



## 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, September 16, 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: Administrator/Interim-Clerk Tom Hagie, Town Attorney Michael Van Kleunen, Fire Chief John Schilling, Town Planner Rebekah Leto 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 move item 9a before item 6; seconded by Stanelle.

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

Motion by Kohlmann to approve the agenda with changes; seconded by Charlier.

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

4. Approval of Minutes:

a. September 2, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of September 2, 2025 as presented; seconded by Schatzman.

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

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

6. Committee/Commission Reports/Recommendations:

a. Plan Commission:

1. Discussion and possible action regarding the request by Eric Ohlfs, representing the Redmond Company on behalf of the Johnson Financial group, for conceptual approval of a one-story financial institution, located at 17740 W Bluemound Rd.

Motion by Charlier to grant conceptual approval of a one-story financial institution, located at 17740 W Bluemound Rd. extended through July 15, 2026 where the approval may then be reviewed and considered for further extension should Johnson Financial Group choose to move forward; seconded by Schatzman.

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

2. Discussion and possible action regarding the request by Eric Nesseth, representing Stephen Perry Smith Architects on behalf of MLG, for preliminary and final approval for an addition to the existing real estate office, located at 19000 W Bluemound Rd.

Motion by Charlier to grant the preliminary and final approval for an addition to the existing real estate office, located at 19000 W Bluemound Rd. with an updated non-annexation agreement; seconded by Kohlmann.

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

3. Discussion and possible action regarding the request by Chris White, representing RaSmith on behalf of Oscar's Frozen Custard, for approval of the 2-lot Certified Survey Map comprised of Tax Parcels BKFT 1128.959.001 and BKFT 1130.999.001.

Motion by Stanelle to approve the 2-lot Certified Survey Map comprised of Tax Parcels BKFT 1128.959.001 and BKFT 1130.999.001. with an updated Non-Annexation Agreement and completed Developer's Agreement and Watermain Easement Agreement subject to Town Staff approval; seconded by Schatzman.

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

4. Discussion and possible action regarding the request by Erik Madisen, representing Madisen Maher Architects on behalf of KHS, for preliminary and final approval for proposed building expansions, located at 880 Bahcall Court.

Motion by Charlier to grant preliminary and final approval for proposed building expansions, located at 880 Bahcall Court.; seconded by Kohlmann.

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

7. Old Business: None.

8. New Business:

- a. Discussion and possible action regarding the Temporary Alcohol Beverage License application by the Elmbrook Foundation for Boos and Ghouls Night Out.

Motion by Kohlmann to approve the Temporary Alcohol Beverage License application by the Elmbrook Foundation for Boos and Ghouls Night Out; seconded by Charlier.

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

- b. Discussion and possible action regarding the Change of Agent for Grimaldi's' Alcohol Beverage License.

Motion by Schatzman to approve the Change of Agent for Grimaldi's' Alcohol Beverage License; seconded by Stanelle.

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

9. Departments Reports/Recommendations:

- a. Fire Department

1. Recognition of John Stappas for completion of the Fire Department's probationary period.

Chief Schilling presented the recognition of completion for John Stappas.

2. Swearing-In and Oath of Office of Fire Lieutenant Tyler Blaes.

Chief Schilling presented the promotion for Tyler Blaes who was sworn in by Hagie.

- b. Development Services

1. Property Maintenance Code Violations Update.

Leto presented the update on the Property Maintenance Code Violations.

- c. Town Administrator's Office

1. 2026 Draft Budget Review.

Hagie presented the 2026 Draft Budget.

10. Approval of Vouchers and Checks.

Motion by Kohlmann to approve vouchers and checks in the amount of \$417,254.99; seconded by Charlier.

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

11. Communication and Announcements.

- a. Hagie presented a complaint he received about the updated Burn Ordinance.
- b. Howells summarized her conversation with Office White regarding Beverage Operators and Alcohol Establishments, the new state ban on vapor products, and ordinance violations by Extended Stay.
- c. Hagie reminded the Board of the ground breaking ceremony for Oscar's Frozen Custard.

12. Adjourn.

Motion by Charlier to adjourn at 8:38 p.m.; seconded by Kohlmann.

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

Respectfully submitted by,

Emily Howells, Deputy Clerk