



Office of the Town Clerk

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

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MEETING MINUTES

Tuesday, June 17, 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 7:00 p.m.

Present: Chairman Keith Henderson; Supervisors Steve Kohlmann, John Charlier, John Schatzman and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Fire Chief John Schilling, Assistant Fire Chief Tony D'Amico, Sanitary District #4 Superintendent Tony Scof, 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 Schatzman to adopt the agenda as presented; seconded by Stanelle.

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

4. Approval of Minutes:

a. June 3, 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.

a. Assistant Fire Chief Tony D'Amico provided a quick update on the forced entry prop and thanked the Board for its support.

6. Old Business: None.

7. New Business:

a. Discussion and possible action regarding the Class "B" Beer and "Class B" Liquor application for Indulgence Chocolatiers.

Motion by Schatzman to table the Class "B" Beer and "Class B" Liquor application for Indulgence Chocolatiers to a date in August; seconded by Stanelle.

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

b. Discussion and possible action regarding the 2025-2026 Alcohol Establishment Licenses.

Motion by Kohlmann to approve the 2025-2026 Alcohol Establishment Licenses renewals; seconded by Charlier.

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

c. Discussion and possible action regarding the 2024 Compliance Maintenance Annual Report (CMAR).

Motion by Kohlmann approve the Resolution 20 2024 Compliance Maintenance Annual Report (CMAR); seconded by Charlier.

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.

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

- d. Discussion and possible action regarding modifications to the Personnel Manual.

Motion by Charlier to table the discussion and possible action regarding modifications to the Personnel Manual; seconded by Schatzman.

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

- e. Discussion and possible action regarding the Strand Change Order No. 1 Wells 3 and 4 Filter Rehabilitation.

Motion by Schatzman to approve the Strand Change Order No. 1 Wells 3 and 4 Filter Rehabilitation; seconded by Stanelle.

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

- 8. Departments, Boards, Committee/Commission Reports/Recommendations: None.

- 9. Approval of Vouchers and Checks.

Motion by Kohlmann to approve vouchers and checks in the amount of \$67,795.53; seconded by Charlier.

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

- 10. Communication and Announcements.

- a. Update on Burn Ordinance.

Kohlmann confirmed the new ordinance notification was included in the Town Tidings.

Hagie confirmed there were a few things to modify then the ordinance will be sent to General Code.

- b. Update on Property Maintenance Code.

Confirmation of procedure were discussed and notices were issued by the Building Inspector.

- c. Chairman Henderson made the announcement there has been a request for an increase of speed limit signs on Davidson Road.

- d. Charlier commented that the sign on Watertown for Wray Park was hard to see and suggested moving it.

- e. Hagie announced the warning siren by Elmbrook Church had been repaired.

- f. Hagie announce following the last Town Board meeting that he was involved in an accident when a person hydroplaned into his vehicle.

- g. Hagie announced the ribbon cutting for the Poplar Creek Town Center was a success and the facility looks great.

- 11. Adjourn.

Motion by Charlier to adjourn at 7:57 p.m.; seconded by Kohlmann.

Motion prevailed by a voice vote (5-0)

Respectfully submitted by,

Emily Howells, Deputy Clerk