



Office of the Town Clerk

Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045

Office: 262-796-3788 | Clerk@TownofBrookfield.com

MEETING MINUTES

Tuesday, January 21, 2025
Immediately Following Joint CDA &
Town Board

Town Board
Utility District No. 1
Sanitary District No. 4

Eric Gnant Room
TOB Municipal Building
645 N. Janacek Rd., Brookfield, WI

1. Call to Order & Roll Call.

Chairman Henderson called the meeting to order at 7:16 p.m.

Present: Chairman Keith Henderson; Supervisors John Charlier, Steve Kohlmann, John Schatzman, and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Assistant Fire Chief Tony D'Amico, Fire Chief John-Paul Schilling, Attorney Michael Van Kleunen, Deputy Clerk Emily Howells and Administrator/Interim Clerk Tom Hagie.

2. Meeting Notices.

Hagie confirmed the meeting notices were posted as required by law.

3. Approval of Agenda.

Motion by Schatzman to adopt the agenda; seconded by Stanelle.

Motion prevailed by a voice vote (5-0).

4. Approval of Minutes:

December 17, 2024 meeting of the TB, UD1, SD4.

Motion by Charlier to approve the minutes with corrections; seconded by Kohlmann.

Motion prevailed by a voice vote (5-0).

5. Citizen Comments: Three-minute limit. None.

6. Old Business: None.

7. New Business:

a. Discover Brookfield Quarterly Update.

No action. Postponed to February 4, 2025.

b. Discussion and possible action regarding the 2025 Town Advocacy Council of the Wisconsin Towns Association Membership.

Motion by Charlier to approve the 2025 Town Advocacy Council of the Wisconsin Towns Association Membership; seconded by Kohlmann.

Motion prevailed by a voice vote (5-0).

c. Discussion and possible action regarding the Waukesha County 9-1-1 Emergency System Joint Powers Agreement.

Motion by Charlier to approve the Waukesha County 9-1-1 Emergency System Joint Powers Agreement; seconded by Kohlmann.

Motion prevailed by a voice vote (5-0).

d. Discussion and possible action to reschedule the February 18, 2025 and April 1, 2025 Town Board meetings to February 19, 2025 and April 2, 2025, respectively due to elections.

Motion by Schatzman to reschedule the February 18, 2025 and April 1, 2025 Town Board meetings to February 19, 2025 and April 2, 2025; seconded by Kohlmann.

Motion prevailed by a voice vote (5-0).

8. Departments, Boards, Committee/Commission Reports/Recommendations.

a. Fire Department

1. Presentation of CRR proclamation.

Chief Schilling and Assistant Chief D'Amico presented the Community Risk Reduction proclamation to the Board. Chief Schilling noted that the Town Fire Department received the proclamation on behalf of all fire departments in the State of Wisconsin.

2. Discussion and possible action regarding an Intergovernmental Cooperation Agreement for Ownership and Operation of a Forcible Entry Training Prop and Flatbed Trailer.

Motion by Charlier to approve an Intergovernmental Cooperation Agreement for Ownership and Operation of a Forcible Entry Training Prop and Flatbed Trailer subject to changes and in an acceptable form to the Town Attorney.

Motion seconded by Kohlmann.

Motion prevailed by a voice vote (5-0).

9. Approval of Vouchers and Checks.

Motion by Kohlman to approve vouchers and checks in the amount of \$562,647.73 for 12/18-1/7; seconded by Charlier.

Motion prevailed by a voice vote (5-0).

Motion by Kohlman to approve vouchers and checks in the amount of \$265,821.50 for 1/8-1/21; seconded by Charlier.

Motion prevailed by a voice vote (5-0).

10. Communication and Announcements.

a. Assistant Chief Tony D'Amico provided a summary of the Olive Garden fire in response to Kohlmann.

b. Assistant Chief Tony D'Amico provided a summary of the Oscars fire in response to Stanelle.

c. Kohlmann inquired about the reimbursement from the Chamber. Hagie said it is scheduled for repayment in 2025.

d. Howells provided an update on the upcoming elections.

e. Henderson noted the Wisconsin Towns Association meeting will Wednesday, January 22, 2025 at the Town Hall.

11. Adjourn.

Motion by Kohlmann to adjourn at 7:58 p.m.; seconded by Charlier.

Motion prevailed by a voice vote (5-0).

Respectfully submitted by,

Tom Hagie, Administrator/Interim-Clerk