



## Office of the Town Clerk

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

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

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### MEETING MINUTES

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Tuesday, April 22, 2025  
7 P.M.

181<sup>st</sup> ANNUAL TOWN MEETING

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 7:00 p.m.

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

A quorum was met (5-0).

Staff Present: Attorney Michael Van Kleunen, Fire Chief John Schilling, Assistant Fire Chief Tony D'Amico, DPW Superintendent Scott Hartung, Sanitary District 4 Superintendent Tony Skof, Judge Joann Eiring, Police Lieutenant Dave Mironischen, Administrator/Interim-Clerk Tom Hagie and Deputy Clerk Emily Howells.

2. Pledge of Allegiance

3. Meeting Notices.

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

4. Approval of Agenda.

Motion by Kohlmann to adopt the agenda with the exception that item 9 follow item 8b; seconded by Charlier.

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

5. Approval of Minutes:

a. April 16, 2024 180<sup>th</sup> Annual Meeting.

Motion by D'Amico to approve the minutes as presented; seconded by Sue Kohlmann.

Motion prevailed by a voice vote unanimously.

6. Citizen Comments: Three-minute limit.

7. Old Business: None.

8. New Business.

a. Introductions and swearing in of Elected Officials.

Keith Henderson introduced the staff present at the meeting. Hagie swore Chairman Henderson in as well as Supervisors Ryan Stanelle and John Charlier.

b. Summary of the 2024 Audit, presented by Baker Tilly.

Michelle Walter with Baker Tilly presented the summary of the 2024 audit.

c. Discussion and possible action regarding the date for the 2026 (182<sup>nd</sup>) Annual Meeting.

Pursuant to Wisconsin State Statute 60.11(2)(a) the annual town meeting shall be held on the 3rd Tuesday of April.

d. Discussion and necessary action on any of the powers of a Town Meeting as defined in Section 60.10 Wis. Stats.

1. Resident Beth Schroeder raised concerns relating to Town Code Chapter 5.20 Outdoor Fires Regulated.

She would like our burn ordinance to be similar to the City of Brookfield in regards to dates, times and wind speeds.

Residents Carol Hartung, Sue Sowle, Robert Roob and Joann Eiring voiced concerns about outdoor burning as it prohibits the enjoyment of their homes and is a fire risk in summer months.

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 individuals with disabilities through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above.

Motion by Robert Roob to change the burn ordinance to the same three dates and times as the City of Brookfield; seconded by Gary Sowle.

Motion prevailed by a voice vote unanimously.

2. Gary Sowle raised concerns relating to Town Code Chapter 14.12 Property Maintenance Code.

Residents Carol Hartung, Sue Sowle, Rick Petrie and Janet Gentile all raised concerns about violations of the Property Maintenance Code.

9. Departments, Boards, Committee/Commission Reports/Recommendations:

a. Office of Administration

1. Administrator's TIF District update.

Hagie presented the TIF District update.

10. Adjourn.

Motion by Kathy Della to adjourn at 8:10 p.m.; seconded by Carol Hartung.

Motion prevailed by a voice vote unanimously.

Respectfully submitted by  
Emily Howells, Deputy Town Clerk