



Office of the Town Clerk

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

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

MEETING AGENDA

Tuesday, November 18, 2025
Immediately Following the Special
Meeting of Electors

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.
2. Meeting Notices.
3. Approval of Agenda.
4. Approval of Minutes:
 - a. November 4, 2025 meeting of the TB, UD1, SD4.
5. Citizen Comments: Three-minute limit.
6. Committee/Commission Reports/Recommendations: None.
7. Old Business: None.
8. New Business:
 - a. Oath of Office and official swearing-in of Emily Howells as Town Clerk.
 - b. Discussion and possible action regarding the 2026 Town Budget.
9. Departments Reports/Recommendations: None.
10. Approval of Vouchers and Checks.
11. Communication and Announcements.
12. Adjourn.

Posted November 14, 2025
Emily Howells, Deputy Clerk



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MEETING MINUTES

Tuesday, November 4, 2025
7:00 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 (Via Zoom) and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Administrator/Interim-Clerk Tom Hagie, Town Attorney Michael Van Kleunen, Highway Superintendent Scott Hartung, Town Engineer Justin Gutoski 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 approve the agenda; seconded by Kohlmann.

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

4. Approval of Minutes:

a. October 21, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of October 21, 2025 as presented; seconded by Kohlmann.

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

5. Citizen Comments: Three-minute limit.

a. Marg Kudscowski the Board President for Elmbrook Senior Taxi presented changes made in 2025 through the merge with New Berlin Senior Taxi. The fleet was able to increase as a result which has allowed them to provide at least 904 rides to at least 47 residents. Due to the increase in fleet management the fares for 2026 are expected to increase.

6. Committee/Commission Reports/Recommendations: None.

7. Old Business: None.

8. New Business:

a. Discussion and possible action regarding the Weyer Road update.

The Town engineer presented a revised plan for Weyer Road.

No action.

b. Convene into CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility: Appointment of Town Clerk

Motion at 7:45 P.M. by Kohlmann to convene into CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility: Appointment of Town Clerk; seconded by Charlier.

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

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meetings to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above.

- a. Reconvene into OPEN SESSION, according to Wis. Stat. § 19.85(1)(c), for any necessary action resulting from the Closed Session.

Motion at 8:16 P.M. by Kohlmann to reconvene into OPEN SESSION, according to Wis. Stat. § 19.85(1)(c), for any necessary action resulting from the Closed Session.; seconded by Charlier.

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

Motion by Schatzman to appoint Emily Howells to Town Clerk effective December 21, 2025 with a starting annual salary of \$70,000 plus benefits; seconded by Charlier.

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

Chairman Henderson provided that the official Oath of Office would be taken at the next Town Board meeting on Tuesday, November 18, 2025.

2. Departments Reports/Recommendations: None.

3. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$168,276.14; seconded by Stanelle.

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

4. Communication and Announcements.

- a. Hagie noted that a proposal has been received for review by the Community Development Authority.

- b. Howells noted that a Public Information Meeting for the Davidson Road Project is Wednesday, November 19th at 6 p.m.

- c. Chairman Henderson noted that the Zoning Board of Appeals is meeting Thursday, November 13th.

- d. Stanelle inquired if there was an update from the Elmbrook Human Society.

- e. Hagie responded to Stanelle's inquiry that a meeting is being scheduled.

5. Adjourn.

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

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

Respectfully submitted by,

Emily Howells, Deputy Clerk