



Office of the Town Clerk

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

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

MEETING MINUTES

Tuesday, August 5, 2025 7 p.m.	Town Board Utility District No. 1 Sanitary District No. 4	Eric Grant Room TOB Municipal Building 645 N. Janacek Rd., Brookfield, WI
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1. Call to Order & Roll Call.

Interim-Chairman Schatzman called the meeting to order at 7:00 p.m.

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

A quorum was met (4-1).

Staff Present: Fire Chief John Schilling, Sanitary District #4 Superintendent Tony Skof, 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 Charlier to adopt the agenda as presented; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0).

4. Approval of Minutes:

a. July 15, 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).

5. Citizen Comments: Three-minute limit.

Resident Laura Sinorek on Hillcrest Drive presented a complaint regarding a neighbor who is violating the overnight parking on the street. The neighbor is parking in such a way that also obstructs the view of traffic. In addition, at least one of the vehicles of the neighbor appears to be a commercial work vehicle which would be in violation of Town Code § 7.06(3)(d) which restricts the parking of commercial vehicles in residential areas.

6. Old Business: None.

7. New Business:

a. Discussion and possible action regarding obtaining a ".gov" domain address.

Motion by Kohlmann to approve obtaining a ".gov" domain address with a grant; seconded by Charlier.

Motion prevailed by a voice vote (4-0).

b. Discussion and possible action regarding Ordinance 2025-02 Repeal and Recreate Section 1.24 Personnel Committee of the Municipal Code.

Motion by Kohlmann to approve and authorize Schatzman as Interim-Chairman to execute Ordinance 2025-02 Repeal and Recreate Section 1.24 Personnel Committee of the Municipal Code; seconded by Charlier.

Motion prevailed by a voice vote (4-0).

- c. Discussion and possible action regarding proposed changes to the Personnel Policies and Procedures.

Motion by Charlier to approve the proposed changes to the Personnel Policies and Procedures as presented; seconded by Stanelle.

Motion prevailed by a voice vote (4-0).

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

a. Sanitary District #4:

- 1. Discussion and possible action regarding the Watermain Easement for Penzey's Spices, located at 19300 Janacek Ct, Brookfield, WI 53045.

Motion by Stanelle to approve the Watermain Easement for Penzey's Spices, located at 19300 Janacek Ct, Brookfield, WI 53045 with changes acceptable to Town staff; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0).

- 2. Discussion and possible action regarding the Developer's Agreement for Penzey's Spices, located at 19300 Janacek Ct, Brookfield, WI 53045.

Motion by Charlier to approve the Developer's Agreement for Penzey's Spices, located at 19300 Janacek Ct, Brookfield, WI 53045 with changes acceptable to Town staff; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0).

- 3. Discussion and possible action regarding the Visu-sewer proposal for the grouting of 9 manholes.

Motion by Kohlmann to approve the Visu-sewer proposal for the grouting of 9 manholes with a contingency not to exceed 4%; seconded by Charlier.

Motion prevailed by a voice vote (4-0).

- 4. Discussion and possible action regarding the Visu-sewer proposal for the lining of 5 manholes.

Motion by Charlier to approve the Visu-sewer proposal for the lining of 5 manholes with a contingency not to exceed 4%; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0).

- 5. Discussion and possible action regarding the bids received for the Well No. 2 Rehabilitation.

Motion by Stanelle to approve the bid by Midcity for \$88,710.00 with a 10% construction contingency for the Well No. 2 Rehabilitation; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0).

b. Development Services

- 1. Pending property maintenance code violations report.

Hagie shared a brief summary of the findings and outcomes in the report.

9. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$504,554.69; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0).

10. Communication and Announcements.

Hagie provided a status update on the construction on Weyer Road as well as the correspondence from the residents.

Hagie shared the Town had a successful and fun team building event last week.

Hagie shared that Chairman Henderson is on vacation this week and the Hagie is on vacation next beginning week.

Hagie and Howells shared correspondence over concerns for Puppyland and the encouragement to adopt an ordinance preventing pet sales shops in the Town.

11. Adjourn.

Motion by Charlier to adjourn at 8:20 p.m.; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0).

Respectfully submitted by,

Emily Howells, Deputy Clerk