



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 4, 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.
2. Meeting Notices.
3. Approval of Agenda.
4. Approval of Minutes:
 - a. October 21, 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. Discussion and possible action regarding the Weyer Road update.
 - 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
 - c. Reconvene into **OPEN SESSION**, according to Wis. Stat. § 19.85(1)(c), for any necessary action resulting from the Closed Session.
9. Departments Reports/Recommendations: None.
10. Approval of Vouchers and Checks.
11. Communication and Announcements.
12. Adjourn.

Posted October 31, 2025
Emily Howells, Deputy Clerk



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MEETING MINUTES

Tuesday, October 21, 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 and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Administrator/Interim-Clerk Tom Hagie, Police Chief Chris Perket, Officer Adrian Vesnefsky 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 approve the agenda; seconded by Stanelle.

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

4. Approval of Minutes:

a. October 7, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of October 7, 2025 as presented; seconded by Kohlmann.

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 Ryan Amidon for a Conditional Use Permit to construct a 6 foot tall fence within 3 feet of the side and rear property lines, located at 20815 Brook Park Ct.

Motion by Stanelle to approve the request by Ryan Amidon for a Conditional Use Permit to construct a 6 foot tall fence within 3 feet of the side and rear property lines, located at 20815 Brook Park Ct. with the survey submitted; seconded by Charlier.

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

7. Old Business:

a. Discussion and possible action regarding the Our Rescue Software Memorandum of Understanding for Cellebrite.

Motion by Charlier to approve the Our Rescue Software Memorandum of Understanding for Cellebrite for a one-year pilot trial; seconded by Kohlmann

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

8. New Business:

- a. Discussion and possible action regarding the 2025 Waukesha County Tax Collection Agreement.
Motion by Kohlmann to approve the 2025 Waukesha County Tax Collection Agreement; seconded by Schatzman.
Motion prevailed by a voice vote (5-0).
- b. Discussion and possible action regarding the 2026 Elmbrook Human Society Animal Services Agreement.
Motion by Kohlmann to table the 2026 Elmbrook Human Society Animal Services Agreement; seconded by Charlier.
Motion prevailed by a voice vote (5-0).

9. Departments Reports/Recommendations:

- a. Development Services
 1. Property Maintenance Code Violations Update.
No action.

10. Approval of Vouchers and Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$195,335.22 excluding the check for All-Ways Contractors, Inc; seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).
Motion by Chairman Henderson to approve vouchers and checks in the amount of \$101,782.75 for All-Ways Contractors, Inc per staff review and discretion; seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).

11. Communication and Announcements.

- a. Howells announced that Poll Worker training is Friday, October 24, 2025 at 3 p.m.
- b. Howells announced the Wisconsin Towns Association meeting is Wednesday, October 22, 2025 in Genesee.

12. Adjourn.

Motion by Kohlmann to adjourn at 8:40 p.m.; seconded by Charlier.
Motion prevailed by a voice vote (5-0).

Respectfully submitted by,

Emily Howells, Deputy Clerk

MEMORANDUM

TO: Project File
FROM: Justin Gutoski
DATE: 10/29/25
RE: Town of Brookfield - Weyer Road Drainage Improvements Project

This technical memorandum serves as a summary of the design efforts for the Town of Brookfield (TOWN) Weyer Road Drainage Improvements project. The Town requested Strand Associates, Inc (STRAND) for engineering services to prepare survey, design, bid, and part-time construction-related services for a drainage improvements project on the south side of Weyer Road from Town Line Road (western Town limits) to approximately 2,800 feet to the eastern Town limits termini. The Town and Village of Menomonee Falls (VILLAGE) came to a joint agreement to make improvements to Weyer Road as the north half of the road from Town Line Road to 2,800 feet east is within Menomonee Falls and the south half is in the Town. It was agreed that the Village would design and bid the road improvements project and a cost share was agreed upon by both municipalities. The Weyer Road Drainage improvements project was a separate Town project that would be bid out as a separate contract. The Town, Village, and Strand met on January 13, 2025 to discuss the project scope, responsibilities, and schedule for both projects.

Project Goals and Existing Drainage Issues

- Grade a new roadside ditch on the south side of Weyer Road (Town Limits) to convey stormwater from the south half of the road and offsite drainage areas.
- Large residential subdivision in Village drains to northern ditch along Weyer Road and then through an existing undersized cross culvert than drains to the southern Town ditch line. The frontage of the Town properties along the south side of Weyer Road drain towards the road. The flow would continue south through 21265 Weyer Road. In the past, the property owner removed a cross culvert which blocked the overland flow route. Water would then back up into his property and a small ditch located in front of his property on Weyer Road.
- The majority of the corridor didn't have an existing ditch. Water would sit at the edge of pavement or on the road and has caused deterioration, alligator/longitudinal cracking, and failing pavement structure.
- During large storm events the Village's cross culvert was undersized and would restrict flow causing the northern ditch long to have ponding water. Past events have caused stormwater to rise above the road and drain into the Town of Brookfield where there is no positive overland flow route until the water was able to drain southeast towards the Fox River.
- There has been complaints about drainage within the corridor in the past.

Town of Brookfield - Weyer Road Drainage Improvements Design Criteria Considered

- Provide positive drainage for the Village of Menomonee Falls cross culvert invert on south side of road (elevation 831.15).

- Maintain a minimum ditch longitudinal slope of 0.5%
- Ditch capacity to handle 10-year design storm flows
- WisDOT FDM 13-30-1 Section 1.2: Keep runoff from design year storm (10-year event) below the top of the road subgrade. The minimum depth of a ditch is 1 foot below the subgrade shoulder point so ensure positive drainage of subgrade.
- Maintain minimum of 1 foot of cover from the edge of pavement to the top of driveway culvert (4" HMA & 8" of base course material). AASHTO standard for residential driveways for emergency vehicles and delivery trucks. Note that if we have a road project with existing ditches that we are regrading we usually don't have opportunity for this amount of cover. With a new ditch grading project we tried to meet this requirement.
- Maintain a maximum 3:1 (horizontal:vertical) side slopes.
- Keep grading limits within the right-of-way to avoid temporary limited easements and impacts to private property.
- Avoid landscaping features within the right-of-way if feasible.
- Ditch foreslopes to match in 3 inches above existing edge of pavement. Village's initial project was to mill 2 inches of asphalt and overlay with 5 inches of asphalt. Note prior to bidding this was modified to a pulverize and overlay of 5 inches of asphalt. During construction the southern cross slope of the road was modified from a 2% to a 4%, which was able to make up the difference in edge of pavement elevation.

Project Timeline:

January 13, 2025: Town of Brookfield (Tom Hagie and Scott Hartung), Village of Menomonee Falls (Tom Hoffman), and Strand (Justin Gutoski) meet to discuss the project scope and responsibilities.

January 27-31, 2025: Topographic survey Completed

February 20, 2025: Construction drawings sent to utility companies for Drainage Improvements project.

February 25, 2025: Village Bid Opening for Road Improvements Projects

March 7, 2025: Construction drawings sent to Village for review and comment.

March 12, 2025: Village's Weyer Road Improvements Bid Opening

March 25th & April 1st, 2025: Town's project advertises

April 15, 2025: Town project bid opening takes place in the morning. Town awards project to All-Ways Contractors at Town Board meeting.

May 20, 2025: Preconstruction meeting. It was discussed that many utility relocations needed to take place before All-Ways could mobilize on-site and start project. These included WE Energies gas relocating their gas main more towards the right-of-way. WE Energies electric relocating power poles and some underground lines.



July 14, 2025: Strand stakes out right-of-way and culvert ends.

July 15, 2025: All-Ways mobilizes on-site and starts clearing and grubbing.

July 21-25, 2025: All-Ways starts grading ditches and installing driveway culverts.

July 28, 2025: Residents speak with Town representatives and Strand discussing their concerns with the ditch side slopes.

July 31, 2025: Design change request sent to All-Ways. Project changes included removing the Martha Lane cross culvert and rerouted stormwater west of Martha Lane south. The Town required a temporary limited easement for 21565 as we were grading on the private property. The double culverts across the Popek property were pushed south to help with the foreslopes near the Popek property. Driveway culverts and ditch profile raised up. Removed 1.3 acres of upstream drainage west of Martha Lane which reduces peak flows and ditch capacity needed.

August 4-8, 2025: All-Ways Completes the construction modifications.

August 10: Major rainfall event (water overtopping the road). Washes out a big chunk of the eastern ditch line and some driveway culverts.

August 18, 2025: All-ways repairs storm damaged ditch areas and reinstalls washed out culverts.

August 19, 2025: Village requests to remove cross culvert at STA. 66+27 east to the Town limits and daylight downstream of the Popek driveway.

August 29, 2025: Payne & Dolan paves the binder of Weyer Road.

September 2-8, 2025: All-Ways restores Weyer Road Drainage Improvements Project.

September 9, 2025: Payne & Dolan paves surface of Weyer Road.

September 17, 2025: Strand completes record survey. Culvert inverts shot along with ditch cross sections (edge of pavement, ditch centerline, and foreslope tie-in point) every 50 feet to verify ditch side slopes.