



Office of the Town Clerk

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

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MEETING MINUTES

Tuesday, February 4, 2025
7:00 p.m.

Town Board
Utility District No. 1
Sanitary District No. 4

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, Town Planner Bryce Hembrook, Fire Chief John Schilling, Deputy Clerk Emily Howells, and Administrator/Interim Clerk Tom Hagie.

2. Meeting Notices.

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

3. Approval of Agenda.

Motion by Schatzman to adopt the agenda; seconded by Charlier.

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

4. Approval of Minutes:

January 21, 2025 meeting of the TB, UD1, SD4.

January 21, 2025 joint meeting of the TB & CDA.

Motion by Stanelle to approve the January 21, 2025 TB, UD1, SD4 meeting minutes as presented; seconded by Kohlmann.

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

Motion by Stanelle to approve the January 21, 2025 TB & CDA meeting minutes as presented; seconded by Kohlmann.

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

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

6. Old Business: None.

7. New Business:

a. Presentation of Citation by the Senate for Gordon Gaeth by Wisconsin State Senator Rob Hutton.

b. Discover Brookfield quarterly update on Town tourism.

Anna from Discover Brookfield presented the forecasted 2025 event calendar, marketing strategies and how these are reflected in their budget.

8. Departments, Boards, Committee/Commission Reports/Recommendations.

a. Plan Commission

1. Recommendation to provide Conceptual Approval to Jim Taylor, representing Oscars Frozen Custard, requesting review and comment on the conceptual site plan for building reconstruction at 21165 Highway 18 (Moreland Road).

Motion by Kohlmann to approve the Conceptual Approval to Jim Taylor, representing Oscars Frozen Custard, requesting review and comment on the conceptual site plan for building reconstruction at 21165 Highway 18 (Moreland Road); seconded by Charlier.

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

2. Recommendation to set a date for a Public Hearing to consider a Conditional Use Permit for a drive-thru to Jim Taylor, representing Oscars Frozen Custard, at 21165 Highway 18 (Moreland Road).
Motion by Chairman Henderson to have staff set a date for a Public Hearing if a Conditional Use Permit is needed; seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).
9. Approval of Vouchers and Checks.
Motion by Schatzman to approve vouchers and checks in the amount of \$180,653.14; seconded by Stanelle.
Motion prevailed by a voice vote (5-0).
10. Communication and Announcements.
Deputy Howells: Elections updates.
Kohlmann: Remarks on Bullwinkles' soft opening success.
Stanelle: Inquired about the totaled police cruiser from the pursuit in January.
Chairman Keith: Confirmed skate night was still happening.
Stanelle: Bob McIntyre still waiting on system to organize pickle ball court reservations.
11. Adjourn.
Motion by Kohlmann to adjourn at 7:49 p.m.; seconded by Charlier.
Motion prevailed by a voice vote (5-0).

Respectfully submitted by,
Tom Hagie, Administrator/Interim-Clerk