



Office of the Town Clerk

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

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MEETING MINUTES

Tuesday, August 19, 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

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, Department of Public Works Superintendent Scott Hartung and Deputy Clerk Emily Howells.

2. Meeting Notices.

Howells 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. August 5, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes as presented; seconded by Charlier.

Motion prevailed by a voice vote (4-0-1). Chairman Henderson voted present.

5. Citizen Comments: Three-minute limit.

a. Resident Bill Genteman stated he would like to make a special meeting request to discuss the road drainage improvements on Weyer Rd.

6. Old Business: None.

7. New Business:

a. Discover Brookfield Quarterly Update.

Carol and Angie presented the quarterly update for Discover Brookfield.

b. Discussion and possible action regarding the 2026-2028 Catalis Assessor contract.

Motion by Kohlmann to approve the 2026-2028 Catalis Assessor contract as presented; seconded by Charlier.

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

c. Discussion and possible action regarding the 2026-2027 Waukesha County tax billing contract.

Motion by Kohlmann to approve the 2026-2027 Waukesha County tax billing contract with changes subject to staff approval; seconded by Charlier.

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

- d. Discussion and possible action regarding Payment Application No. 1 for Weyer Road Drainage Improvements.

Motion by Charlier to approve the Payment Application No. 1 for Weyer Road Drainage Improvements as presented; seconded by Schatzman.

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

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

- 9. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$290,408.33; seconded by Kohlmann.

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

- 10. Communication and Announcements.

- a. Chief Schilling provided a flood update.
- b. Kohlmann stated the road improvements in Brook Park did what it was meant to do in response to the flooding.
- c. Schatzman stated he was impressed with how well even the lowest spots in town held up.
- d. Charlier and Kohlmann both indicated that their rain gages registered 6 inches of rain.

- 11. Adjourn.

Motion by Kohlmann to adjourn at 7:34 p.m.; seconded by Charlier.

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

Respectfully submitted by,

Emily Howells, Deputy Clerk