



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, December 2, 2025 7 p.m.	Town Board Utility District No. 1 Sanitary District No. 4	Eric Gnant Room TOB Municipal Building 645 N. Janacek Rd., Brookfield, WI
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1. Call to Order & Roll Call.

Chairman Henderson called the meeting to order at 7:05 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, Sanitary District No. 4 Superintendent Tony Skof, Police Chief Chris Perket, Fire Chief John Schilling, Town Engineer Justin Gutoski 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 Schatzman to approve the agenda; seconded by Stanelle.

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

4. Approval of Minutes:

a. November 18, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of November 18, 2025 as presented; seconded by Charlier.

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

5. Citizen Comments: Three-minute limit.

a. Resident Bill Genteman commented on the Weyer Road Drainage Improvement Project.

6. Committee/Commission Reports/Recommendations: None.

7. Old Business: None.

8. New Business:

a. Discussion and possible action regarding the Class "B" Beer and "Class B" Liquor application for The Sandtrap.

Motion by Charlier to approve the regular Class "B" Beer and "Class B" Liquor application for The Sandtrap; seconded by Kohlmann.

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

b. Discussion and possible action regarding the appointment of Elections Officials for the 2026-2027 term.

Motion by Stanelle to approve the appointment of Elections Officials for the 2026-2027 term as presented; seconded by Schatzman.

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

- c. Discussion and possible action regarding the Weyer Road Drainage Improvement Project update.
Direction by the Town Board provided to staff to begin pursuit of project plan option 3. Direction by Town Attorney to obtain a change order from All-Ways reflecting a completed project plan and associated costs.
- d. Discussion and possible action regarding the change order for the Clickshare wireless conferencing unit.
Motion by Kohlmann to approve the change order for the Clickshare wireless conferencing unit not to exceed \$5,000; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
- e. Discussion and possible action regarding the Municipal Advisor Client Disclosure for the TID 1A – West End Pro Forma Analysis 2025.
Motion by Kohlmann to approve the Municipal Advisor Client Disclosure for the TID 1A – West End Pro Forma Analysis 2025; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
- f. Discussion and possible action regarding notice of claim and circumstances by Laura Harvancik.
Motion by Schatzman to deny the notice of claim and circumstances by Laura Harvancik; seconded by Stanelle.
Motion prevailed by a voice vote (5-0).
- 9. Departments Reports/Recommendations:
 - a. Sanitary District No. 4
 - 1. Discussion and possible action regarding a Strand Associates, Inc. Task Order 25-01.
Motion by Charlier to approve the Strand Associates, Inc. Task Order 25-01; seconded by Schatzman.
Motion prevailed by a voice vote (5-0).
 - b. Development Services
 - 1. Discussion and possible action regarding an Order to Raze Building, located at 20792 Watertown Rd.
Motion by Kohlmann to authorize Building Inspector Jason Chromy to execute the Order to Raze Building, located at 20792 Watertown Rd on December 11, 2025; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
 - c. Department of Public Works
 - 1. Discussion and possible action regarding Resolution No. 2025-05 Intention to Join the Statewide Safety Interoperable Communications System by the Department of Public Works.
Motion by Kohlmann to approve Resolution No. 2025-05 Intention to Join the Statewide Safety Interoperable Communications System by the Department of Public Works; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
 - d. Police Department
 - 1. Discussion and possible action regarding Resolution No. 2025-06 Intention to Join the Statewide Safety Interoperable Communications System by the Police Department.
Motion by Charlier to approve Resolution No. 2025-06 Intention to Join the Statewide Safety Interoperable Communications System by the Police Department; seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).
 - e. Fire Department
 - 1. Discussion and possible action regarding Resolution No. 2025-07 Intention to Join the Statewide Safety Interoperable Communications System by the Fire Department.
Motion by Charlier to approve Resolution No. 2025-07 Intention to Join the Statewide Safety Interoperable Communications System by the Fire Department; seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).
- 10. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$1,152,708.88; seconded by Kohlmann.

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

11. Communication and Announcements.

- a. Hartung provided a summary of the snow event and complimented the crew's plow response.
- b. Chairman Henderson presented the correspondence received from ATC.
- c. Chairman Henderson noted the tree lighting at the Corners of Brookfield went great.
- d. Howells made the reminder to stop into Town Hall and fill out a card for our senior living facilities.
- e. Howells made the reminder that the Town is once again hosting a Holiday Donation Drive for the Ronald McDonald House.
- f. Hagie noted the Waukesha Freeman wrote an article on Emily Howells for her appointment as Town Clerk.

12. Adjourn.

Motion by Kohlmann to adjourn at 8:41 p.m.; seconded by Charlier.

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

Respectfully submitted by,
Emily Howells, Deputy Clerk