

TOWN OF BROOKFIELD
TOWN BOARD
AUGUST 19, 2008

The regular meeting of the Town Board was held on Tuesday August 19, 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, Dan Shea and Patrick Stroebel, Administrator Richard Czopp, the Town Clerk Jane Carlson to record the minutes and Supervisor Robert Flessas with an excused absence.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Supervisor Shea moved to dispense with the reading of the minutes of the August 5, 2008 Town Board meeting and approve them as presented seconded by Supervisor Stroebel, voted on, carried unanimously.

PUBLIC COMMENT

Gloria Albrecht 19720 Timberline Dr commented on a non-agenda item reminding everyone about the cycle race on Saturday, August 23, 2008.

OLD BUSINESS None.

NEW BUSINESS

a. REPORT ON BROOKFIELD CONVENTION & VISITOR BUREAU

Rob Raschka, Executive Director of Brookfield Convention & Visitor Bureau (BCVB) said that they work with about a \$600,000.00 budget receiving those funds from the City and Town of Brookfield through room tax. He presented that some of the things that the BCVB does are they sponsored the Brookfield Cup when Pepsi dropped out receiving exposure by having their name put on the shirts. They also do a lot through mailers to promote Brookfield. They have a restaurant guide that has been updated that they put these in the business and hotels. Supervisor Schatzman recommended that they put this on the web site. Mr. Raschka said that they also have a Visitor's Guide that they send out to the Visitor Center throughout the state to put out and it may not be out all the time because they do rotate the guides. They also promote shopping in the area with advertisement in the Milwaukee's Guide which comes out twice a year. They are in partnership with Waukesha County Tourism Initiative which is all the communities from Waukesha and they meet monthly to collaborate on bringing tourist to the county.

He said that General Electric has always been a huge feeder to all of the hotels because of the location of their training center on Watertown Road. They have put a travel freeze in place this year which has taken 7,000 rooming nights out of Brookfield. As far as the occupancy of hotels in the Brookfield area year to date of end of June are running at 63.2% compared to the Milwaukee and Waukesha rate of 61.5%. It is down from last year but we are still receiving a higher share of the business than the competition.

Something new that they are working on is a promotion with Radio Disney because they are like what Brookfield promotes a family oriented and very safe like area. One way of working with them is looking at what movie they will premier this holiday season and work with Majestic on collaborating with the Bureau in doing something.

Administrator Czopp said that the City of Brookfield has decided to try and get the money that they have given to the Bureau back and pull out and promote themselves. This money is to try and promote the hotels and bring business to them and the other businesses not promote the communities. He would like the Town Board to give him direction by making a statement that they support the Visitors Bureau as organized and that they are doing a good job.

Supervisor Schatzman said that he thinks clearly by the occupancy rate they are maintaining status quo at very difficult time.

Mr. Raschka said that the Bureau has been working with the Women's Bowling Association because they will be coming to the Milwaukee area next spring. To promote the area the Bureau has gotten a water bottle in the shape of a bowling pin with the BCVB logo on it and he went to their Annual Convention and handed it out at the registration table along with the other literature.

Supervisor Stroebel asked if there has been any type of response from the hotels on how they feel about the City wanting to out.

Mr. Raschka said that they are not happy with it and all 8 of the city hotels have signed a petition to the Mayor to get a meeting with him which is next week August 26th. They feel that the Bureau is out there promoting them and are an extension of the sales office.

Supervisor Shea asked if he has been able to talk with the city and give them this presentation.

Mr. Raschka said no this is his first presentation. There are 2 alderpersons on the Bureau's board.

Supervisor Shea said that maybe the rest need to be given the opportunity to hear first hand what is being done by the BCVB to promote their community.

Supervisor Shea said that he would move that the Town of Brookfield go on record that they support the BCVB as organized, seconded by Supervisor Schatzman, voted on and carried unanimously.

b. PICNIC PERMIT

Supervisor Schatzman moved to approve a picnic permit for Acura of Brookfield. Mike Baker, on Sunday, September 7, 2008 from 12:00 p.m. until 4:00 p.m., at Marx Park, seconded by Supervisor Shea, voted on, carried unanimously.

c. BARTENDER LICENSES None.

DEPARTMENT, BOARDS, COMMITTEE/COMMISSIONS RECOMMENDATIONS

a. ADMINISTRATOR'S REPORT ON 2009 BUDGET REVIEW

Administrator Czopp said that he thought he would bring in a couple departments at a time to bring the Board up to date with what is happening with their budgets.

Chief Andy Smerz said that currently the Fire Department is operating in very good shape. He does not anticipate any problems with managing within the budget for the remainder of the year. From a wages standpoint they are doing fine, they do run into a situation in the summer where they have to pay a little bit more overtime due to vacations and summer activities. They do try to minimize overtime as much as they possibly can. Four probationary members have completed their last training session and of course there is a cost associated with this because of having to have instructors working with them and they need to do a number of rides along with the department. This is an important part of the department to be able to continue to manage having new employees ready to take over. Some wage expenses have been reduced through the EMS and refresher training being done online and he expects them to do it when they are on duty or on their own time. The union contract still has not been settled. The majority of the legal fees have to do with the disciplinary action with one member and contract negotiations. Administrative costs are well within the budget with some of those being upgrading the radios and pagers, and have revised the cell phone plan. He is looking at shifting some cost to public education because they are doing more and with the exposure they get more requests. The new engine is on order and scheduled for delivery in mid October. He has been conserving the operating cost associated with the firefighting services because he would like to wait until the new engine is here. As far as vehicle maintenance they had a significant expense with the ladder truck and pump repair right away this year. The DPW is doing a good job with maintenance so there is far less break downs. There is a grant application pending for new extrication equipment. They are finding buyers for the used equipment that they no longer need. The EMS services supply expenses are running about what they expected. The Fire Station did receive some remodeling in the showers in the men's room and they have the supplies to do the women's room. The DPW did all the work and did a fantastic job. The revenues from the ambulance and road clean up billings are where it typically is at this time of year. There was a meeting with the billing firm to make sure they are getting everything they need to maximize the EMS billing and return. The reporting system for this has been upgraded to an electronic method so as soon as the report is generated the billing firm has the information.

Supervisor Schatzman asked what the collection percentage is.

Chief Smerz said that he did not asked that the last time they met but the time before that it was around 92%.

Chairman Henderson asked if the billing company was still receiving 7% of what is collected.

Clerk Carlson said yes.

Chief Smerz said that he plans on sitting down and review the cost schedule that is charged for the mileage and ancillary fee such as oxygen, and EKG's. Looking for ward to the 2009 Budget from a vehicle standpoint he thinks they will be in good shape. The last lease payment for the newest ambulance will be in October of next year and after that it might be time to talk about replacing the oldest ambulance. He will be doing an assessment of the station but, thinks the only thing to do since they have done the bathrooms is maintenance related. The only thing that he can see and is not much of a major expense is that one of the ambulances EKG monitor is not fully advanced life support and the upgrade for that is \$7,000.00. The reason he is looking at that is many occasions they run simultaneous calls.

Chairman Henderson said that the County is looking at changing the radio system from analog to digital and we need to make sure whether our current radios can be updated or do we need to get new ones.

Police Captain Tim Imler said that the Town's radios can be upgraded.

Administrator Czopp said that the Fire Department's 2009 budget is going to be pretty much a status quo with maybe some computer upgrades. When the lease payments are done then look at ordering a new ambulance and continue with the lease payments. This would keep the Town on a good equipment rotation.

Police Chief Chris Perket said that the department is within budget and explained that the part time wages are up because of people taking family medical leave. Another area is the prisoner housing is up because a person can sit a certain number of days instead of paying a fine and the Town pays \$12.00 a day. Court revenues are up because they are citing people for disorderly conduct and not sending it to the District Attorney's office but having it go through the Town's court system.

Supervisor Shea asked how the new proposal of hiring full time people instead of utilizing part time people has worked.

Chief Perket said that he has not hired the full time hoping to hire in October. He has only had a full staff two months out of the year. He is looking at hiring 2 more part time officers next year.

Chairman Henderson said that he thought they wanted to go with full time and get away from the part time staffing.

Chairman Henderson asked how many part time officers there are.

Chief Perket said there are five.

Chairman Henderson said that he thought that they wanted to get that down to about three and have more full time.

Chief Perket said that the people he hires full time are usually the part time employees and some of the part time has full time jobs that require them to work when we would need them.

Supervisor Schatzman said that the Town is ahead with part time because they do not receive benefits. He asked if they have considered contacting the vet groups to see about military police that are coming home.

Chief Perket said that they only hire people that are certified and have gone through the academy training.

They are looking to replace 2 patrol cars and get hand held radio units.

VOUCHERS

Supervisor Schatzman moved to approve the vouchers as presented in the amount of \$136,578.76 seconded by Supervisor Stroebel, voted on, and carried unanimously.

Included in the approved vouchers were: \$39,994.90 to Brookfield Convention and Visitor Bureau for 2nd qtr room tax distribution; \$13,514.00 to Homeplace Structures for Marx Park wood gazebo; \$7,513.56 to Scott Oil/Heating Co for vehicle fuel \$6,618.75 to Cramer, Multhauf & Hammes for legal fees and \$4,600.00 to Virchow, Krause & Company for auditing services.

COMMUNICATIONS AND ANNOUNCEMENTS

The attached list of correspondence was reviewed by members of the Board with the following comment.

Chairman Henderson noted item number 2.

There being no further business Supervisor Shea moved to adjourn, seconded by Supervisor Stroebel, voted on and carried unanimously. The meeting adjourned at 8:25 p.m.

Respectfully submitted,
Jane F. Carlson, Town Clerk

CORRESPONDENCE
August 19, 2008

1. Focus No 16 & 17.
2. Letter from Waukesha County regarding Hochmuth property.
3. Police & Fire Commission June 11, 2008 meeting minutes.

August 15, 2008

MEETING NOTICES

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

TUESDAY, AUGUST 19, 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, AUGUST 19, 2008

**IMMEDIATELY
FOLLOWING THE
SANITARY DISTRICT NO
MEETING**

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. Report from Brookfield Convention & Visitor Bureau.
 - b. Approval of Picnic Permit for Marx Park on Sunday, September 7, 2008 for Acura of Brookfield/Mike Baker from 12:00 p.m. until 4:00 p.m.
 - c. Approve bartender licenses.
7. Department, Boards, Committee/Commission Reports/Recommendations:
 - a. Administrator's Report on 2009 Budget review.
8. Approval of Vouchers and Checks.
9. Communications and Announcements.
10. Adjournment.

THURSDAY, AUGUST 21, 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.