

TOWN OF BROOKFIELD
TOWN BOARD
JANUARY 15, 2008

The regular meeting of the Town Board was held on Tuesday January 15, 2008 in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.

Chairperson Keith Henderson called the meeting to order at 7:05 p.m. with the following people present: Supervisors: John Schatzman, Robert Flessas, Patrick Stroebel and Dan Shea, Administrator Richard Czopp, Sanitary District Superintendent Terry Heidmann, Building Inspector Gary Lake, Police Chief Chris Perket, Fire Chief Andy Smerz, Department of Public Works Superintendent Jeff Golner, Park & Recreation Director Chad Brown 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 Flessas moved to dispense with the reading of the minutes of the December 18, 2007 Town Board meeting and approve them as presented seconded by Supervisor Shea, voted on, carried unanimously

Supervisor Shea said that in the January 2, 2008 meeting minutes on page 2, under Liquor License, paragraph 8 the word *illuminating* should be *eliminating*.

Supervisor Stroebel moved to dispense with the reading of the minutes of the January 2, 2008 Town Board meeting and approve them as corrected seconded by Supervisor Shea, voted on, carried unanimously

PUBLIC COMMENT None.

CHAIRMAN'S REPORT ON LIQUOR LICENSES

Chairman Henderson said that he contacted Representative Zipperer and was told that there is a bill in the Assembly that passed the caucus for the Republicans that eliminated all the restrictions for a restaurant or a business that serves food and it is fifty percent of their business they would be able to have a full liquor license. His next comment was that if it ever makes it to the floor it will be passed and signed.

OLD BUSINESS

a. TELEPHONE SERVICE PROVIDER

Supervisor Schatzman moved to approve the changing of the local telephone service to AT&T under the terms and agreements as presented under the State of Wisconsin – ICB Pricing Schedule, seconded by Supervisor Shea, voted on, carried unanimously.

NEW BUSINESS

- a. **APPOINTMENT OF ELECTION INSPECTOR**
Supervisor Shea moved to approve appointing John Finn as an Election Inspector, seconded by Supervisor Stroebel, voted on, carried unanimously.
- b. **BARTENDER LICENSES**
Supervisor Schatzman moved to approve the bartender licenses for Angela Verberne at Applebees and Trevor R. Kravis at Qdoba, seconded by Supervisor Shea, voted on, carried unanimously.

DEPARTMENT, BOARDS, COMMITTEE/COMMISSIONS RECOMMENDATIONS

- a. **UPDATE FROM DEPARTMENT HEADS**
Administrator Czopp said that since the agenda was short he thought it would be good for the Board to get updated on what is going on with the departments and the sanitary district.

Superintendent Heidmann said that things are going very well with Sanitary District No 4 except that the water tower is out of service. He explained that there is a twelve inch riser with an expansion valve at the bottom of the tower that carries the water up and down and into service. The valve has cracked and in order to weld it or fix it the Tower had to be drained. They have taken the original expansion valve and replaced it with a new one that is located at the top of the tower. The tank should be in service soon but in the mean time they are running on a couple of service pumps and by reducing pressure.

Supervisor Schatzman asked if there was a change in chlorination because over the weekend he noticed a stronger chlorine smell.

Superintendent Heidmann said that on Monday morning he noticed a higher level of chlorine even though they had not changed the setting. He that it can happen when the tank is not backwashed and there can be more iron in the tank. Another way is if the tank is backwashed and they change the cylinder at the same time more chlorine can get in the system.

Supervisor Schatzman asked if there was any risk.

Superintendent Heidmann said no the level was at half a part per million which is what the DNR recommends the level to be.

Supervisor Shea asked when he expects to have the water tower tank up and running.

Superintendent Heidmann said they intend to fill it tomorrow and put it back on line.

Chairman Henderson said if thing are proceeding with the recommendation from the study that was done regarding installation of extra pipes.

Superintendent Heidmann said that Administrator Czopp was going to be contacting Sam's Club.

He also said that the new SCADA system is working great and that with the Water Tower incident he has been able to have Strand come out and put some toggles on so that they can go from screen to screen and change what is needed and will not have to have Strand come back to get it up and running. This will also help in the future if they have any other incidents.

Administrator Czopp said that Strand Engineering is doing an outstanding job with the sewer and water department and he is also very happy with the excellent work they are doing for storm water.

Chief Smerz presented a summary of 2007 and objectives for 2008. In 2007 their response total was 1,072 compared to 1,050 in 2006 with 75% EMS calls and 25% fire. Accomplishments for the year were each member received approximately 80 hours of training and the department completed 1,746 occupancy inspections. They completed and implemented revisions of EMS response protocol with 100 fewer responses for the engine and integrated EMS report writing into State of Wisconsin WARDS system. Developed and implemented new Standard Operating Guideline. Completed department wide required NIMS training and MABAS response cards. Trained eight new recruits with two of them being paramedics and upgraded the firefighter safety equipment (protective clothing, highway response gear, firefighter survival RIT gear). Initiated a pre-plan software and data input program and successfully submitted a FEMA Grant request for \$62,750.00 for monitor/defibrillators. Established a relationship with Milwaukee County EMS to provide paramedic refresher services (on-line training) and with WCTC to provide preceptor services for paramedic students.

He said some of the 2008 objectives are to settle the labor management agreement, purchase a new engine, and continue to develop Department Standard Operating guidelines and training regimen as well as train additional new member and improve retention. Develop life safety public education course for the elderly population and protect lives and property at the lowest cost possible.

Highway Superintendent Golner said that the DPW is doing well and that they had gained ground in the summer with projects and then December hit and they have had to stop everything except snow removal. It set them back on maintenance of vehicles but they are catching up and the program is doing better and better each year. The police department's squads have gone to synthetic oil so instead of see them every three weeks they can go nine weeks. They had started tree timing in the end of November and had to stop but he is hoping to get back to that in February or March. With the Stormwater they keep trying to keep the beaver dams under control and have finished the creek inspection and have found some more dams. He said the major thing for his department is that the winter maintenance in 2007 has almost doubled budget figures with the December snows.

Supervisor Flessas said that he would like to commend his department on the job they doing plowing.

Police Chief Perket presented that calls for service went up from 9,310 in 2006 to 10,756 in 2007. The report writing went down from 2,128 in 2006 to 1,932 in 2007, vacation checks

went up 281 and accidents went from 339 in 2006 compared to 422 in 2007. Revenues went up because they received a speed grant and for 2008 they also received another speed grant. They are starting a neighborhood watch program in a couple areas.

Recreation Department Director Brown said that the department continues to have a fantastic working partnership with the DPW to complete maintenance and projects. He said with the help of Superintendent Golner they can continue to offer outstanding service with minimal budget increases. He also thanked all the departments for the help they give him with the events that are put on. In 2007 the programs that were offered and will continue in 2008 are Town Truck Day, the digital photography classes, beading classes for youth and adults, yoga, kayak and fall/winter tennis lessons, landscape, knitting and winter/spring art courses, and the new Eble Ice Rink learn to skate program which is filled. The 2008 other new offerings will be special needs planning, mural painting course and financial planning and more. In 2007 the program fees were increase and the sponsorship dollars exceeded budgeted amount by \$5,098 or a 203% increase because of increase in advertising in tidings. There has been a change in the Waukesha County Parks & Land Use leadership so they are much more open to a partnership with the Town for programs such as the learn to skate program at Eble Park and the use of Fox Brook Park for kayak lesson and doing a fishing derby.

The 2008 projects and plans are shade tree planting at Wray Park, possibly a swing installation at Marx Park, restroom advertising for additional revenue. The Brookfield Lion's Club has extended an interest in holding their Brookfield Days fundraiser and other projects with the Town. Continue working with the DPW on keeping current with the Urban Forestry Management Plan. He has sponsors lined up for Truck Day, Big Splash Day, Punt/Pass/Kick Contest and various baseball and softball tams, tennis lesions and Town Tidings advertisers. Inspector Lake and he continue to investigate the feasibility of a pavilion/shelter at Wray Park. The DNR is currently determining the navigability of the ditch running through the park after that the Army Corp of Engineers will determine if there are any endangered species or habitats that exist; and finally soil borings will be done to determine final site issues if any.

Chairman Henderson asked if there was a timetable.

Inspector Lake said that a request was made for the navigability determination in mid October and they described they were going to do complete it last week and he has not had a response if it was done. Before spending significant monies for professional services we want to be certain site selection meets all regulatory requirements.

Supervisor Flessas asked if there could be something that the youth could get involved with that would help the elder.

Director Brown said that probably would be something for a civic group such as the boy or girl scouts. He has utilized both groups the boy scouts did a park clean up and the girl scouts do the Easter egg stuffing and Brookfield Central did a garlic mustard clean up. He would also see if he and Chief Smerz can work on something with the elder program he wants to put together.

Mark the calendars for Town Skate night January 17th at Waukesha Skateland from 4 p.m. to 6 p.m. April 5th will be Registration date at the Town Hall from 8 a.m. to 9:30 a.m. and the Easter egg hunt on March 22nd at 10:00 a.m. sharp.

Inspector Lake reported that permit volumes and revenues are steady there still is a lot of development interest in the Town. He has meetings weekly with developers that are interested in acquiring property in the town. The Plan Commission for next week has three development proposals that are all the way through final approval. There have been a number of developments completed in the Town in the last year. One being the office condo development on Janacek Road and Janacek Court has had its first occupancies in the last forty five days. The Simon Group office building is nearly fully occupied. There are a couple of new manufacturing occupants on Doral Road an office furniture manufacturer in one building. The Electrical Inspector has informed him that there is a significant activity of installation of manufacturing process equipment for making housing panels at the Ambiente Housing building on the west end of Doral Road.

He said that paper filing accumulation is becoming challenging. When the budget process was starting he checked into the cost of scanners to digitize all the material. Having it done is incredibly expensive he had one firm quote doing just the 8 ½ x 11 would cost fourteen thousand dollars and does not include the large format documents like the prints. He checked on the cost of a scanner and that is about six thousand dollars used but the big expense in that in that operation is the manpower. He thinks in the next couple of years it will need to be addressed or paper records destroyed after a certain period of time. The state keeps plan reviews for four years and then disposes of them.

Supervisor Schatzman asked if he can start requiring that one of the multiple copies be in digital format.

Supervisor Flessas said that a lot of communities don't keep it.

Inspector Lake said that there is a broad spectrum of policy and most communities aim to keep for as long as a structure is in business.

Supervisor Flessas said that he thinks that having plans digitized would be very beneficial for fire protection.

Administrator Czopp said that he wanted to report to the Town that Jay Walt has been named as the Citizen of Year.

Clerk Carlson reported that the draw for ballot placement was done and the order of the draw is John Schatzman, Patrick Stroebel, Jim Kobach, and Brian Eckelman and will say vote for not more than two.

VOUCHERS

Supervisor Schatzman moved to approve the vouchers as presented in the amount of \$197,552.59, seconded by Supervisor Stroebel, voted on, and carried unanimously.

Included in the approved vouchers were: \$37,149.46 to Waukesha County Treasurer for Trunked Radio equipment, operating and infrastructure payment; \$29,187.00 & \$15,740.06 to Wausau Insurance for liability, vehicle and workers compensation insurance; \$25,330.00 to Ewald – Hartford for fire department vehicle and \$11,717.54 to Butterfield Trucking, Inc for treated sand; \$11,308.88 to Scott Oil/Heating Co for vehicle fuel.

COMMUNICATIONS AND ANNOUNCEMENTS

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

There being no further business Supervisor Flessas moved to adjourn, seconded by Supervisor Schatzman, voted on and carried unanimously. The meeting adjourned at 8:30 p.m.

Respectfully submitted,
Jane F. Carlson, Town Clerk

CORRESPONDENCE
January 15, 2008

1. Focus, Dec 13, 2007.
2. Pro Health Care "Close to Home", Jan 2008.
3. Letters from Time Warner regarding new channels.

January 11, 2008

MEETING NOTICES

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

TUESDAY, JANUARY 15, 2008

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: None.
7. Approval of Vouchers and Checks.
8. Communications and Announcements.
9. Adjournment.

TUESDAY, JANUARY 15, 2008

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

TOWN BOARD

AGENDA:

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Citizen comments: Three-minute limit.
5. Chairman's Report on Liquor Licenses.
6. Old Business:
 - a. Discussion and necessary action regarding telephone service provider
7. New Business:
 - a. Appoint John Finn as an Election Inspector.
 - b. Approve bartender licenses.

8. Department, Boards, Committee/Commission Reports/Recommendations:
 - a. Update from Department Heads.
9. Approval of Vouchers and Checks.
10. Communications and Announcements.
11. Adjournment.

THURSDAY, JANUARY 17, 2008

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.