



Office of the Town Clerk

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

Office: 262-796-3788 | Clerk@TownofBrookfield.com

MEETING MINUTES

Wednesday, April 2, 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 7:01 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, Fire Chief John Schilling, 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 Kohlmann to adopt the agenda with the exceptions that item 8 follow item 5 and 7c precedes 7a; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
4. Approval of Minutes:
March 18, 2025 meeting of the TB, UD1, SD4.
Motion by Kohlmann to approve the minutes as presented; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
5. Citizen Comments: Three-minute limit. None.
6. Old Business: None.
7. New Business.
 - a. Discussion and possible action regarding the Countywide Damage Assessment Team Standard Operating Procedures and Memorandum of Understanding for Countywide Damage Assessment Services.
Motion by Stanelle to table the item until the Town Board meeting on May 6, 2025; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
 - b. Discussion and possible action regarding bids received for the Weyer Road Pulverize and Overlay project.
Motion by Schatzman to approve the low bid from Stark Asphalt Corp. in an amount not to exceed \$112,000; seconded by Stanelle.
Motion prevailed by a voice vote (5-0).
 - c. Discussion and possible action regarding proposals for Planning and Zoning services.
Motion by Chairman Henderson to table the item to a special meeting on Monday, April 7, 2025 to be considered in a closed session; seconded by Charlier.
Motion prevailed by a voice vote (5-0).

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

a. Plan Commission

1. Discussion and possible action regarding the recommendation to provide Conceptual Approval to Ryan Janssen, representing Avery & Birch, for a new building consisting of a one-story salon suite facility, located at 21055 Crossroads Circle.

Motion by Stanelle to provide Conceptual Approval to Ryan Janssen, representing Avery & Birch, for a new building consisting of a one-story salon suite facility, located at 21055 Crossroads Circle; seconded by Schatzman.

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

2. Discussion and possible action regarding the recommendation to provide Conceptual Approval to Jim Taylor, representing Oscars Frozen Custard, and 7-Brew for two new drive-thru restaurants on the property located at 21165 Highway 18 and the adjacent property to the East.

Motion by Stanelle to provide Conceptual Approval to Jim Taylor, representing Oscars Frozen Custard, and 7-Brew for two new drive-thru restaurants on the property located at 21165 Highway 18 and the adjacent property to the East; seconded by Charlier with the following conditions:

- a traffic impact analysis be conducted
- the turn radius for the trash enclosure be addressed
- the Town enter into a non-annexation agreement for both parcels
- a revised certified map or deed or cross access agreement be prepared

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

b. Clerk's Office: April 1, 2025 Spring Election results summary.

Howells presented the summary of the election results.

9. Approval of Vouchers and Checks.

Motion by Schatzman to approve vouchers and checks in the amount of \$619,694.90; seconded by Stanelle.

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

10. Communication and Announcements.

- a. Henderson requested the Clerk notify Senator Hutton and Representative Neylon of Annual Meeting Tuesday, April 22, 2025.
- b. Henderson noted Town Easter Egg Hunt will be held on Saturday, April 19, 2025 at 10 A.M.
- c. Stanelle noted the next Wisconsin Towns Association Meeting will be held on Wednesday, April 23, 2025 at the Town of Delafield Town Hall.
- d. Stanelle requested a status of Parks and Rec online registration software program. Hagie noted that Parks and Recreation Director, Chad Brown was compiling a list of potential options that will be brought to the Board at a future meeting for consideration.

11. Adjourn.

Motion by Charlier to adjourn at 9:38 p.m.; seconded by Kohlmann.

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

Respectfully submitted by
Tom Hagie, Administrator/Interim-Clerk