



## Office of the Town Clerk

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

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### MEETING AGENDA

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Tuesday, May 6, 2025 @ 5 p.m.

For a minimum of two hours.

Board of Review

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 5:00 p.m.

Present: Chairman Keith Henderson; Supervisors Steve Kohlmann, John Charlier, John Schatzman and Ryan Stanelle and citizen member Robert Wiseman (via ZOOM).

A quorum was met (6-0).

Staff Present: Town Assessor Catalis represented by Nate Carlson, Perry Nell and Dwight Frame, Administrator/Interim-Clerk Tom Hagie and Deputy Clerk Emily Howells.

2. Meeting Notices.

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

3. Approval of Agenda.

Motion by Schatzman to adopt; seconded by Stanelle.

Motion prevailed by a voice vote (6-0).

4. Approval of Minutes:

a. June 3, 2024 Board of Review.

Motion by Stanelle to approve the minutes with changes; seconded by Kohlmann.

Motion prevailed by a voice vote (6-0).

5. Election of Officers: Chairman and Vice Chairman.

Motion by Stanelle to elect Henderson at the Board of Review Chairman; seconded by Kohlmann.

Motion prevailed by a voice vote (5-0-1) with Henderson voting present.

Motion by Stanelle to elect Kohlmann at the Board of Review Vice-Chairman; seconded by Schatzman.

Motion prevailed by a voice vote (6-0).

6. Verification of Training Certification Affidavit.

Pursuant to Wis. Stats. 70.46(4), a minimum of one member must have completed training.

Hagie confirmed Chairman Henderson received the required training certification.

7. Reminder to Board of Review Members of Ordinance 1.23(2) related to the confidentiality of information about income and expenses required by the Town Assessor in property assessment matters.

Chairman Henderson reviewed the requirements.

8. Review Board of Review Rules and Procedures Policy.

The members reviewed the rules and procedures of the Board of Review.



9. Discussion and possible action regarding correction to 2024 assessment of parcel BKFT1123-977-021.  
Motion by Schatzman to approve the correction of the 2024 assessed value of parcel BKFT1123-977-021 and to issue a tax refund to Crosstown at Poplar Creek, LLC in the amount of \$148,493.11. Also, any cost incurred by the Town in excess of \$1 resulting from the error made by Catalis will result in a claim filed against the assessor and/or their insurance provider; seconded by Stanelle.  
Motion prevailed by a voice vote (6-0).
10. Assessor's Report on the Values and Trends in the Town of Brookfield.  
Catalis presented the assessors report.
11. Examination, correction of errors, and certification of corrections (if warranted) and acceptance of the 2025 assessment roll following a determination that open book changes are included in the assessment roll presented.  
Motion by Kohlmann to acceptance of the 2025 assessment roll following a determination that open book changes are included in the assessment roll presented; seconded by Charlier.  
Motion prevailed by a voice vote (6-0).
12. Review objections for acceptability and schedule, deny or waive hearings for written objections received. Consider Assessor's request for Subpoena(s) as needed.  
Request by Kevin Riordan to waive the 48-hour notice of intent to object requirement and for his objection to be heard. Hagie noted that the objection was filed with the Clerk at 8:11 a.m. on Monday, May 5, 2025 after the 48-hour deadline had passed.  
Motion by Schatzman to deny the request to waive 48-hour notice of intent to object on the basis of good cause due to a lack of good cause being presented; seconded by Charlier.  
Motion failed by a voice vote (3-3).  
Ayes: Schatzman, Henderson, Kohlmann  
Nays: Charlier, Stanelle, Wiseman  
The request to waive the notice requirement failed and the value provided by the assessor stands.
13. Adjourn to additional hearing date(s), if necessary. If none, adjourn.  
Motion by Charlier to adjourn at 7:00 p.m.; seconded by Kohlmann.  
Motion prevailed by a voice vote (6-0).

Respectfully submitted,  
Emily Howells,  
Deputy Town Clerk