



## Office of the Town Clerk

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

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

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### MEETING MINUTES

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Tuesday, May 6, 2025 @ 7 p.m.

(Or immediately following Board of  
Review, whichever is later.)

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 7:01 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, Parks & Recreation Director Chad Brown, Town Planning Bryce Hembrook, 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 Charlier to adopt; seconded by Stanelle.

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

4. Approval of Minutes:

a. April 22, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes with changes; seconded by Kohlmann.

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

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

6. Old 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 approve the Countywide Damage Assessment Team Standard Operating Procedures and

Memorandum of Understanding for Countywide Damage Assessment Services as presented; seconded by Schatzman.

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

7. New Business:

a. Discussion and possible action regarding approval of Waking Daisy Combination Class "B" Beer and "Class C" Wine License.

Motion by Kohlmann approve the Waking Daisy Combination Class "B" Beer and "Class C" Wine License as presented;

seconded by Charlier.

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

b. Discussion and possible action regarding the Greater Brookfield Chamber of Commerce Temporary Alcohol License for the Food Truck Festival at the Corners of Brookfield.

Motion by Stanelle approve the Greater Brookfield Chamber of Commerce Temporary Alcohol License for the Food

Truck Festival at the Corners of Brookfield as presented; seconded by Kohlmann.

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

c. Chairman's presentation of appointments to Town Committees, Commissions, and Boards and annual appointments.

Motion by Kohlmann approve the annual appointments as presented with the removal of BMO Harris Bank; seconded by

Charlier. Appointments to Town Committees, Commissions, and Boards to be at a subsequent meeting.

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

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meetings to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above.

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

a. Parks & Rec

1. Discussion and possible action regarding software for an online registration system.  
Chad Brown presented the proposals received for an online registration system and recommended the OttoApp. After a brief discussion, the Board directed staff to prepare and enter into an agreement with OttoApp. No further action.

b. Plan Commission

1. Discussion and possible action regarding the recommendation to set a public hearing date to discuss a conditional use permit for Oscars.  
Motion by Schatzman to set a date for a public hearing for May 27, 2025 at 7:00 p.m.; seconded by Kohlmann.  
Motion prevailed by a voice vote (5-0).
2. Discussion and possible action regarding the recommendation to set a public hearing date to discuss a conditional use permit amendment for Wisconsin Adult Center.  
Motion by Charlier to set a date for a public hearing for May 27, 2025 at 7:00 p.m.; seconded by Kohlmann.  
Motion prevailed by a voice vote (5-0).
3. Discussion and possible action regarding the recommendation to set a public hearing date to discuss the proposed Zoning Code Update draft.  
Motion by Charlier to set a date for a public hearing for June 24, 2025 at 7:00 p.m.; seconded by Stanelle.  
Motion prevailed by a voice vote (4-0) with Kohlmann absent.
4. Discussion and possible action regarding the proposed site plan amendment and architectural plan for Wimmer Communities' Poplar Creek Town Center building (Building #2).  
Motion by Stanelle to approve the proposed site plan amendment and architectural plan for Wimmer Communities' Poplar Creek Town Center building (Building #2); seconded by Kohlmann.  
Motion prevailed by a voice vote (5-0).
5. Discussion and possible action regarding the proposed site plan amendment for the Corners of Brookfield to repair and reconfigure Market Street.  
Motion by Stanelle to approve the proposed site plan amendment for the Corners of Brookfield to repair and reconfigure Market Street; seconded by Schatzman.  
Motion prevailed by a voice vote (5-0).

- c. Convene into **CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Corners of Brookfield.  
Motion by Kohlmann to convene into CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(e) at 7:59 p.m.; seconded by Charlier.  
Motion prevailed by a voice vote (5-0).

- d. Reconvene into **OPEN SESSION**, according to Wis. Stat. §19.85(2), for any necessary action resulting from the Closed Session.  
Motion by Kohlmann to reconvene into OPEN SESSION pursuant to Wis. Stat. § 19.85(1)(e) at 9:05 p.m.; seconded by Stanelle.  
Motion prevailed by a voice vote (5-0).  
No action from CLOSED SESSION.

9. Approval of Vouchers and Checks.

- Motion by Charlier to approve vouchers and checks in the amount of \$2,977,555.57; seconded by Kohlmann.  
Motion prevailed by a voice vote (5-0).

10. Communication and Announcements.

Hagie noted a new utility clerk was hired. Henderson noted Discover Brookfield will be providing an update to the Board at a meeting in June.

11. Adjourn.

Motion by Kohlmann to adjourn at 9:11 p.m.; seconded by Charlier.

Motion prevailed by a voice vote (5-0)

Respectfully submitted by,

Tom Hagie, Administrator/Interim-Clerk