

TOWN OF BROOKFIELD
TOWN BOARD
JULY 18, 2006

The regular meeting of the Town Board was held on Tuesday, July 18, 2006 in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.

Chairperson Keith Henderson called the meeting to order at 7:31 p.m. with the following people present: Supervisors: John Schatzman, Robert Flessas, Patrick Stroebel and Dan Shea, Attorney James Hammes, Administrator Richard Czopp and the Town Clerk Jane Carlson to record the minutes..

APPROVAL OF AGENDA

Supervisor Flessas moved to approve the agenda as presented, seconded by Supervisor Schatzman, voted on, and carried unanimously.

APPROVAL OF MINUTES

Supervisor Shea said that in the minutes of July 5, 2006 on page 3 in the 2nd sentence the word *City of* needs to be added in front of Wauwatosa.

Supervisor Schatzman moved to dispense with the reading of the minutes of the July 5, 2006 Town Board meeting and approve them as amended, seconded by Supervisor Shea, voted on, carried unanimously.

PUBLIC COMMENT

Claudine Setzke 19645 Briar Ridge Drive East thanked the Board for having a bulletin board for notices installed outside of the Town Hall.

Tony Seeber, 795 Plateau Lane commented on the agenda item regarding yard waste and requested that the Town investigate if it would be possible to have a dumpster somewhere for residents to dump their debris.

OLD BUSINESS None.

NEW BUSINESS

a. AUDIT MANAGEMENT LETTER UPDATE

Wendy Unger, Manager Auditor from Virchow Krause & Company reported on the Management letter. She explained that the first three pages are communications that auditors are required to report to the Town Board. What they represent is if there have been changes in accounting policies, whether or not there have been any accounting estimates, of which there have been none. Also what audit adjustments have been made, if there have been any disagreements with management or difficulties encountered in performing the audit. She reported they had full cooperation of the Town personnel during the auditing process. Comments and Recommendations are where they get into detail and specific recommendations. She said that they have gotten together with the Town personnel since the letter and the first four recommendations have been addressed and are in the process of being corrected.

The first has been implemented and relates to management oversight, recommending that the Town Administrator review journal entries and bank reconciliations. Second is the holding tank deposit with some that back to the 1970's, this list should be reviewed for items that can be disposed of and the list has been reviewed and taken care of. Third relates to account reconciliations of bills for professional services provided to developers that needed to be billed. This should be done throughout the year, not waiting until year end and again that procedure is in place. The fourth point is regarding payroll sheets that did not have a department head signature on it verifying that proper hours have been reported. This procedure also has been put in place.

The next point is the revenue from fines and forfeitures which has been in the report for several years. She said that the fines and forfeitures revenues have been declining over the past three years. The Town receives approximately a quarter of a million dollars in revenue from this source and at this time there is one individual that handles the collections and the processing of the citations. It is the recommendation that this be evaluated and a determination made if there are other individuals that could get involved increasing and improving the internal controls over the process. It is also difficult to reconcile the information on the existing system. She has been informed that the court is in the process of implementing a new system and hopefully it will be able to reconcile the revenue that has been collected along with the tickets that have been issued. They also have made note that for the collection process if the Court Clerk is not here there is no one to collect. This is due to Town personnel not having access to software they would need to process warrants or suspension in the proper manner so the individual would not encounter any problems.

The next comment is regarding the administration of federal and state grants. It came to their attention that each department applies for their own grants and maintains the record. It is recommended that the Town should take steps to implement an internal grant administration system and have a central location for maintaining the information.

Chairman Henderson asked if this has been addressed.

Ms. Unger and Administrator Czopp said yes.

The final items are new auditing standards that are for informational purposes and just came out within the last months. They are in the process of evaluating the new standards and determining how they will affect the Town and will keep management and the board abreast of what needs to be done if anything.

Ms. Unger offered to answer any questions that the Board may have.

Administrator Czopp said that everything has been taken care of except revenues from fines and forfeitures.

Attorney Hammes said that the issue with the Holding Tank deposits could be handle at a

future meeting by the Board eliminating them altogether. The property owner would be required by the county to sign an agreement that states, if they do not maintain the system the Town or County can send someone to do it and charge the cost back to the property owner.

Administrator Czopp said that as Treasurer he is responsible for the monies that come into the Town and feels there is a need for better internal controls on the revenues that come in for the court fines and forfeitures.

Supervisor Flessas asked if he has the ability to monitor or look at that source or audit it.

Supervisor Schatzman asked if there was a necessary separation of powers here.

Administrator Czopp said no at this time he can not monitor them and he is not sure on the separation.

Ms. Unger said that the problem that exists is there is no way currently to verify and account for the tickets written by the police, what the court does with the tickets, and what actually makes it to the bank account.

Supervisor Stroebel said then that means there is no way to cross check that every ticket that has been written and has had a judgment of no payment or payment has been collected.

Ms. Unger said she does believe that the system tracks each ticket so you could pull up any ticket number and determine what its disposition was. But there is no way to go from a ticket that was for five hundred dollars, to the court that reduced it to four hundred and make sure that ultimately it made it into the bank.

Judge JoAnn Eiring said that there is a paper trail.

Supervisor Flessas asked if the court was a separate entity from the Town's normal operations.

Attorney Hammes said that the court operates separately but the funds are deposited in the Town treasury and the Town Board would want to be able to track the funds. If there is a single deposit made there is no way to track which tickets it comprises of.

Ms Unger said as far as she knows there is no documentation that comes from the system that would tell you who has outstanding balances.

Supervisor Flessas asked what other communities that they work with do to handle this.

Ms. Unger said that their software handles that type of reconciliation and the new software that the Town's court system is working on may do that.

Supervisor Schatzman said so at this time the Town does not know what percentage of delinquency there is.

Administrator Czopp said that his concern is that there is only one person handling everything and the software on one side is not communicating with the other.

Chairman Henderson said that there is the need to have more than one person trained.

Administrator Czopp said that is up to the court.

Chairman Henderson asked if it is a part of the Town finances how does it get into the Town's receivables.

Ms. Unger said that the only journal entry is a one sum receipt of the funds.

Supervisor Flessas went through the Auditors recommendations and asked why they have not been implemented and if there is a problem implementing them.

Supervisor Schatzman asked if the Court Clerk is autonomous and if so how the position would become not autonomous.

Administrator Czopp said yes.

Supervisor Schatzman asked why someone from the Clerk's department can not handle the money like any other permit and license or fees and charges.

Administrator Czopp said it can be done, but he has no control over that the court and the court clerk operates one way and the Administration personnel another.

Supervisor Schatzman said that the court should be on board with Administration.

Judge JoAnn Eiring said that for the record it sounds like the court is not willing to work with Administration but she never has been asked too. Lately they have been told that when the court is closed it is closed and the front office will not help them.

Administrator Czopp said that is not true, the front office will not collect money when the court is closed because they do not have access to the records.

Supervisor Flessas asked what the public hours of the court are.

Judge Eiring said that the Court Clerk is there from 7 a.m. to 3:30 p.m. Monday thru Thursday and until noon on Friday due to comp time from court nights. Twice a month she is there from 7 a.m. in the morning until 7, 8 or 9 p.m.

Supervisor Schatzman said that the Town should get someone to mesh their hours with the Town's and if there is a need for an additional part time person because the other

person can not handle it look into that.

Supervisor Flessas said that the hours of collecting monies should be during normal operation of the Town and another solution worked out for the problem with working in the evening.

Attorney Hammes said tonight the Board should be receiving the report and have the Administrator and Judge come back with a recommendation to address these issues.

Supervisor Schatzman asked if ultimately the board decides what needs to be done.

Attorney Hammes said that the Board does, because they establish the salary and working conditions. The appointment and supervision of the Clerk is vested in the Municipal Judge.

Supervisor Flessas said that there should be an agenda item for this for the next meeting.

b. **YARD WASTE DISPOSAL**

Supervisor Flessas moved to authorize the Town Administrator to move forward and make arrangements for a date and container for a drop off of yard waste at the Town Hall site, seconded by Supervisor Shea, voted on, and carried unanimously.

d. **BARTENDER LICENSES** None.

DEPARTMENT, BOARDS, COMMITTEE/COMMISSIONS RECOMMENDATIONS None.

a. **BUILDING INSPECTION**

1. **PROPOSED EXTENSION OF SPRINGDALE ROAD**

Chairman Henderson said that the extension of Springdale Road north of Capitol Drive to Weyer Road is on the SEWRPC map.

Inspector Lake said that between December of 2003 and January 2004 the City of Pewaukee requested the Town to support the extension of Springdale Road by adopting a resolution. At that time in response to citizen input the Town Board denied approving the resolution. There has been little or no discussion since then but now the county is considering improvements to the rail crossing on Lisbon Road which might result in Weyer Road being closed. The county has proposed assembling a feasibility analysis and the consultant they hired proposes having a citizen advisory committee. This appears to be on a fast track.

Agenda item for next meeting for appointment committee.

VOUCHERS

Supervisor Flessas moved to approve the vouchers as presented in the amount of \$66,783.83 seconded by Supervisor Schatzman, voted on, and carried unanimously.

Included in the approved vouchers were: \$8,142.75 to Scott Oil/Heating Co for vehicle fuel \$4,904.34 to General Fire Equipment Co for Police Department equipment; \$4,596.85 to Michael, Best 7 Friedrich for legal fees; \$3,528.44 to Graef, Anhalt, Schloemer & Assoc. for general engineering services and \$3,250.00 to Grotta Appraisals LLC for assessment services.

COMMUNICATIONS AND ANNOUNCEMENTS

The attached list of correspondence was reviewed by members of the Board, with no comment.

5. Chairman Henderson asked to have someone check into it. Administrator Czopp said that he has asked the Highway Superintendent check on it.

Chairman Henderson reported that the Federated Library System charge is expected to increase from \$0.26 per thousand to \$0.36 per thousand next year and possibly higher because they feel that municipalities that do not have libraries should fund part of the construction cost.

CLOSED SESSION 8:25 P.M.

Supervisor Stroebel moved to adjourn into Closed Session according to 19.85(1)(e) Wisconsin Statutes for the purpose of negotiation of Town owned land, whenever competitive or bargaining reasons require a closed session seconded by Supervisor Schatzman, voted on, carried unanimously.

OPEN SESSION 8:38 P.M.

Supervisor Stroebel moved to adjourn into Open Session according to Section 19.85(2) Wisconsin Statutes, for any necessary action resulting from the Closed Session and to adjourn the meeting, seconded by Supervisor Flessas, voted on, carried unanimously.

Supervisor Flessas moved to extend the contract with JBJ Companies Inc. for purchasing of the Town owned land west of the Town Hall site by amending the date for the waiver of contingencies to September 29, 2006 with a closing not later than October 13, 2006, seconded by Supervisor Schatzman, voted on, carried unanimously.

There being no further business Supervisor Flessas moved to adjourn, seconded by Supervisor Shea, voted on and carried unanimously. The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Jane F. Carlson, Town Clerk

CORRESPONDENCE

July 18, 2006

1. July 2006 Invoice Grota Appraisals.
2. Wis Dept of Commerce Fire Dues 2006.
3. Chamber Rep, Gloria Albrecht, June/July update.
4. Police & Fire Commission minutes June 14, 28, & July 3.
5. Letter of complaint from Julie McHale regarding yard waste.
6. Letter from Veolia Environmental Service formerly Onyx.
7. July "Town Hall Meetings" schedule.

July 14, 2006

MEETING NOTICES

All meetings will be held at the TOWN HALL, 645 N Janacek Road, Brookfield, WI:

TUESDAY, JULY 18, 2006

7:00 P.M.

**SANITARY DISTRICT
NO 4**

AGENDA:

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Citizen comments: Three-minute limit.
5. Old Business. None
6. New Business.
 - a. Award Bid for Water and Sanitary System SCADA System.
7. Approval of Vouchers and Checks.
8. Communications and Announcements.
9. Adjournment.

TUESDAY, JULY 18, 2006

**IMMEDIATELY
FOLLOWING MEETING FOR
SANITARY DISTRICT NO 4**

TOWN BOARD

AGENDA:

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Citizen comments: Three-minute limit.
5. Old Business: None.
6. New Business:
 - a. Discussion and necessary action on the Audit Management Report.
 - b. Discussion and necessary action on the Town yard waste disposal program.

- c. Approve bartender licenses.
7. Department, Boards, Committee/Commission Reports/Recommendations: None.
 - a. Building Inspection
 1. Discussion and necessary action on the Proposed Springdale Road Extension.
8. Approval of Vouchers and Checks.
9. Communications and Announcements.
10. Adjourn into **CLOSED SESSION**, according to Section 19.85(1)(e) Wisconsin Statutes for the purpose of negotiation of Town owned land, whenever competitive or bargaining reasons require a closed session.
11. Adjourn into **OPEN SESSION**, according to Section 19.85(2) Wisconsin Statutes, for any necessary action resulting from the Closed Session and to adjourn the meeting.
12. Adjournment.

TUESDAY, JULY 18, 2006

UTILITY DISTRICT NO 1

**IMMEDIATELY
FOLLOWING MEETINGS
FOR SANITARY DISTRICT NO 4
AND TOWN BOARD**

AGENDA:

1. Call to Order.
2. Approval of Agenda.
3. Adjourn into **CLOSED SESSION**, according to Section 19.85(1)(g) Wisconsin Statutes to confer with legal counsel concerning strategy to be adopted with respect to possible litigation.
4. Adjourn into **OPEN SESSION**, according to Section 19.85(2) Wisconsin Statutes, for any necessary action resulting from the Closed Session and to adjourn the meeting.
5. Adjournment.

THURSDAY, JULY 20, 2006

5:30 P.M.

MUNICIPAL COURT

Jane F. Carlson, Town Clerk

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meetings to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above location.