



## Office of the Town Clerk

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

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### MEETING MINUTES

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Tuesday, June 3, 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: Attorney Jim Hammes, 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 Schatzman to adopt with the amendment item 8 moves before item 7; seconded by Charlier.  
Motion prevailed by a voice vote (5-0).
4. Approval of Minutes:
  - a. May 20, 2025 meeting of the TB, UD1, SD4.  
Motion by Stanelle to approve the 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. Discussion and possible action regarding the Temporary Extension of Premises application for Café Hollander's Beer Garden.  
Motion by Stanelle to approve the Temporary Extension of Premises application for Café Hollander's Beer Garden; seconded by Schatzman.  
Motion prevailed by a voice vote (5-0).
  - b. Discussion and possible action regarding the 2025-2026 Alcohol Establishment Licenses.  
Motion by Charlier to approve the 2025-2026 Alcohol Establishment Licenses; seconded by Kohlmann.  
Motion prevailed by a voice vote (5-0).
  - c. Discussion and possible action regarding the 2025-2026 Secondhand Article/Jewelry Dealer Establishments.  
Motion by Kohlmann approve the 2025-2026 Secondhand Article/Jewelry Dealer Establishments; seconded by Charlier.  
Motion prevailed by a voice vote (5-0).
  - d. Discussion and possible action regarding the Resolution 2025-02 Updating the Master Fee Schedule.

Motion by Schatzman to approve the Resolution 2025-02 Updating the Master Fee Schedule; seconded by Stanelle.

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

- e. Discussion and possible action regarding appointments to Town Committees, Commissions, and Boards and annual appointments.

Motion by Chairman Henderson to approve the appointments to Town Committees, Commissions, and Boards and annual appointments; seconded by Kohlmann.

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

- f. Discussion and possible action regarding Town Hall Campus Signage Proposal.

No action.

- g. Discussion and possible action regarding Ordinance 2025-01 Town of Brookfield Comprehensive Burning Ordinance.

Motion by Charlier to approve the Ordinance 2025-01 Town of Brookfield Comprehensive Burning Ordinance with recommended changes as discussed; seconded by Schatzman.

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 request by Jim Taylor, representing Oscar's, to approve a conditional use permit for a new drive-thru restaurant on the property located at 21165 Highway 18 and parking on the property to the East.

Motion by Stanelle to approve the conditional use permit for a new drive-thru restaurant on the property located at 21165 Highway 18 and parking on the property to the East with the recommendations from the Plan Commission and a new non-annexation agreement; seconded by Kohlmann.

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

- 2. Discussion and possible action regarding the request by Jim Taylor, representing Oscar's, for preliminary and final approval for a new drive-thru restaurant on the property located at 21165 Highway 18 and parking on the property to the East.

Motion by Kohlmann to approve preliminary and final approval for a new drive-thru restaurant on the property located at 21165 Highway 18 and parking on the property to the East with the conditions from Plan Commission, the non-annexation agreement, and easement agreement review; seconded by Charlier.

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

- 3. Discussion and possible action regarding the request by Lindsey Chiaverotti's, representing Wisconsin Adult Center d/b/a Brookfield Adult Center, to approve a conditional use permit amendment to allow the expansion of an adult day care center in the B-3 office and professional business district located at 20711 Watertown Road Suite V.

Motion by Charlier to approve a conditional use permit amendment to allow the expansion of an adult day care center in the B-3 office and professional business district located at 20711 Watertown Road Suite V; seconded by Kohlmann.

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

4. Discussion and possible action regarding the request by Jordan Jackson's, representing The Sandtrap LLC, to set a public hearing date to discuss a conditional use permit request for a golf simulator business located at 17800 West Bluemound Road.

Motion by Kohlmann to set a public hearing date on Tuesday, June 24, 2025 at 7 P.M. to discuss a conditional use permit request for a golf simulator business located at 17800 West Bluemound Road; seconded by Charlier.

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

5. Discussion and possible action regarding the request by Luke Sebald, representing Bancroft Engineering, for preliminary and final approval for an addition to an existing manufacturing building, located at 21550 Doral Road.

Motion by Charlier to approve preliminary and final approval for an addition to an existing manufacturing building, located at 21550 Doral Road with a non-annexation agreement; seconded by Stanelle.

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

9. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$459,227.02; seconded by Stanelle.

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

10. Communication and Announcements.

- a. Chief Schilling made the recommendation to the board that they attend a training session for emergency management on the second Tuesday in October from 4:00-8:00 P.M.
- b. Chairman Henderson announced that the Discover Brookfield update would be on the following meeting, June 17.
- c. Stanelle also reminded the members of the Board of the ribbon cutting at Poplar Creek preceding the meeting June 17.
- d. Stanelle inquired of the crashed car in the police department parking lot.

11. Adjourn.

Motion by Kohlmann to adjourn at 8:44 p.m.; seconded by Charlier.

Motion prevailed by a voice vote (5-0)

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