



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, October 7, 2025

Town Board

Eric Gnant Room

Immediately Following Joint CDA &

Utility District No. 1

TOB Municipal Building

Town Board Meeting

Sanitary District No. 4

645 N. Janacek Rd., Brookfield, WI

1. Call to Order & Roll Call.

Chairman Henderson called the meeting to order at 7:17 p.m.

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

A quorum was met (5-0).

Staff Present: Administrator/Interim-Clerk Tom Hagie, Town Attorney Michael Van Kleunen, Fire Chief John Schilling, Police Chief Chris Perket, Parks and Rec Director Chad Brown, Department of Public Works Highway Superintendent Scott Hartung, Town Engineer Justin Gutoski 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 Charlier to approve the agenda; seconded by Schatzman.

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

4. Approval of Minutes:

a. September 16, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of September 16, 2025 as presented; seconded by Kohlmann.

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

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

6. Committee/Commission Reports/Recommendations: None.

7. Old Business:

a. Discussion and possible action regarding the Class "B" Beer and "Class B" Liquor application for Indulgence Chocolatiers.

Motion by Schatzman to deny the Class "B" Beer and "Class B" Liquor application for Indulgence Chocolatiers; no second.

Motion failed.

Motion by Chairman Henderson to approve the \$10,000 Reserve Class "B" Beer and "Class B" Liquor License application for Indulgence Chocolatiers with the following conditions:

- The applicant must provide a detailed plan of operation provided to the clerk regarding operations relating to alcohol.
- The applicant must provide a list of the distributors they are using at Indulgence Chocolatiers Brookfield.
- The applicant must pay the fines for two of the events held in violation of their current license.
- The applicant must sign and return an affidavit affirming no violations of laws relating to alcohol have occurred in the last 6 months, prior to the Board Meeting on Wednesday, February 18, 2026.
- The applicant will be reviewed in 6 months to ensure no alcohol related violations have occurred.

Seconded by Charlier.

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

8. New Business:

- a. Discussion and possible action regarding the application by Raised Grain Brewery for approval of a Full-Service Retail Outlet at Eble Ice Arena for the Warhawk Day Beer Garden.
Motion by Stanelle to approve the application by Raised Grain Brewery for approval of a Full-Service Retail Outlet at Eble Ice Arena for the Warhawk Day Beer Garden with an amendment to the Beverage Service Contract listing the Town of Brookfield as an additional insured; seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).
- b. Discussion and possible action regarding the request for review of the Weyer Road Drainage Improvement Project.
No action.
- c. Discussion and possible action regarding the Intergovernmental Agreement with Waukesha County for the Municipal Recycling Dividend Program.
No action.
- d. Discussion and possible action regarding the 2026-2028 Catalis Assessment Services Contract.
Motion by Charlier to approve the 2026-2028 Catalis Assessment Services Contract with changes to the verbiage in the termination clause; seconded by Chairman Henderson.
Motion prevailed by a voice vote (5-0).
- e. Discussion and possible action regarding the Engagement Letter for audit services by Baker Tilly.
Motion by Kohlmann to approve the Engagement Letter for audit services by Baker Tilly; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
- f. Discussion and possible action regarding the Engagement Letter for 30% audit services of the Tax Incremental Financing District TID No.1 by Baker Tilly.
No action.
- g. Discussion and possible action regarding the 2026 Budget.
Motion by Charlier to approve publication of the 2026 Budget with minor changes; seconded by Stanelle.
Motion prevailed by a voice vote (5-0).

9. Departments Reports/Recommendations:

a. Fire Department

1. Discussion and possible action regarding Resolution 2025-03 to approve an updated ambulance fee schedule pursuant to Town Code § 5.18(4)
Motion by Kohlmann to approve Resolution 2025-03 updating the ambulance fee schedule pursuant to Town Code § 5.18(4) with no balance billing to Town residents; seconded by Stanelle.
Motion prevailed by a voice vote (5-0).
2. Discussion and possible action regarding Resolution 2025-04 to establish an emergency medical services (EMS) enterprise fund and to designate revenue allocations.
No action per staff review.

a. Police Department

1. Discussion and possible action regarding the replacement of the Police Department's HVAC.
Motion by Kohlmann to approve the replacement of the Police Department's HVAC not to exceed \$42,000; seconded by Charlier.
Motion prevailed by a voice vote (5-0).

2. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$270,778.53; seconded by Stanelle.
Motion prevailed by a voice vote (5-0).

3. Communication and Announcements. None.

4. Adjourn.

Motion by Kohlmann to adjourn at 10:22 p.m.; seconded by Charlier.

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

Respectfully submitted by,

Emily Howells, Deputy Clerk