



Office of the Town Clerk

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

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MEETING MINUTES

Tuesday, July 15, 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, Town Attorney Michael Van Kleunen, 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 Stanelle to adopt the agenda with the exception of 8a moving between 7a and 7b; seconded by Schatzman.

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

4. Approval of Minutes:

a. July 1, 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 (4-0-1). Charlier abstained.

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

6. Old Business: None.

7. New Business:

a. Discussion and possible action regarding the appointment of Jason Krogund to the Community Development Authority.

Motion by Chairman Henderson to appoint Jason Krogund to the Community Development Authority; seconded by Charlier.

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

b. 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: Municipal Recycling Dividend Program

Motion at 7:06 p.m. by Schatzman to 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; seconded by Stanelle.

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

- c. Reconvene into **OPEN SESSION**, according to Wis. Stat. §19.85(2), for any necessary action resulting from the Closed Session.

Motion at 7:36 p.m. by Schatzman to reconvene into **OPEN SESSION**, according to Wis. Stat. §19.85(2), for any necessary action resulting from the Closed Session; seconded by Stanelle.

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

No action resulting from Closed Session.

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

a. Plan Commission:

- 1. Discussion and possible action regarding the request by Ryan Janssen, representing Avery & Birch, for final approval of a new building consisting of a one-story salon suite facility, located at 21055 Crossroads Circle.

Motion by Stanelle to approve the request by Ryan Janssen, representing Avery & Birch, for final approval of a new building consisting of a one-story salon suite facility, located at 21055 Crossroads Circle subject to staff approval; seconded by Schatzman.

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 \$73,457.90; seconded by Kohlmann.

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

10. Communication and Announcements.

Howells and Hagie provided a summary of findings for alcohol establishments quotas.

Stanelle followed up on an email for emergency management training for supervisors.

Kohlmann provided a summary of the Fourth of July Parade at Marx Park.

Kohlmann provided his findings following up with the concerns by residents for property maintenance code enforcement. He drove through the neighborhood of the properties as well as contacted the property management company for the one house.

Chairman Henderson reminded the Board of the Wisconsin Towns Association meeting on Wednesday, July 23rd.

Chairman Henderson informed the Board he would not be available for the Tuesday, August 5th Town Board meeting.

Howells and Hagie informed the Board of an inquiry by Bullwinkle's which ultimately the Town ordinances does not allow.

11. Adjourn.

Motion by Kohlmann to adjourn at 7:55 p.m.; seconded by Charlier.

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

Respectfully submitted by,

Emily Howells, Deputy Clerk