

TOWN OF BROOKFIELD
TOWN BOARD
APRIL 7, 2010

The regular meeting of the Town Board was held on Wednesday April 7, 2010 in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.

Chairperson Keith Henderson called the meeting to order at 7:42 p.m. with the following people present: Supervisors: John Schatzman, Patrick Stroebel and Dan Shea, Attorney James Hammes, Administrator Richard Czopp, Building Inspector Gary Lake and the Town Clerk Jane Carlson to record the minutes. Excused absence Supervisor Kevin Van Kirk.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Supervisor Schatzman moved to dispense with the reading of the minutes of the March 2, 2010 Town Board meeting and approve them as presented seconded by Supervisor Shea, voted on, carried unanimously.

Supervisor Stroebel said that in the March 23, 2010 minutes he should have an excused absence listed instead of being present.

Supervisor Schatzman moved to dispense with the reading of the minutes of the March 23, 2010 Town Board meeting and approve them as corrected seconded by Supervisor Shea, voted on, passed 3 – 0 – 1 with Supervisors Stroebel voting present.

PUBLIC COMMENT None.

NEW BUSINESS

a. AUDIT REPORT

Wendy Unger, representative of Baker Tilley Virchow Krause the Town's auditing firm gave a presentation of the 2009 Financial Highlights for the Town of Brookfield. The funds included in the audit are the general services fund, debt services fund, capital projects, capital equipment, and special revenue funds which are the park dedication monies, ambulance grant, Tax Incremental District, and special assessment funds. Also included in the Town's financial statement is the Utility District.

Ms. Unger said that included in the financial statements is what's referred to as a clean unqualified opinion. She encouraged the Board to review the comments of the Financial Statement they give a concise picture of what occurred during the year.

The General Fund or operating fund has \$4.2 million of actual revenue which compares to \$4.2 million of budgeted revenue. The actual revenue is about \$25,000 more than budgeted. Room Tax income was down dramatically, but fines and forfeitures were up approximately \$86,000. Investment income was under budget and this is similar to what

other communities are feeling. So even with the decreases, overall the Town ended up positive.

Expenditures were \$4,491,000 compared to a budget of \$4,505,000, so the actual expenditures were under budget. The actual use of fund balance was \$244,000 and the budgeted amount was \$283,000 so less fund balance was used than anticipated. The General Fund started with \$3.7 million and ended with \$3.5 million.

The \$3.5 million has a couple different components included in it. \$85,408 is reserved; it represents delinquent Personal Property taxes of \$19,000 and some capital improvement funds of \$56,000. These items are recognized as receivables, but as yet have been uncollected. The Town sets aside 15 % of the General Fund operating budget for working capital which is \$673,000. The \$358,000 is designated fund balance and is not available for spending. The balance of \$2.4 million in undesignated and unreserved, it is a contingency fund to be used for unexpected expenses. This represents over 50% of the annual Operating expenditures within the General Fund, or a very solid financial position.

The Debt Service Fund comes from levying a tax, and making principal and interest payments from it. There is \$1.4 million of tax revenue, and \$1.5 of principal and interest expenditure. This money is Town only and does not include the Sanitary District or Utility District. That fund used \$50,000 Fund Balance during the year, leaving a balance of \$9,000.

The Non-Major Funds are all of the remaining funds of the Town. The funds represented are park dedication fund, special assessment fund, ambulance grant fund, Tax Incremental District fund, and small capital equipment funds. These funds equal \$393,000 but of that \$305,000 is TIF money. The remaining \$90,000 is from the other funds. The expenditures were \$460,000 of which \$322,000 is the increment that goes out to the property owner. Those funds used Fund Balance of \$67,000 leaving a balance of \$161,000 at the end of the year. \$31,000 is reserved for park dedication and ambulance funds, \$110,000 is in the capital equipment fund, and the remaining \$18,000 is from special assessments and the balance of the Tax Incremental Fund.

Ms. Unger summarized that the Utility District functions from an accounting standpoint very similar to the Sanitary District. There was revenue of \$848,000.00 during the year with expenses of \$973,000.00 and \$103,000 of that is depreciation. The Utility District ended the year with net assets of \$2.3 million and of that \$1 million was cash and \$540,000 is unspent debt proceeds that need to be used for capital type items or pay down debt service.

She said that the Town is in great financial shape having the ability to borrow 5% of its equalized value which is \$54.6 million as of December 31, 2009. The combined outstanding debt for the Town and Sanitary District is \$4.6 million, with the Town being debt free February 1, 2012 and the Sanitary District May 1, 2016.

Ms. Unger summarized the new GASB 51 which is related to the accounting of intangibles probably will not have a huge bearing on the Town but this biggest impact is with easements or internally generated software which the Town does not have. The Town will only have to go prospective not retro because of the size of the Town and will need to be in compliance at the end of the year. The other is GASB 54 which will have the biggest impact on the Town. This will address the Fund Balances and there will be more categories that will have to be added. This has another year before anything has to be done.

Chairman Henderson questioned GASB 54 and if there will be something that tells them where the numbers were before being put in the new categories.

Ms. Unger responded that it is not a requirement but there will be much more clarity in what you see in the financial statements.

Ms Unger also said that she wanted to let the board know they received full cooperation of the staff and that it has been a pleasure working with Administrator Czopp and the rest of the Town staff.

Administrator Czopp said that credit needs to be given to the Department Head for the great job they do.

CHAIRMAN'S REPORT ON TRUNKED RADIO

Chairman Henderson reported that currently the Radio System is an analogue 800 mega hertz and has been running for 10 years and finished payments on that and now starting to pay for 5 years toward a new Digital Turnked system. The plan is to use the same Towers and may have to add one more Tower to get more coverage in the Elm Grove area.

b. **GARBAGE/RECYCLING AND YARDWASTE RATES**

Supervisor Schatzman moved to approve increasing by \$1.89 the quarterly garbage, refuse, recycling and yard waste rate from \$42.76 to \$44.65, seconded by Supervisor Stroebel, voted on, and carried unanimously.

c. **TRANSIT SERVICES AGREEMENT**

Supervisor Stroebel moved to approve the Intergovernmental Agreement to provide City of Waukesha Transit Service to Brookfield Highlands Apartments in the Town of Brookfield, seconded by Supervisor Shea, voted on, carried unanimously.

d. **PICNIC PERMIT**

Supervisor Schatzman moved to approve a picnic permit for Jim Tonkovitz, on Saturday, May 22, 2010, from 3:00 p.m. until 9:00 p.m. at Marx Park, seconded by Supervisor Stroebel, voted on, carried unanimously

e. **BARTENDER LICENSES**

Supervisor Stroebel moved to approve a bartender license for Deborah Kay Bednarek at Brian's Gas & Go; Taibi L Mrioued at Louise's; Ryan P Debelak at Open Pantry; Ana R

Carrasco at Jose's Blue Sombrero, seconded by Supervisor Shea, voted on, and carried unanimously

OLD BUSINESS

a. CLASS B BEER AND CLASS C WINE LICENSE

Supervisor Van Kirk moved to approve the Class B Beer and Class C Wine license for Felipi Garifias Chavez, Brookfield Family Restaurant LLC at 18000 W. Bluemound Road Ste A, seconded by Supervisor Shea, voted on, carried unanimously.

DEPARTMENT, BOARDS, COMMITTEE/COMMISSIONS RECOMMENDATIONS

a. PLAN COMMISSION RECOMMENDATION

1. SET PUBLIC HEARING DATE

Supervisor moved to set the Public Hearing date for Tuesday, April 27, 2010 at 7:00 p.m. for a Conditional Use Permit for a commercial recreational facility in the M-1 Manufacturing District as provided by Section 17.02(14)., seconded by Supervisor Shea, voted on carried unanimously.

VOUCHERS

Supervisor Shea moved to approve the vouchers as presented in the amount of \$159,446.14 seconded by Supervisor Stroebel, voted on, and carried unanimously.

Included in the approved vouchers were: \$29,361.53 to Veolia ES Solid Waste for recycling, refuse and yard waste collection; \$24,594.37 to Strand Associates, Inc for engineering fees; \$6,338.25 to Cramer, Multhauf & Hammes for legal fees.

COMMUNICATIONS AND ANNOUNCEMENTS

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

Clerk Carlson reported that the election went without any incidents; there were 832 registered voters that voted giving the Town a 13.60% turnout. She said that the Board of Canvas certified that Patrick Stroebel received 534 votes and John Schatzman received 476.

Chairman Henderson noted items 3, 6, 14, and 17.

There being no further business Supervisor Shea moved to adjourn, seconded by Supervisor Stroebel, voted on and carried unanimously. The meeting adjourned at 8:28 p.m.

Respectfully submitted,
Jane F. Carlson, Town Clerk

CORRESPONDENCE

April 7, 2010

1. "Focus", 3/16/2010.
2. "The Wisconsin Taxpayer", Feb 2010.
3. Police Letter of Commendation.
4. House check thank you.
5. Email on Child Booster seat fitting station.
6. Brookfield Now article on Town merger and response.
7. Letter from Cramer, Multhauf regarding Waukesha Limited Partnership.
8. Update from Brookfield Chamber rep, Gloria Albrecht.
9. Curb modification notice.
10. Wis rail plan survey.
11. Legislative alert AB 260.
12. 2035 Regional transportation system plan.
13. Open house notice for Drexel.
14. Letter from City of Brookfield regarding environmental study I-94.
15. Waukesha County Emergency Assistance plan.
16. Wis Dept of Commerce block grant.
17. Jay Walt recognition Brookfield Now.

April 1, 2010

MEETING NOTICES

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

WEDNESDAY, APRIL 7, 2010

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. Review of December 31, 2009 Audit Report by representative from Baker Tilly.
 - b. Authorize Engineers to work on design for the Water Tower.
 - c. Discussion and necessary action regarding cross connection inspections contract for commercial properties.
7. Approval of Vouchers and Checks.
8. Communications and Announcements.
9. Adjournment.

WEDNESDAY, APRIL 7, 2010

**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 the Trunked Radio System.
6. New Business:
 - a. Review of December 31, 2009 Audit Report by representative from Baker Tilly.
 - b. Discussion and necessary action regarding the garbage/recycling and yardwaste rates.
 - c. Discussion and necessary action regarding 2010 Intergovernmental Agreement to provide City of Waukesha Transit Service to Town (Brookfield Highlands).
 - d. Approve Picnic Permit for Jim Tonkovitz, on Saturday, May 22, 2010, from 3:00 p.m. until 9:00 p.m. at Marx Park.
 - e. Approve bartender licenses.
7. Old Business:
 - a. Approval of a Class B Beer and Class C Wine license for Felipi Garifias Chavez, Brookfield Family Restaurant LLC at 18000 W Bluemound Road Ste A (Tabled 3/2/2010).
8. Department, Boards, Committee/Commission Reports/Recommendations:
 - a. Plan Commission Recommendations:
 1. To set a date for a Public Hearing for a Conditional Use Permit for a commercial recreational facility in the M-1 Manufacturing District as provided by Section 17.02(14).
9. Approval of Vouchers and Checks.
10. Communications and Announcements.
11. Adjournment.

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.