



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, November 18, 2025

Town Board

Eric Gnant Room

Immediately Following the Special

Utility District No. 1

TOB Municipal Building

Meeting of Electors

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 and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Administrator/Interim-Clerk Tom Hagie, Town Attorney Michael Van Kleunen, Highway Superintendent Scott Hartung, Parks & Rec Director Chad Brown, Sanitary District No. 4 Superintendent Tony Skof, Police Chief Chris Perket, Police Lieutenant Dave Mironischen, Fire Chief John Schilling, Assistant Fire Chief Tony D'Amico and Deputy Clerk Emily Howells.

2. Meeting Notices.

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

3. Approval of Agenda.

Motion by Charlier to approve the agenda; seconded by Kohlmann.

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

4. Approval of Minutes:

a. November 4, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of November 4, 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: None.

8. New Business:

a. Oath of Office and official swearing-in of Emily Howells as Town Clerk.

Hagie administered the oath of office to Emily Howells, swearing her in as Town Clerk.

b. Discussion and possible action regarding the 2026 Town Budget.

Motion by Kohlmann to approve the 2026 Town Budget as presented; seconded by Charlier.

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

9. Departments Reports/Recommendations: None.

10. Approval of Vouchers and Checks.

Motion by Schatzman to approve vouchers and checks in the amount of \$217,486.12; seconded by Stanelle.

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

11. Communication and Announcements.

12. Adjourn.

Motion by Kohlmann to adjourn at 7:23 p.m.; seconded by Charlier.

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

Respectfully submitted by,
Emily Howells, Deputy Clerk