action regarding the 2024 Elmbrook Humane Society Service Agreement.

Motion by Supervisor Stanelle to approve.
Seconded by Supervisor Kohlmann.
Motion Passed Unanimously.

c. Discussion and possible action regarding the proposed Baker Tilly 2023 Audit Engagement Letter.

Motion by Supervisor Schatzman to approve.
Seconded by Supervisor Stanelle.
Motion Passed Unanimously.

d. Discussion and possible action regarding the E-Plan Exam proposal to provide plan review services.

Motion by Supervisor Kohlmann to direct town staff to coordinate with E-Plan Exam on a revised proposal.
Seconded by Supervisor Charlier.
Motion Passed Unanimously.

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

a. Plan Commission

i. Discussion and possible action to consider a request by David Wimmer for 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 Kohlmann to table to the December 5, 2023 Town Board Meeting.
Seconded by Supervisor Schatzman.
Motion Passed Unanimously.

b. Police and Fire Commission

- i. Discussion and possible action regarding a recommendation to appoint Greg Grant to the Police and Fire Commission.

Motion by Supervisor Kohlmann to appoint Greg Grant, 1120 Hawthorne Drive, to the Police and Fire Commission contingent on a background check.

Seconded by Supervisor Charlier.

Motion Passed Unanimously.

c. Sanitary District No. 4

- i. Discussion and possible action regarding quotes for a roof replacement project at 150 S. Barker Road.

Motion by Supervisor Kohlmann to approve a quote from Waukesha Roofing in an amount not to exceed \$43,500.

Seconded by Supervisor Charlier.

Motion Passed Unanimously.

- ii. Discussion and possible action regarding the 2024 Sewer Rate Study.

No Action.

- 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 – FENCE VIOLATIONS AND PRIME CIGAR LIQUOR LICENSE.

Motion by Supervisor Charlier to adjourn into closed session at 8:53 p.m.

Seconded by Supervisor Kohlmann.

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 Charlier to adjourn into open session at 9:30 p.m.

Seconded by Supervisor Kohlmann.

Motion Passed Unanimously.

Action taken as a result of the closed session:

Motion by Supervisor Schatzman to direct the town attorney to pursue all necessary enforcement regarding the illegal fence issue.

Seconded by Supervisor Charlier.

Motion Passed Unanimously.

- 11) APPROVAL OF VOUCHERS AND CHECKS.

Motion by Supervisor Kohlmann to approve vouchers dated 10/18/2023-11/7/2023 in the amount of \$408,052.28.

Seconded by Supervisor Charlier.

Motion Passed Unanimously.

- 12) COMMUNICATION AND ANNOUNCEMENTS.

Chairman Henderson updated the Board on the recently submitted Local Road Improvement Program applications for Avie Court and Davidson Road. The Chairman also noted the Town Tree lighting will be held at the Corners of Brookfield on Saturday, December 2, 2023 from 3:00-5:30 p.m.

- 13) ADJOURN.

Motion by Supervisor Kohlmann to adjourn at 9:43 p.m.

Seconded by Supervisor Charlier.

Motion Passed Unanimously.

Respectfully submitted,

Tom Hagie

Town Administrator/Interim Clerk